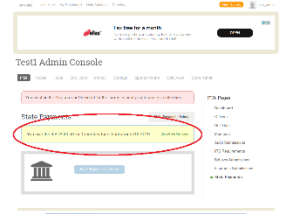
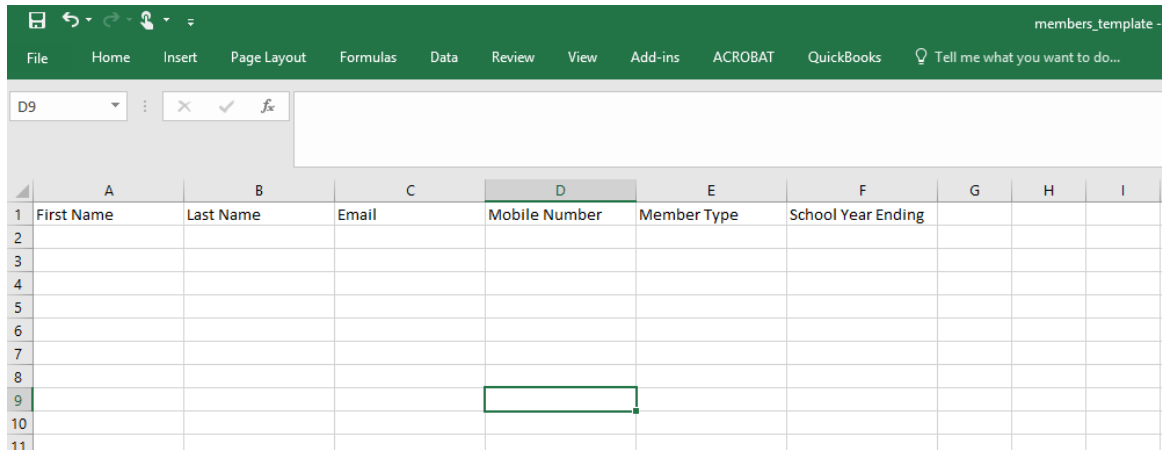


## If Members have not been entered

1. If you have not entered any of your members into MemberHub manually or are not selling membership via the store, your amount due will currently display \$0 in the yellow box on the State Payments tab.



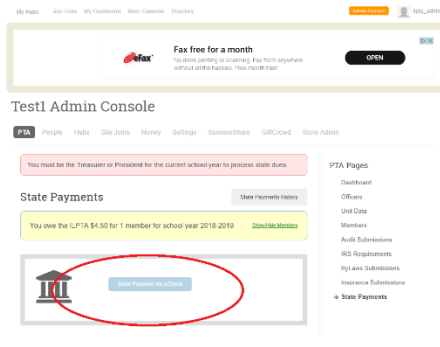
2. **Membership rosters can now be imported by Illinois PTA** by completing and emailing us a cvs file template
3. You can access the template on the Illinois PTA Website or [here](#)
4. When you open the template it will look like the picture below. When completing the form, **do not change any of the headers** or the data upload will not be accepted by the system.

A screenshot of an Excel spreadsheet titled 'members\_template'. The spreadsheet has a header row with columns A through I. Column A is 'First Name', B is 'Last Name', C is 'Email', D is 'Mobile Number', E is 'Member Type', and F is 'School Year Ending'. The rest of the spreadsheet is empty, with a green border around cell D9.

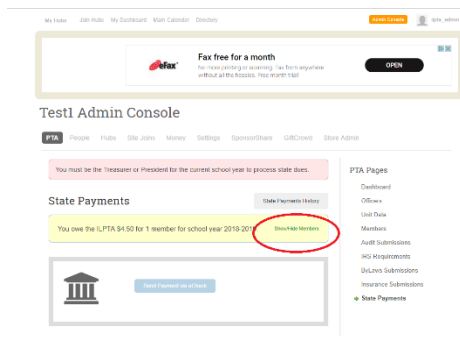
	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Email	Mobile Number	Member Type	School Year Ending			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

5. You have 5 options to use in the Member Type field. Again, anything else will result in errors while trying to upload. Those values are:
  - Parent/Guardian
  - Faculty
  - Student
  - Community
  - Other
6. Save the file and forward it to [info@illinoispta.org](mailto:info@illinoispta.org). In the email message, provide the following information:
  - Unit ID Number
  - Unit Name
  - Unit City

- Once your roster has been imported, your amount due will accurately display what is owed and you will be able to proceed to the Send Payment via e-check process. Follow the steps below to complete the process. The fee for this option is a flat \$1 and an eCheck will be sent directly to Illinois PTA.



- If you wish to display which members you are submitting payment, click on Show/Hide Members. All members with state dues outstanding will be listed at the bottom of the page.



- If you wish to view previous payments submitted, click on the State Payment History

