

## **PAY YOUR MONTHLY “WINDOW DUES” ON-LINE AT WWW.UA441.ORG**

Local 441 members have been requesting the ability to pay their member dues on-line and now it is available to you!

Go to our website at [www.ua441.org](http://www.ua441.org) and scroll to bottom of web page and click on



The first time you log in, use your login and password information as provided on the reverse side of this document.

Once you log in, you are taken to a secure site. You first need to select **Change Profile** on the menu on the left hand side of your screen. Please make sure your member information is current.

**Please note!** *You must enter an email address in order to make a credit card payment. This is a requirement of the credit card system.*

Your personal data will show on the screen in these fields. In order to update, you will need to select the **Edit** button first. Make any changes and **Save** when you are finished. You can also choose to set up a new username and password. **Save** when you are finished.

Next, select **Dues** on the menu on the left hand side of your screen. You now will see your current account status and can pay your account in full by selecting the **Credit Card** button at the bottom of the screen

Complete the following screen and click **Purchase** to complete your transaction. *Please note! You must enter the address and phone number information that is associated with the credit card billing address.*

You will see a **Get Receipt** button. If you choose, you can print this receipt for your records. Each day, your union office staff runs a process which brings these credit card payments over to our system and we will send you a receipt along with your dues stamps.

Some additional information regarding the on-line dues system:

You may do the following:

- Pay the total amount due
- Pay more than just the amount you owe as of today on dues (check the minimum dues and assessment button, and type in the # of months you wish to pay)
- Pay one month's dues (check minimum dues and assessment button, and type in the # of months you wish to pay)
- You may zero out the “money on account” that you may see showing, but you cannot add to it. If you wish to add more money on account, you need to call the hall.
- Apprentices may change the amount of Initiation you are paying. However, please remember that this amount must be paid in full by September 1<sup>st</sup> before you can advance.

Other notes:

- You may not remove any death benefits owing. These must be paid in full.
- If you owe a reinstatement fee, you must pay your account in full.

**Please Note:** *Payments received on the last business day of the month must be processed no later than 4 p.m. CST. Members owing 3 months dues on the last business day that have not made payment by 4 p.m. CST will be subject to a reinstatement fee.*

Please call the Hall at (316) 265-4291 during regular office hours and we will be happy to assist you in this new process.