How to Pay Work Dues and Membership Dues with E2

Step 1 - Once you have logged in, click the "Statements/Payments" button on the main dashboard:

	Search Musicians	Search Musicians Q	
Dashboard			
Welcome User!			
1			
Statements/Payments	Advan	aced Directory Search	
Documents	Rehea	ursal Rooms	

Step 2 - On the payments page, click the blue "Make a Payment" button at the right of the screen:

Month	ly Statement										
Accou	nt No: 12345										
Search		Print Date									
Search		mm/dd/yyy	/y		٥					↓	
Search	Reset									Make a payme	nt
										Credit Bala	nce: \$
Sr.No State	ement ID 💸 Date 🛇	Work Dues 🛇	EMSD 🗘	Late Charges 💸	Credit 🗘	HB Fine 🗘	HBLC 🗘	NSF 🗘	Total Amount	Mbrshp Credit 🗘	Paid Amour
1	4782700 21-Oct-2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$(
Membe	ership Paymen	t									
Sr.No		State	ement ID	◊ Date ◊					Mem Dur Pri	ice 🗘 🛛 Print	

Step 3 - On the Payments page, select either the "Work Dues" or "Membership Dues" radio button at the top of the page, and enter your payment information:

	Search Musicians	٩
Payments	⊖ Work Dues ● Membership ○ Donation	
Pay By Card	Your Card Number*	Card Holder Name*
	Expiry Date (MMYY)*	CVV Number *
	MMYY (0125)	
	Address Line 1	Address Line 2
	City	State
	Zip Code*	Country
	Pay Now	

View our full E2 User Portal Walkthrough tutorial at <u>afm47.org/e2/e2%20user%20portal%20walkthrough.pdf</u>