


## Elks - Online Payment Portal Information

A “how to” guide to the site



# Search for your Elks Lodge

- You will use the following URL:
- <https://search.revopay.com/elkslodge>
- You will enter the lodge name or number in the space provided

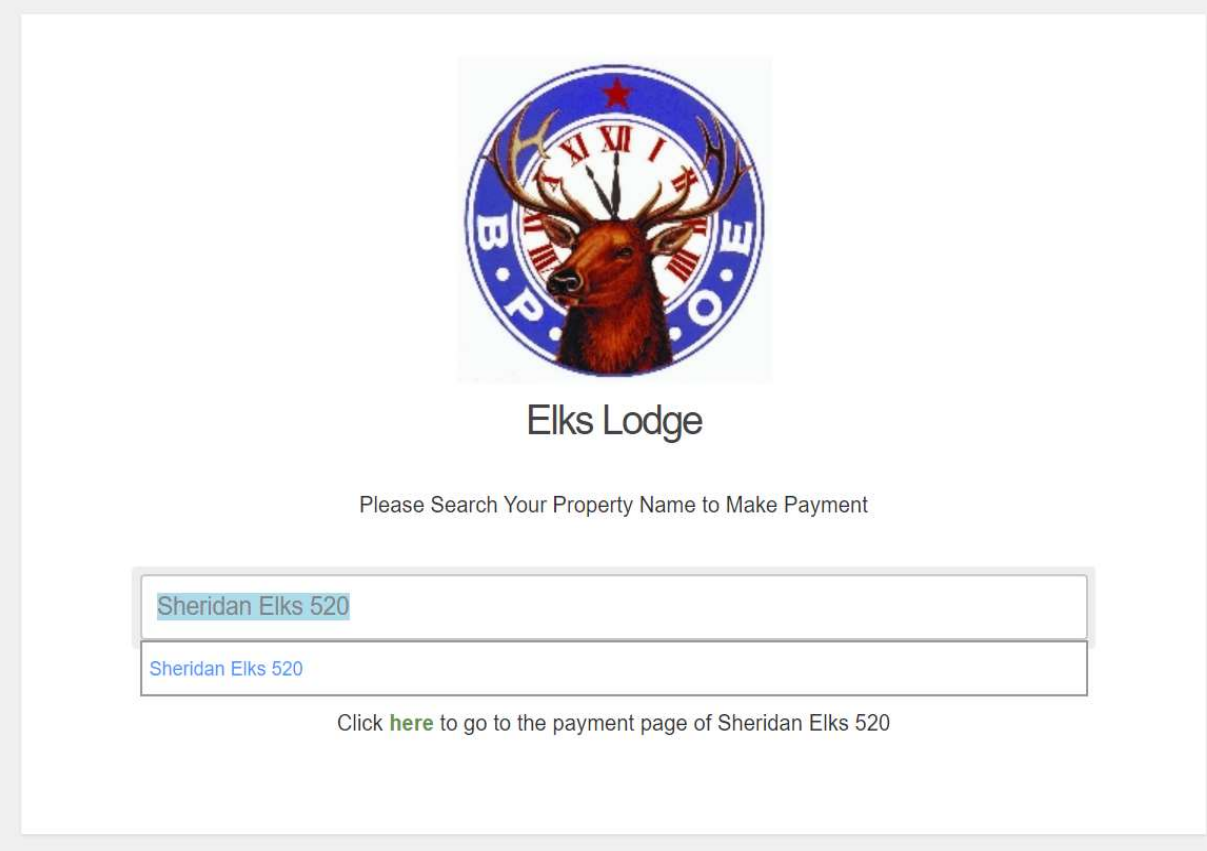


Elks Lodge

Please Search Your Property Name to Make Payment

## Search for your Elks Lodge

- As an example, you will see the Lodge name and number
- Beneath the box there will be a highlighted link to select to open the payment page for the Lodge
- Click [here](#) to go to the payment page.... Will be what you see and select



Elks Lodge

Please Search Your Property Name to Make Payment

Sheridan Elks 520


Sheridan Elks 520

Click [here](#) to go to the payment page of Sheridan Elks 520

## Lodge Payment Page

- Once on the payment page, you can register or make a quick payment (one-time, non-registered payment)
- If you register, you can store payment info – credit / debit card info for future payments
- You will need to enter your member number to register or make a quick payment
- If you don't have your member number, you will need to enter your first and last name to validate being part of the lodge

SHERIDAN ELKS 520  
45 West Brundage Sheridan WY 82801 | Phone: 307-674-7297



[Request help?](#) [User guide](#)

**Username**  
  
[Forgot Username?](#)

**Password**  
  
[Forgot Password?](#)

[Login](#)

[G+](#) [f](#) [Twitter](#)

[Make a Quick Payment](#) [Register](#)


**Need Help?**  
For Amount Due, Member # or billing questions, please contact your lodge secretary.  
For Technical Support in making your payment, please contact Revopay at: [customerservice@revopay.com](mailto:customerservice@revopay.com)

Language

# Lodge Payment Page

- Once the member enters their member number, they will see the items specific to your lodge to pay.
- The member will need to enter the amount as shown on the dues notice for Membership Dues and Grand Lodge / State Assessments.
- The additional contributions your lodge supports will be listed as well. The member will simply enter the amount they want to contribute.
- The member will enter their credit / debit card info and make the payment
- The member will receive a confirmation number of a successful transaction to keep for your records
- The transaction will be one amount and the detailed breakdown of the payment will be provided on the Admin site.

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45 West Brundage Sheridan WY 82801 | Phone: 307-674-7297



Request help? User guide

1 2 3  
Payment Details Payment Method Review & Approve

Please input your member # to continue

VERIFY AND CONTINUE >

Go to Login Register

Need Help?  
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customerservice@revopay.com

# Lodge Payment Page

This slide is simply two screen shots showing the payment page - dues, assessments and the additional contributions for the lodge.

The page will show this as 1 vertical column, however, I created this look of 2 images to just show an example of the page.

The image displays two screenshots of a lodge payment interface. The left screenshot shows the 'Payment Details' step of a three-step process. At the top, there is a circular logo featuring a stag's head. Below it, the user information is displayed: 'User Information', 'REVO TEST', and 'brian@elks.com'. A progress indicator shows three steps: '1 Payment Details' (highlighted in green), '2 Payment Method', and '3 Review & Approve'. Below the progress indicator are two buttons: 'Pay Now' and 'Schedule a Payment'. A radio button is selected for 'I want to schedule a fixed payment amount'. Below this, there are four dropdown menus: 'Start Date' (3rd of the Month), 'End Date' (September, 2020), 'Frequency' (Monthly), and 'End Payment cycle' (Until Cancel). At the bottom, there are two contribution items: 'Assessments' and 'Bicycle Fund', each with a checkbox and a value of '\$ 0.00'. The right screenshot shows a list of contribution options, each with a checkbox and a value of '\$ 0.00': 'Building Fund', 'Cemetery Fund', 'Dues', 'Elks National Foundation (ENF)', 'General Fund', 'Scholarship Fund', 'Veterans Fund', and 'WY Elks State Trust (W.E.S.T.)'. Below the list is a 'Subtotal:' field showing '\$0.00' in green. There is a 'Memo' field with a text input box. At the bottom, there are two buttons: '< GO BACK' and 'SELECT YOUR PAYMENT METHOD >'. Below these buttons is a 'Go to Login' button.

# Lodge Payment Page

This slide is simply a screen shot of the actual location where the member will enter their credit / debit card info and execute the transaction.




brian@elks.com

1 Payment Details    2 Payment Method    3 Review & Approve

### My Payment Details

Making A OneTime payment To be charged on September 03, 2020 Paying:

Assessments	1 x \$5.00
Dues	1 x \$40.00

Pay with Debit/Credit Card   

Name on Card

Your Card Number

Expiration Date     Zip Code

Net Amount:	\$45.00
Convenience Fee:	\$3.50
<a href="#">Click here to learn more about this convenience fee</a>	
Total Payment Amount:	\$48.50

< GO BACK    REVIEW & APPROVE >