

Using the New Renewal Notice / Billing System: Information for Lodge Secretaries and Members

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Things You Will See in this Presentation

- Overview of the new billing system
- Results since system implementation
 - Implementation issues that have occurred and been resolved
- Information for Lodge Secretaries: Step by Step
 - Mailing / Postage issues that must be addressed
- Information for Members: Step by Step
- Where we go from here – The future

Old Model

- Direct mail
 - Costs 55 cents / mailing / person
- Lodge picks up the cost for
 - Paper
 - Printing
 - Ink
 - Envelope
 - Return envelope
 - Credit Card Fee



Other Issues and costs

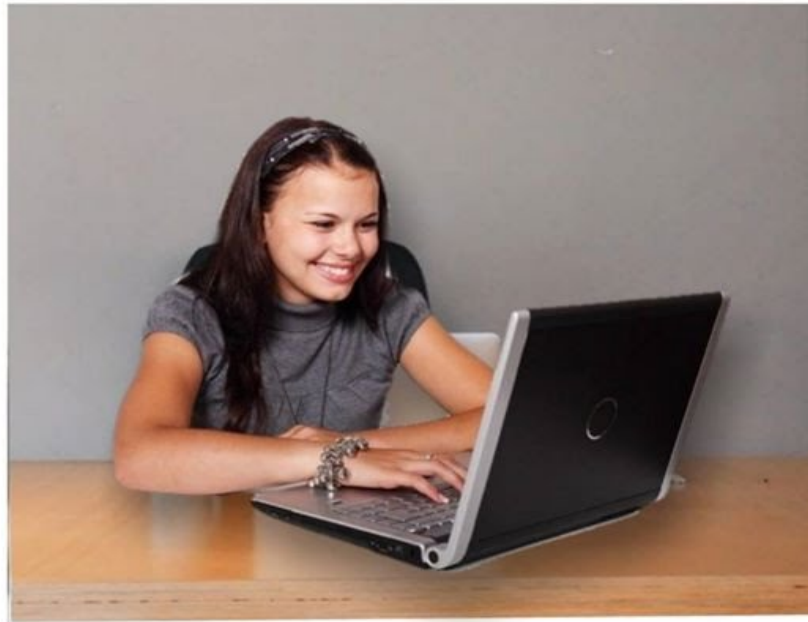
- Not for Profit Mailing Permit = \$275 / Yr.
- 200 piece minimum per mailing
- Need to be sorted by zip code for each mailing
- Does not include
 - Time to print the bill
 - Time to stuff the envelope
 - Travel and wait time at the post office
 - Other issues
- General Estimated cost
 - 77 cents to 1 Dollar / member



NEW GL BILLING PROGRAM

Lodge Secretary only - sign up access

<https://www.elks.org/clms2web/osg.cfm>



BILLING THE
NEW WAY

New Billing System

- **Is Optional**
- OPT IN when you want, OPT OUT when you want
- Modernizes payment options without adding fees
- Estimated Cost for renewal = 32 cents / member / renewal
 - Includes
 - Postage, Paper, Ink, Envelope, Return Envelope, and Credit Card Fees (if Applicable)
 - Billed by Grand Lodge to the local lodge

New Billing System

- No minimum is required by the lodge
- No sorting by the Lodge Secretary
- No issues with printing, stuffing, sorting, etc.



Expected Fiscal Saving

- New method saves 42% to 68% depending on the Lodge
- Expected labor saving = 50 - 100 hours / year

Address Issues



BBC NEWS

Grand Lodge Mails Address Services

- Requested Change of Address costs 63 cents
Pieces are Forwarded to New Address

Lodge Secretary needs to correct addresses in CLMS ASAP

If not corrected piece will be determined Undeliverable and discarded.

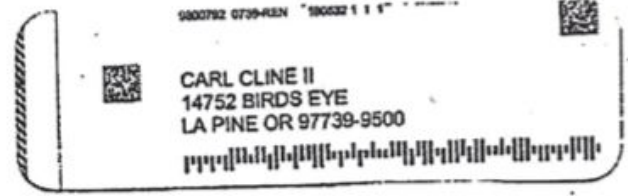


**UNITED STATES
POSTAL SERVICE**

FORM 3547 fee due \$0.63

Restricted Data

*First-Class Mail
Postage and Fees Paid
USPS
Permit No. G10*



NON-PROFIT ORG.
U.S. POSTAGE
PAID
CHICAGO, IL
PERMIT NO. 5244

N/L 4/7 63

OLD:

*CLINE II
14752 BIRDS EYE
LA PINE OR 97739-9500*

NEW:

*46618 MADISON ST SPC 24
INDIO CA 92201-5332*

TO THE POSTMASTER OF

**PO BOX EEEE
INDIO CA 92202-9998**

02/22/21 18:22 4401440001351 cl:3 proc:20210222 eff:20200827
PLANET: Id:00 Code:27110325831320594197739950052



Other Things to Note

- **Again!!!!!! Addresses and phone numbers need to be up to date !!!!!**
 - Incorrect address materials are returned to post office and destroyed
 - **Important for snow birds**
- Members with Dues Waived need to be waived before submission of names to OSP

Sample Invoice



Elks Lodge #782
201 Howard Blvd.
Mt. Arlington, NJ 07856

ADDRESS SERVICE REQUESTED

4634000001 <B34>

 JOE CUSTOMER
 123 MAIN STREET
 ANYTOWN, USA 12345-6789

DUES RENEWAL NOTICE

0001234567890000000000000000

Please detach and return above portion with your payment.

Renewal Notice

Statement Date August 01, 2020
 BPOE Lodge Number 782
 Member Number 12345

Summary of Charges

Description	Amount
Regular - Current Dues 12 Mos	\$57.00
Current per capita dues and assessments for Grand Lodge and State Association in accordance with the Constitution	\$19.00
State Assessment Fee	\$2.00

All amounts in U.S. Dollars **Total: \$78.00**

All transactions will be itemized	
Elks National Foundation \$10.00	<input type="checkbox"/> Enclosed \$_____
State Major Project \$10.00	<input type="checkbox"/> Enclosed \$_____
Veterans Committee \$10.00	<input type="checkbox"/> Enclosed \$_____
Youth Activities Committee \$10.00	<input type="checkbox"/> Enclosed \$_____
Other Lodge Project \$10.00	<input type="checkbox"/> Enclosed \$_____

Total \$_____

HOW TO RENEW:

NEW! **Fast, easy and secure:** Online payments are now available. Log into www.revopay.com/elks and pay with a credit or debit card.

Pay by check via postal mail: Checks must be drawn on an account that will clear through a U.S. bank and accompany the form below via postal mail.

Remittance Section

Statement Date August 01, 2020
 BPOE Lodge Number 782
 Member Number 12345
Total Amount Enclosed \$_____



Please make payable to:

ELKS LODGE #782
 201 HOWARD BLVD.
 MT. ARLINGTON, NJ 07856


Featured Benefits



Your Membership Matters!

Your Membership in the Elks matters to our Veterans and our Youth. Even if you're not active as you would like, your Membership is making a difference in many lives in our community. We sincerely hope you will not allow your Membership to lapse. Please renew your membership TODAY. Pay online with your credit or debit card.

Your Membership Matters and we need you!

Have you moved or changed your phone number?

Please provide your new address or telephone number and return this portion with your payment. Your records will be updated on request.

Effective Date: _____ Account Name: _____


New Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Phone Number: _____

Work Number: _____ Signature: _____

Other Information

- Members can pay by check, electronic check or credit card
 - Member pays convenience fees for EC or CC (about 3.5%)
 - Is noted on the invoice
- Form has optional donation boxes (ENF, Golf, Youth Activities, etc.)
- No additional letters are included – Just the invoice
- Member can send in payment to the lodge by mail if desired.

- 
- Reports are submitted to the Lodge Secretary daily
 - No By-Law changes at the local lodge are required

 - KEY: Lodge Secretary posts payments on CLMS and sends the membership card --- NO Change from the past

How to Pay GL

- Lodge pays Grand Lodge via electronic transfer up front for the cost
 - Same as purchasing postage stamps before mailing

How To for Secretaries

- Go to CLMS, Click on Support

CLMS: CLMS2 NamID: 2358457 Type: STATE Mode: EDIT Server: www/membership1 Expert: FALSE
Active Lodge: Hasbrouck Heights, NJ No. 1962 [362] Last annual report submitted for year: 2020

OSG Print and Online Presentment and Payment Enrollment Form (Step 1 of 2)

Please submit the form below to enroll your lodge in the new Grand Lodge [optional billing renewal program](#). After submitting this form, you'll be asked to upload a voided check from your lodge checking account.

Questions? If you need more information about this program, please contact:

Rick Gathen
Grand Lodge Membership & Marketing Manager
Phone (773) 755-4904 - Fax (773) 755-4905
E-mail: RickG@elks.org

Lodge Name:

Your Name:

Email Address:

By submitting this form, Lodge No. 1962 agrees to be invoiced 32 cents for postage, print, and mail services per member invoiced.

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

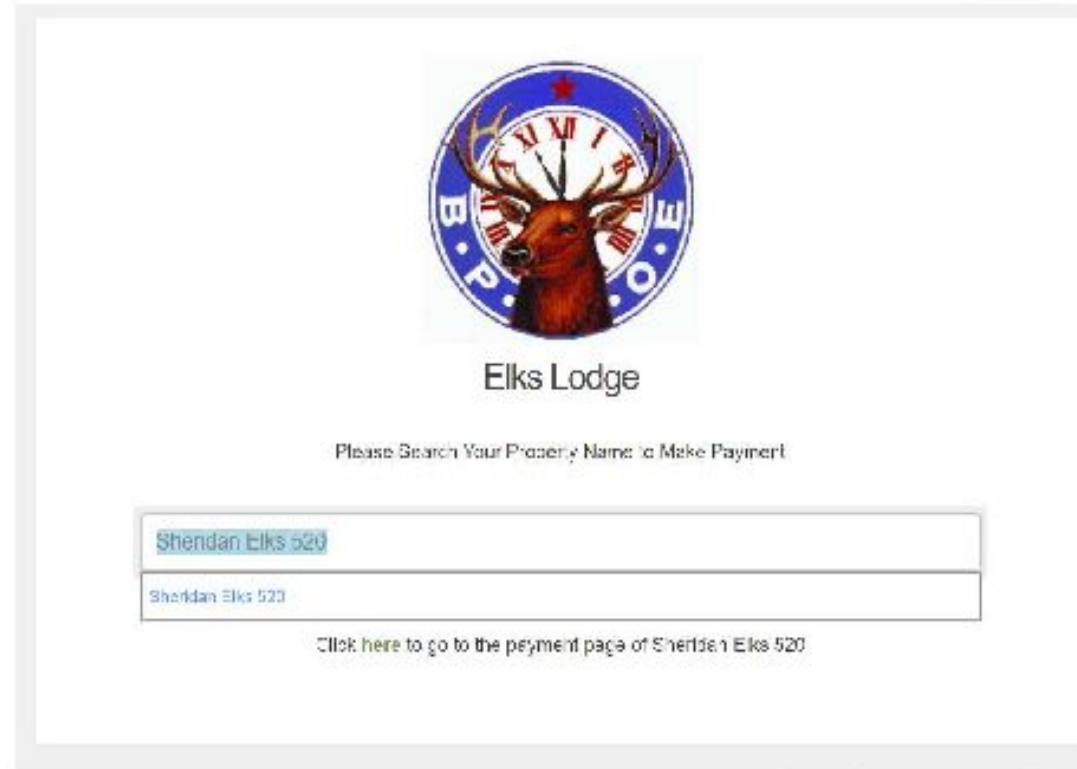
A screenshot of a web interface for searching Elks Lodges. At the top center is the Elks Lodge logo, which features a brown elk's head with large antlers in front of a circular emblem. The emblem has a blue border with the letters 'B.P.O.E.' and a red star at the top. Below the logo, the text 'Elks Lodge' is displayed. Underneath that, a prompt reads 'Please Search Your Property Name to Make Payment'. At the bottom of the interface is a large, empty rectangular input field for entering the lodge name or number.

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



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
80 West Brundage Sheridan WY 82801 | Phone: 307.674.7267

Need help? Join lodge

Username

Email (required)

Password

Last Name (required)

Need Help?


For Account Due, Membership or Billing questions, please contact your lodge secretary.

For Technical Support in making your payment, please contact FavoPay at: customerservice@favopay.com

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.

SHERIDAN ELKS 520
15 Ave. Grandge Charles, NY 12001 Phone: 518 273 7147



MEMBERSHIP MEMBERSHIP

1 Register Elks 2 Register Lodge 3 Online Payment

Please input your member ID to continue

PLEASE CONFIRM

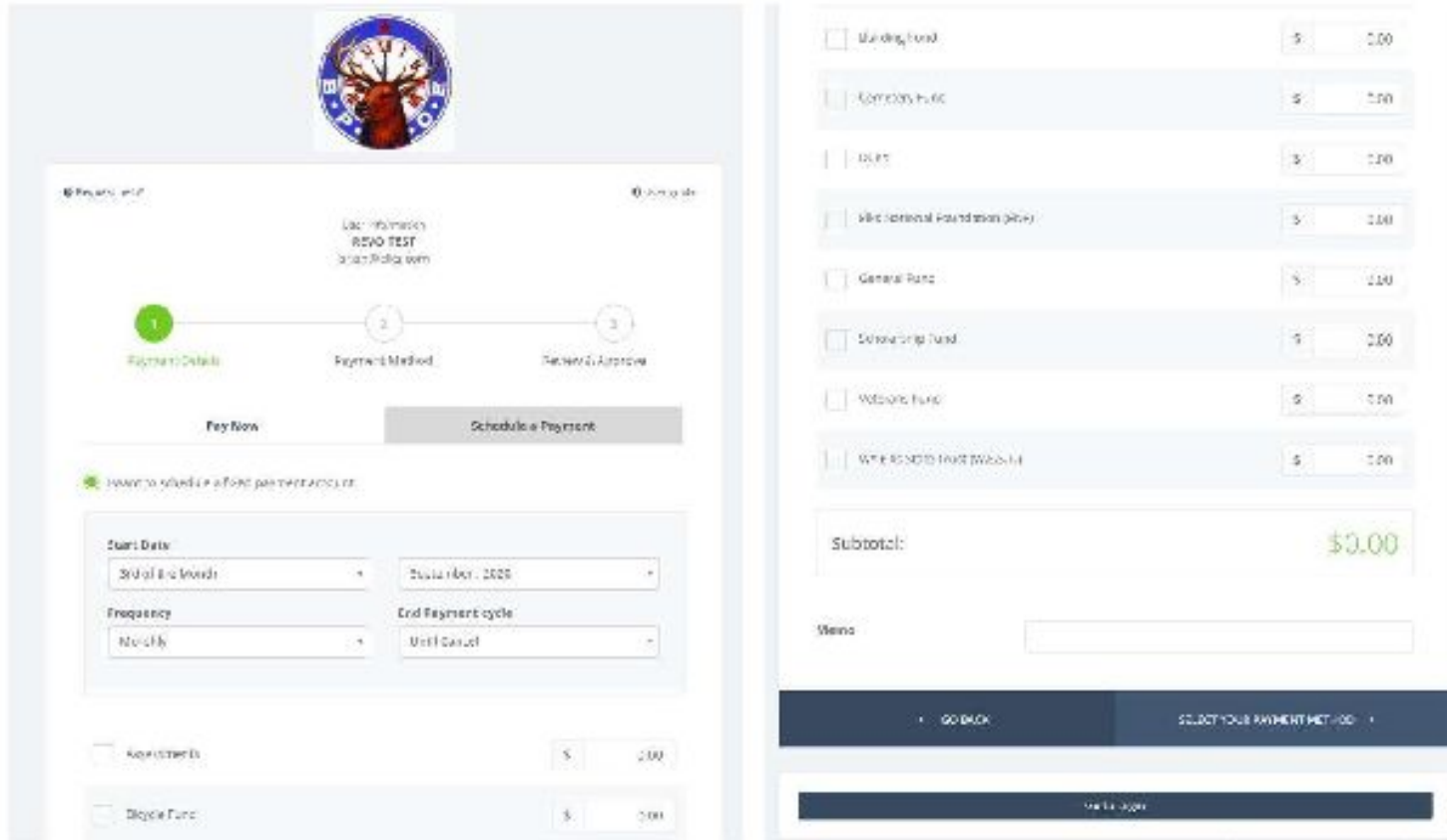
Go to Lodge Register

Need Help?
To Area & District Office: 518 273 7147
To Technical Support: 518 273 7147

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.



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.

www.osg.com
login@osg.com

1 Payment Amount 2 Payment Method 3 Review Payment

My Payment Details

Making a 1-time payment. To be charged on September 03, 2020 Paying:

Amount Due:	1,450.00
Taxes:	17,940.00

Let Pay with Debit/Credit Card

Name on Card

Your Card Number

Expiration Date

Zip Code

Net Amount:	\$45.00
Convenience Fee:	\$3.50

[Click here to learn more about our convenience fee.](#)

Total Payment Amount: **\$418.50**

LOGOUT LOGIN/RENEWAL

Elks - Online Payment Portal Information - Admin Dashboard



Lodge Administrator Info

Your Lodge Admin page

- You will use the following URL:
app.revopay.com
- You will enter your username and password (provided by Brian @OSG)
- You will need to select your lodge name and number
- This will give you access to the admin site of your payment page to see the detailed information on the payments made by members

Please Login to continue

Username
example@gmail.com
Forgot Username ?

Password

Forgot Password ?

Login


version: 3.0.17

Lodge Admin Dashboard

- As an Admin of your lodge's site, you will have access to the settlement and transaction reports of payments made by your members.
- The Dashboard will give you a better view of payments, amounts, additional reports, etc..
- The Settlement report will be emailed to the email address on the Revo application as payments are made. If no payments are made, no report will be sent.
- The payments made by the member will be broken out for you to see the amounts for Dues, Assessments and the individual contributions a member has contributed to. The member will pay one amount, but the detail breakdown will be available to you on the site.
- The next couple of slides will give you an idea of what you will see once in the site
- We will record a session of going through a site to show you what will be available to you once a payment is made. Brian will provide a link to this session

Lodge Admin dashboard

Member Tools
Version 2.0.17



MEMBER TOOL BOX

- DATE RANGES
- REPORTS
- SETTINGS
- FAT RULES
- MEM APP
- BRANDING
- SUPPORT

NEW MESSAGE

All live feedback uses the API to provide feedback or request on the live admin comments.

Dashboard Information and statistics

Revenue

\$0.00

Fiscal year

Outside member

0 Payments

in progress

Queue payment

Expected Deposit

\$0.00

Reserve requirement

Member Loans

0

0.00%

Active Members

0 Active

Recent Activity

Activity

\$0.00

Transaction for 1 month

Recent Payments

Method	Type	Amount	Status
Banking			

Lodge Admin Dashboard continued

Meridian ToolBox
10/17/2020

09:14:00 AM

W. and Facebook share are still there previous feedback or requests on the new domain structure.

Settlements

Deposited 2 Settlements

Settlements


Showing results for Lodge. Use the filters to get another result in different date.

Last Day Last Week Current Month Last Month

1x

Month to: settled Month type: Search

Date	Date ID	Batch Type	Date	Credits	Total	Action
There are no records to show.						



Date	Batch	Company	Company	Paypoint I	Paypoint I	Payor's n	Payor's M	Type	Credit	Debit	Transaction ID
7/23/2020	123456	Elks Lodge	ELKS	River View	123	John Samp	123456	Credit Card	1000	0	1.52E+09
7/23/2020	123457	Elks Lodge	ELKS	River View	123	John Doe	654321	Credit Card	1500	0	1.52E+09
7/23/2020	123458	Elks Lodge	ELKS	River View	123	Sally Smith	987654	Credit Card	1600	0	1.52E+09
7/23/2020	123459	Elks Lodge	ELKS	River View	123	Jane Johns	456789	Credit Card	1700	0	1.52E+09

We love feedback, please use [this link](#) to provide feedback or requests on the new admin experience.



- DASHBOARD
- REPORTS <
- SETTINGS <
- PAY TOOLS <
- MANAGE <
- BRANDING <
- SUPPORT

Dashboard information and statistics

Activity

Your last year activities in a chart

\$0.00
Payment Volume

Data from last year

0 Payments
In 12 months

Last payment in Dec 31, 1969

Last update: Sep 08, 2020

\$0.00
Expected Deposit
Deposits expected today.

Go to [Report](#)

PAYORS TOTAL

0 Payors

Active Adoption Rate: 0.00%

Go to [Report](#)

ACTIVE AUTOPAYMENTS

0 Active

Go to [Report](#)

STEP BY STEP INSTRUCTIONS FOR NEW BILLING SYSTEM

- Lodge Secretary receives daily spreadsheet showing who paid dues
- From the spreadsheet, secretary reports members paid in CLMS 2 Web
- Lodge Secretary mails membership card to new payees
- Lodge Secretary either totals the spreadsheet or prints out a Daily Transaction Report from CLMS2 PC
- Lodge Secretary gives to treasurer the correct amounts received in order for Lodge Treasurer to update the incoming deposit to appropriate G/L chart of accounts:
 - Prepaid Regular Dues (prior to April 1)
 - Prepaid Life/Honorary Life Dues (prior to April 1)
 - Regular Dues (after April 1)
 - Regular Life/Honorary Life (after April 1)
 - Prepaid G/L Fees
 - Prepaid State Fees
 - G/L Fees
 - State Association Fees
 - Any Optional Dues
- Lodge Treasurer may need to transfer funds from general checking account to charity account depending on whether there were optional dues received that would normally be deposited into Charity Account.

Lodge: 1962 Last Name/# MEMBERS Only [NO Filters] Active Name Sort Reset

Report Category

General Membership Dues Notices

Dues and Fees Custom

Report Output options for the Print Report Button only

Preview/Print MS Word (RTF)

HTML Adobe PDF

Send mail:

Dues Payments By Name and Transaction Data Source Parameters

[Clear Parameters](#)

Lodge Year:

From Date:

To Date:

Description:

Report Name	# of Downloads	Shared	Custom
Absolute Dimit Fees Copy 1	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Absolute Dimit Granted Fees		<input type="checkbox"/>	<input type="checkbox"/>
Certificate Of Release Application Fees		<input type="checkbox"/>	<input type="checkbox"/>
Certificate Of Release Granted Fees		<input type="checkbox"/>	<input type="checkbox"/>
Current Year - Fiscal Year End Transaction Lists		<input type="checkbox"/>	<input type="checkbox"/>
Dues Paid And Not Paid To Report		<input type="checkbox"/>	<input type="checkbox"/>
Dues Paid By New Members		<input type="checkbox"/>	<input type="checkbox"/>
Dues Payments by Date		<input type="checkbox"/>	<input type="checkbox"/>
Dues Payments by Date Copy 1	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dues Payments by Date Torrance Elks 1948	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Dues Payments By Name and Transaction		<input type="checkbox"/>	<input type="checkbox"/>
Dues Payments By Name and Transaction Total Only	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Members In Good Standing That Owe Prepaid Dues		<input type="checkbox"/>	<input type="checkbox"/>
Reinstatement Application Fees		<input type="checkbox"/>	<input type="checkbox"/>
Reinstatement Dues		<input type="checkbox"/>	<input type="checkbox"/>
Transfer Dimit Application Fees		<input type="checkbox"/>	<input type="checkbox"/>



Hasbrouck Heights No 1962
DUES PAYMENT BY NAME AND TRANSACTION
 FOR
2/3/2020 Thru 3/2/2020

Member Number	Name	Dues Paid Thru Date	Type/Description	Remitted By Indiv	Remitted By Lodge	Date Paid
ZZZZZZ	ZZZ Grand Totals					
			PLP/02 - (8) Life - Prepaid Dues	\$200.00	\$0.00	
			PLP/09 - (23) Regular - Prepaid GL Insurance	\$154.00	\$7.00	
			PLP/10 - (23) Regular - Prepaid GL Per Capita	\$143.00	\$6.50	
			PLP/11 - (23) Regular - Prepaid State Fees 1	\$44.00	\$2.00	
			PLP/12 - (8) Life - Prepaid GL Insurance	\$56.00	\$0.00	
			PLP/13 - (8) Life - Prepaid The Elks Magazine	\$44.00	\$0.00	
			PLP/14 - (8) Life - Prepaid State Fees 1	\$16.00	\$0.00	
			CLP/19 - (1) Regular - Current GL Insurance	\$5.00	\$0.00	
			CLP/20 - (1) Regular - Current GL Per Capita	\$6.50	\$0.00	
			CLP/21 - (1) Regular - Current State Fees 1	\$2.00	\$0.00	
			PLP/4E - (23) Regular - Prepaid Dues 12 Mos	\$1,150.00	\$0.00	
			PLP/4F - (23) Regular - Prepaid The Elks Maga	\$121.00	\$5.50	
			PLP/4M - (8) Life - Prepaid GL Per Capita	\$52.00	\$0.00	
			OD /51 - (10) BULLETIN BOOSTER	\$100.00	\$0.00	
			OD /52 - (15) ELKS NATIONAL FOUNDATION	\$270.00	\$0.00	
			OD /53 - (12) LODGE SCHOLARSHIP FUND	\$120.00	\$0.00	
			OD /54 - (12) ARMY OF HOPE	\$124.00	\$0.00	
			CLP/5F - (1) Regular - Current Dues 12 Mos	\$50.00	\$0.00	
			CLP/5G - (1) Regular - Current The Elks Magaz	\$5.50	\$0.00	
				\$2,663.00	\$21.00	

9/1/2020 8:06 AM User: joycec21 Rep Template: Dues Payments By Name and Transaction Query: tf_CLMS_ListActgTranRegis ter

Last Sync Date: 9/1/2020 7:01 AM CST Last DB Update: 8/14/2020 9:02 AM CST

Query Parameters: Lodge ID: 362; Lodge: 1962; Detail ID: 0; Lodge Year: ; From Date: 2020-02-03; To Date: 2020-03-02




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- What We Do
- How to Join
- Grand Lodge
- Member Resources
- Member Center
- Online User Directory
- Latest News
- Lodge Info
- Message Boards
- Extended Access

Home / Members / Member Center

Member Center

Extended Access Groups: [CyberAssistants](#) | [District Deputies](#) | [Exalted Rulers](#)
[Elks.org Classified Ads - Buy, Sell or Trade](#)



Welcome, Steven!
Membership No.: 008470
[Moscow, ID #0249](#)

- Members Home**
News for Members
- Officers & Committees**
Who's Who in Elkdom
- Newsletter**
Monthly News from G/L
- Reports**
Membership Data & More
- Manuals**
Best Practices
- Membership Toolkit**
Grow Your Membership
- National Convention**
Join us in July
- Elks Magazine Online**
Read the Latest Issue
- Lodge Accounting**
Accounting & Reporting

- Extended Access**
Member Resources
- Lodge Secretaries**
CLMS2Web
- Message Boards**
Community Discussion
- Licensed Vendors**
Elks-related Merchandise
- Classifieds**
Buy, Sell or Trade
- By-Laws Revision**
Revise Your By-Laws
- Safety & Insurance**
Keep Your Lodge Safe

Moscow, ID #0249

Current Lodge Members: 416

There are currently **416** members at your lodge.

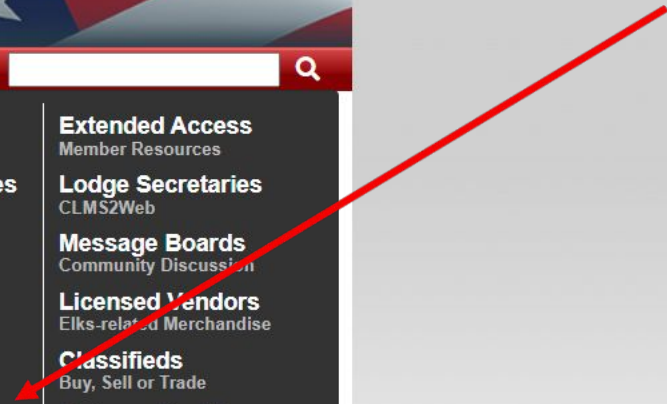
[Invite Someone to Join](#) [Locate a member](#)

Lodge Per Capita: \$0.50 [View standings](#)

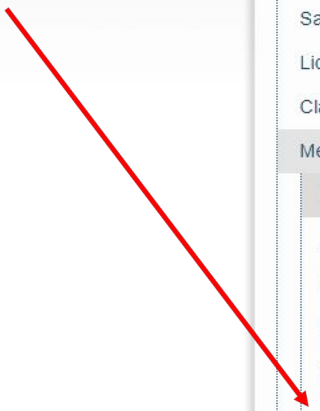
Membership Billing Renewal System
[Get More Info!](#)

New! Financial Reporting System
[Learn More!](#)

Elks.org Classifieds



- Convention >
- Charitable Giving >
- Grand Lodge Resources ^
 - Reports
 - Manuals
 - Directories
 - Newsletter
 - Safety & Insurance Info
 - Licensed Vendors
 - Classifieds
- Membership Toolkit ^
 - Membership News**
 - Incentives
 - Member Orientation
 - Social Media Guide
 - Forms
 - Lodge Billing
 - Contact Us
- Leadership >
- Committees >
- Elks Magazine >
- Training
- Member Resources
- Extended Access



Membership News

[Newport Harbor Lodge #1767 Initiated 117 New Members!](#)



Newport Beach California, on Tuesday Oct 15th, Newport Harbor Lodge #1767 conducted their initiation of one hundred seventeen (117) new Elks. Spread the word, send us your picture and make something BIG happen!

[Rethink what can be done this year](#)
"It is what it is" — Ever hear this saying? These are the words of those who have surrendered themselves to losing membership and written off the possibility of changing it. Instead, leaders replace this with "What if?"

[Virtual manual saves time, paper](#)
The Bricks & Clicks transformation continues with the introduction of the new Grand Lodge Membership & Marketing "Virtual" Manual. It is accessible 24/7 to all Members registered on elks.org.

[Skilled members are needed to aid Elkdom](#)
The Membership Chairperson needs committee members with various skills.

[Leaders step up for plus in membership](#)
Grand Lodge is calling on all of our good Exalted Rulers and Lodge Secretaries to seize the initiative to end 2018-19 with our first membership gain in 39 years.

[Orientation inspires new Members to get active](#)
Grand Lodge Membership and Marketing continues to strengthen the new Member experience. We launched the Orientation video and companion recruitment video "Why We Join," all accessible on DVD, Membership Toolkit, and YouTube.

[How'd They Do That?](#)
Benjamin Braden of the Ballard Elks Lodge relates the story of what the Ballard, WA Lodge did to succeed in membership growth. (PDF format)

[Membership Matters: Punta Gorda, FL Elks Lodge No. 2606](#)
The Punta Gorda, FL Elks Lodge No. 2606 celebrated 150 Years of Service by initiating more than 400 new members! Find out how!

[Ballard WA Lodge No 827 initiated 71 New Members](#)

Top Recruiters



Congrats to the top recruiters (so far!) of the 2021/2022 lodge year. Recruiter data is updated daily at around 6 am based on information submitted to CLMS. Proposees must be initiated and paid to be included in our calculations.

Rank	Name	Lodge	District	State	Proposed
1	Lucia Leonard	1246	5520	NJ	83
2	Toni L Goodrich	1224	2080	FL	32
3	Stanley Hickrod	1912	2080	FL	31
4	Jennifer Thomas Andrews	1692	6640	NC	22
4	Mary E Lavengood	2520	1700	FL	22
6	Jeffrey D Brackett P E R	1860	8080	RI	20
7	Zack Palmer	0649	2920	IN	19
7	Peter E Vaphiades	2606	2020	FL	19
9	Russell Holove	0222	4240	MI	17
9	Elbert Gray	2202	1640	CT	17
9	Jimmy Rodriguez	2563	5720	NJ	17
12	Betty L Stewart	0155	2880	IN	16
12	P Erik Emely	1044	3760	MD	16
12	Kathy Jackson	1850	6920	OH	16
12	Mike Helmer	1246	5520	NJ	16
12	William R Chase	0197	9160	VA	16
12	Leigha From	1108	0920	CA	16
18	Nathan Wood	1665	9040	VT	15
18	Michael G Carroll	0590	3200	IA	15
18	Jamie M Clemons	1795	1840	FL	15
21	Jeremy Frakes	0498	0560	AR	14
21	Lyle S Personette	1991	0640	CA	14
21	Deken Loveless	0849	8960	UT	14
21	Joseph F Carideo Jr.	1525	2080	FL	14
21	Linda Morrissey	2483	8640	TX	14
21	Chemayne Myers	0233	5760	NJ	14

Check out the top proposers [in your state](#).

[Back to top](#)



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- Charitable Giving >
- Grand Lodge Resources ^
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 - Safety & Insurance Info
 - Licensed Vendors
 - Classifieds
 - Membership Toolkit ^
 - Membership News
 - Incentives
 - Member Orientation
 - Social Media Guide

[Elks Home](#) > [Members Area](#) > [Grand Lodge](#) >

Billing Renewal Program

The Grand Lodge Membership & Marketing optional billing program was designed to make the membership renewal process more modern. It offers more customization. It is far less expensive. It offers more modern options for Members to pay dues and make donations. The savings on time and labor for Lodge Secretary's is also great news. When you're ready to opt-in, have your lodge secretary submit the simple registration form in CLMS:

[Opt-In Registration Form](#)

Billing Timeline and Explanation

Whether it is the first billing or a Member still showing as a "unpaid" months later, they are all considered "renewals".

2021 Billing Timeline

We do not automatically withdrawal from anyone's bank account. Grand Lodge does not issue postage credits or refunds.

1. Prior to January 11th – Verify using the Member Billing Precheck.
2. January 11th- Deadline to sign up for the January 2021 new lodge year billing.
3. January 15th- Grand Lodge to invoice Lodges for the postage, bindery, printing.
4. January 31st - Deadline for Lodges to pay postage to Grand Lodge.
5. February 2nd- Grand Lodge IT to send billing files to OSG.
6. February 4th - OSG invoices mailing goes out to members.

1. Prior to April 16th – Verify using the Member Billing Precheck.
2. April 16th- Deadline to sign up for May 2021 billing.
3. April 22nd - Grand Lodge to invoice Lodges for the postage, bindery, printing.
4. May 20th- Deadline for Lodges postage payment back to Grand Lodge.
5. May 24th- Grand Lodge IT to send billing files to OSG.
6. May 26th - OSG invoices mailing goes out to members.

1. Prior to June 30th – Verify using the Member Billing Precheck.
2. June 30th- Deadline to sign up for August 2021 billing.
3. July 7th- Grand Lodge to invoice Lodges for the postage, bindery, printing.
4. July 30th- Deadline for Lodges postage payment back to Grand Lodge.



Opt. Out and FAQs Sections

- If you've already registered to participate in this program, there's no need to opt-in again. You'll be automatically enrolled if all future mailings. If you'd like to cancel your participation, click the "Cancel our Participation" button online:
- <https://www.elks.org/clms2web/osg.cfm> **NEW Optional Billing Renewal Program FAQs**

Print Version to the Information

- www.elks.org
- Member's only
- Membership toolkit
- Lodge Billing

Using the New Renewal Notice System: Information for Members

Sample Invoice



Elks Lodge #782
201 Howard Blvd.
Mt. Arlington, NJ 07856

ADDRESS SERVICE REQUESTED

4634000001 <B34>

 JOE CUSTOMER
 123 MAIN STREET
 ANYTOWN, USA 12345-6789

DUES RENEWAL NOTICE

0001234567890000000000000000

Please detach and return above portion with your payment.

Renewal Notice

Statement Date August 01, 2020
 BPOE Lodge Number 782
 Member Number 12345

Summary of Charges

Description	Amount
Regular - Current Dues 12 Mos	\$57.00
Current per capita dues and assessments for Grand Lodge and State Association in accordance with the Constitution	\$19.00
State Assessment Fee	\$2.00

All amounts in U.S. Dollars **Total: \$78.00**

All transactions will be itemized*	
Elks National Foundation	\$10.00 <input type="checkbox"/> Enclosed \$_____
State Major Project	\$10.00 <input type="checkbox"/> Enclosed \$_____
Veterans Committee	\$10.00 <input type="checkbox"/> Enclosed \$_____
Youth Activities Committee	\$10.00 <input type="checkbox"/> Enclosed \$_____
Other Lodge Project	\$10.00 <input type="checkbox"/> Enclosed \$_____

Total \$_____

HOW TO RENEW:

NEW! **Fast, easy and secure:** Online payments are now available. Log into www.revopay.com/elks and pay with a credit or debit card.

Pay by check via postal mail: Checks must be drawn on an account that will clear through a U.S. bank and accompany the form below via postal mail.

Remittance Section

Statement Date August 01, 2020
 BPOE Lodge Number 782
 Member Number 12345
Total Amount Enclosed \$_____



Please make payable to:

ELKS LODGE #782
 201 HOWARD BLVD.
 MT. ARLINGTON, NJ 07856


Featured Benefits



Your Membership Matters!

Your Membership in the Elks matters to our Veterans and our Youth. Even if you're not active as you would like, your Membership is making a difference in many lives in our community. We sincerely hope you will not allow your Membership to lapse. Please renew your membership TODAY. Pay online with your credit or debit card.

Your Membership Matters and we need you!

Have you moved or changed your phone number?

Please provide your new address or telephone number and return this portion with your payment. Your records will be updated on request.

Effective Date: _____ Account Name: _____

New Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Phone Number: _____

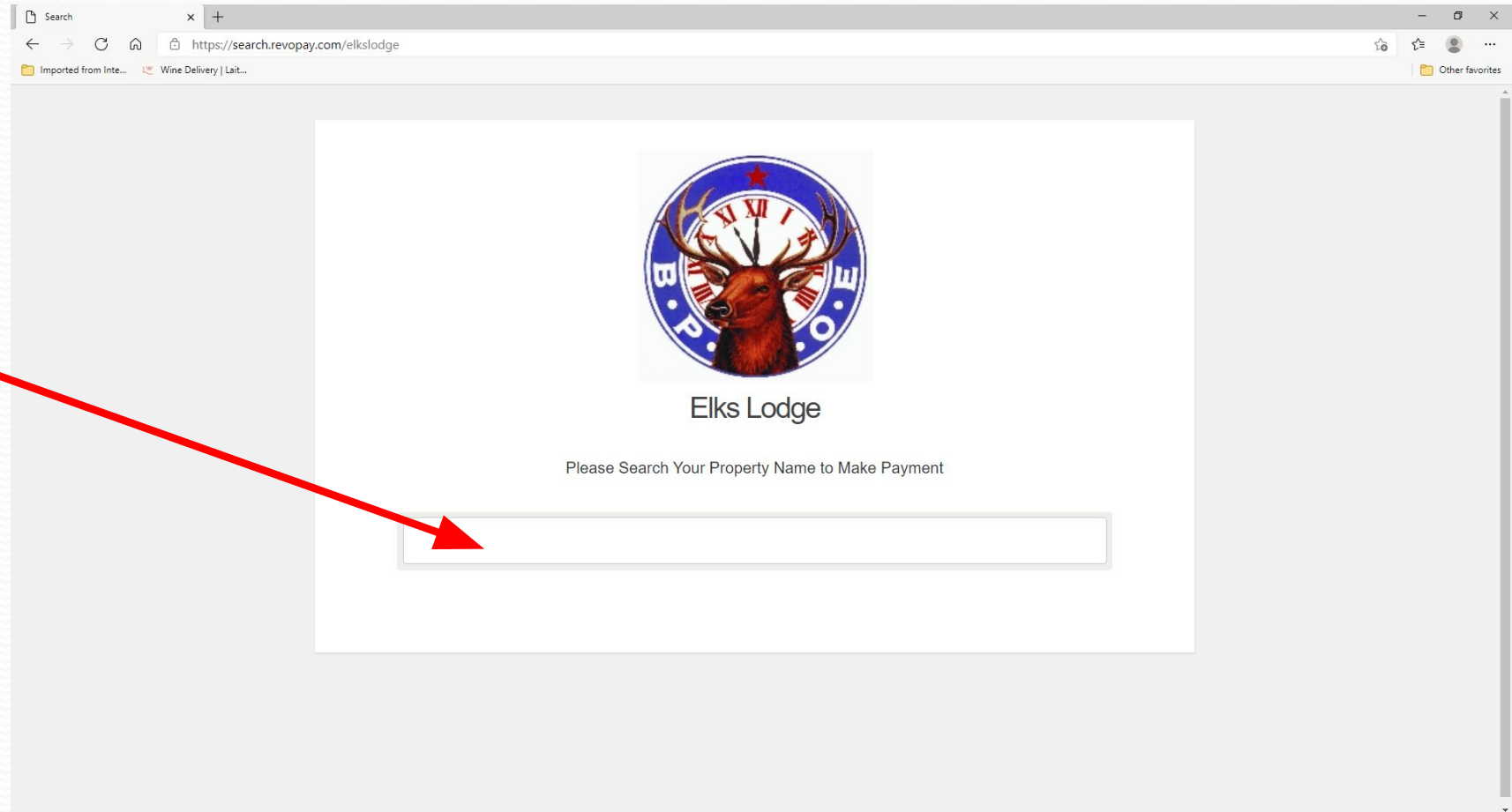
Work Number: _____ Signature: _____

After Receiving the Billing Notice

- Identify what you want to pay on your paper notice
- Click on the following link found in the **How to Renew Section**
 - [Search.revopay.com/elks lodge](https://search.revopay.com/elks)

The Link Takes you to this Page

- Type in your Elks Lodge #
- E.g., 249



Link Takes you to this Page

- Click on
- Make a Quick Payment

A screenshot of a web browser window. The address bar shows the URL: https://payportal.revopay.com/index.php/OSG/properties/moscowelks2492/login. The page header includes the address "3080 Hwy 8 Moscow ID 83843 | Phone: 208-882-2577" and a logo of a deer with antlers inside a circular emblem. The main content area features a login form with the following elements: "Request help?" and "User guide" links; a "Username" label and input field; a "Forgot Username?" link; a "Password" label and input field; a "Forgot Password?" link; a green "Login" button; and social media icons for Google+, Facebook, and Twitter. At the bottom of the page, there are two dark blue buttons: "Make a Quick Payment" and "Register". A vertical "Language" dropdown menu is visible on the right side of the login form.

Takes you to this Page

● Insert Your Membership Number

Make a Quick Payment x +

https://payportal.revopay.com/index.php/OSG/properties/moscowelks2492/qpay

Imported from Inte... Wine Delivery | Lait... Other favorites

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

SecureTrust Trusted Commerce CLICK TO VALIDATE

Need Help?

Review your Identifying Information

- Click on
- Continue to Payment

Make a Quick Payment

https://payportal.revopay.com/index.php/OSG/properties/moscowelks2492/qpay

Request help? User guide

1 — 2 — 3

Payment Details Payment Method Review & Approve

8470

First Name Last Name

Steven Meier

Phone Number Email Address

5XX-XXX-0547 smxxxx@uidaho.edu

< GO BACK CONTINUE TO PAYMENT >

Go to Login Register

SecureTrust
Trusted Commerce
CLICK TO VALIDATE

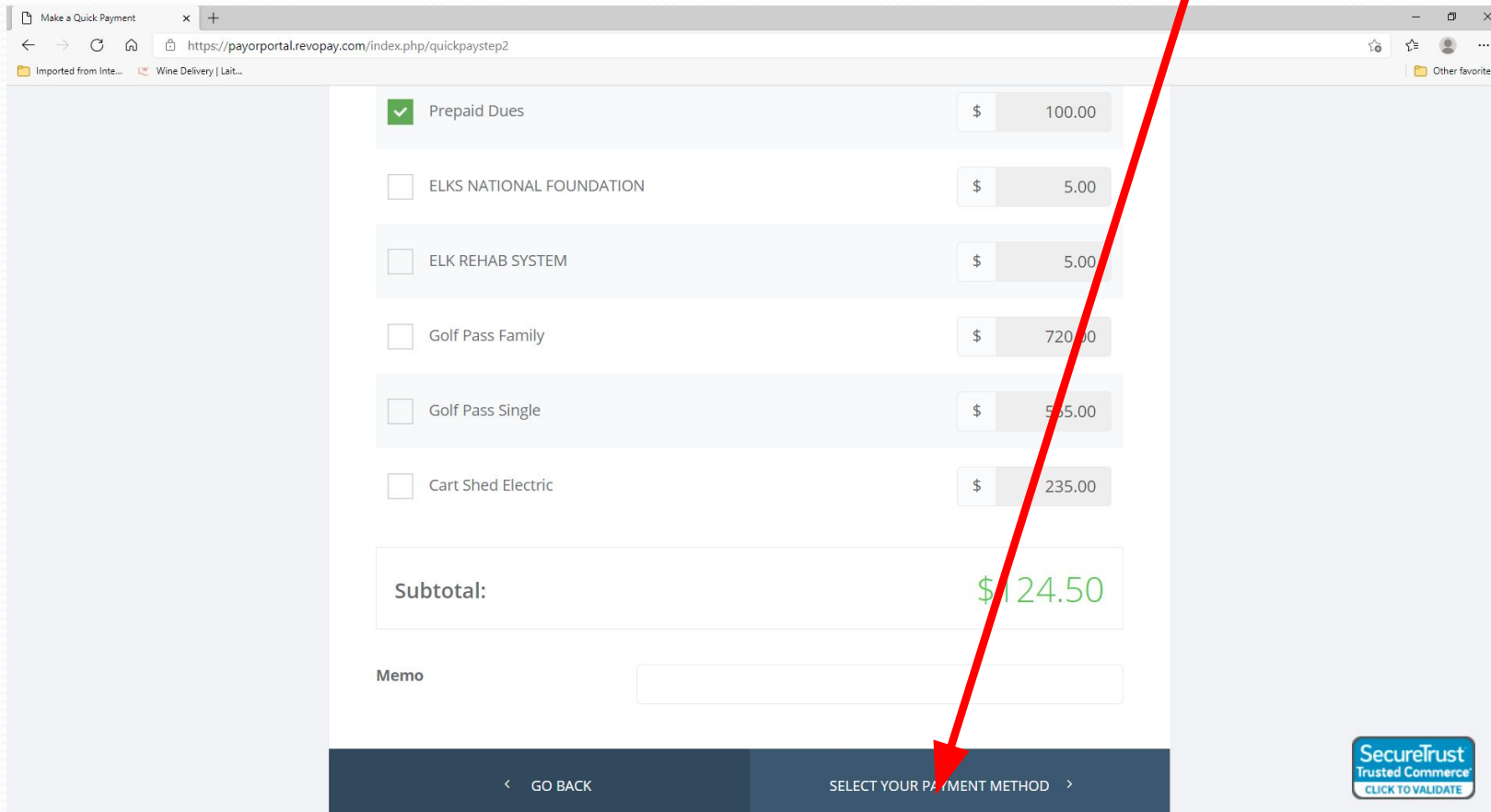
Click on Options You Want to Pay For then Pay Now or Schedule a Payment

The screenshot shows a web browser window with the URL <https://payportal.revopay.com/index.php/quickpaystep2>. The page features a three-step progress indicator at the top: 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". Two red arrows point from the text above to these buttons. Below the buttons are two input fields: "25th" and "February, 2021". A list of payment items follows, each with a checkbox and a price:

<input checked="" type="checkbox"/>	Prepaid per capita dues and assessments	\$ 24.50
<input type="checkbox"/>	Cart Shed Gas	\$ 215.00
<input type="checkbox"/>	Range Ball Pass Single	\$ 115.00
<input type="checkbox"/>	Range Ball Pass Family	\$ 170.00
<input type="checkbox"/>	Lodge Charities	\$ 5.00

In the bottom right corner, there is a "SecureTrust Trusted Commerce" logo with the text "CLICK TO VALIDATE" below it.

If Pay Now, Click on Select Payment Method



The screenshot shows a web browser window with the URL <https://payportal.revopay.com/index.php/quickpaystep2>. The page displays a list of items for payment, each with a checkbox and a price:

Item	Amount
<input checked="" type="checkbox"/> Prepaid Dues	\$ 100.00
<input type="checkbox"/> ELKS NATIONAL FOUNDATION	\$ 5.00
<input type="checkbox"/> ELK REHAB SYSTEM	\$ 5.00
<input type="checkbox"/> Golf Pass Family	\$ 720.00
<input type="checkbox"/> Golf Pass Single	\$ 55.50
<input type="checkbox"/> Cart Shed Electric	\$ 235.00

Below the list, the subtotal is shown as **\$124.50**. There is a text input field labeled "Memo". At the bottom of the page, there are two buttons: "GO BACK" and "SELECT YOUR PAYMENT METHOD". A red arrow points from the top right towards the "SELECT YOUR PAYMENT METHOD" button. In the bottom right corner, there is a "SecureTrust Trusted Commerce" logo with a "CLICK TO VALIDATE" button.

Follow Payment Details / Directions

Make a Quick Payment




https://payportal.revopay.com/index.php/quickpayonetime

Imported from Inte... Wine Delivery | Lait... Other favorites

My Payment Details

Making A OneTime payment To be charged on February 25, 2021 Paying:

Prepaid per capita dues and assessments	1 x \$24.50
Prepaid Dues	1 x \$100.00

Pay with Debit/Credit Card    DISCOVER


Name on Card

Your Card Number

Expiration Date **Zip Code**

Net Amount:	\$124.50
Convenience Fee:	-

[Click here to learn more about this convenience fee](#)

 **SecureTrust**
Trusted Commerce
CLICK TO VALIDATE

If Schedule a Payment Follow the Schedule Directions

The screenshot shows a web browser window with the URL <https://payportal.revopay.com/index.php/quickpaystep2>. The page displays user information for STEVEN MEIER (meier@uidaho.edu) and a progress bar with three steps: 1. Payment Details (active), 2. Payment Method, and 3. Review & Approve. Below the progress bar are two buttons: "Pay Now" and "Schedule a Payment". The "Schedule a Payment" button is highlighted with a red arrow. Below the buttons, there is a radio button selection: "I want to schedule a fixed payment amount" (selected). The form contains several dropdown menus: "Start Date" (set to "25th of the Month"), "Frequency" (set to "Monthly"), "End Payment cycle" (set to "Until Cancel"), and "February, 2021". At the bottom, there is a checked checkbox for "Prepaid per capita dues and assessments" and a price field showing "\$ 24.50". A "SecureTrust Trusted Commerce" logo is visible in the bottom right corner.

Click on Select Your Payment Method

The screenshot shows a web browser window with the URL <https://payportal.revopay.com/index.php/quickpaystep2>. The page displays a list of payment items with checkboxes and amounts:

Item	Amount
<input checked="" type="checkbox"/> Prepaid Dues	\$ 100.00
<input type="checkbox"/> ELKS NATIONAL FOUNDATION	\$ 5.00
<input type="checkbox"/> ELK REHAB SYSTEM	\$ 5.00
<input type="checkbox"/> Golf Pass Family	\$ 720.00
<input type="checkbox"/> Golf Pass Single	\$ 565.00
<input type="checkbox"/> Cart Shed Electric	\$ 235.00

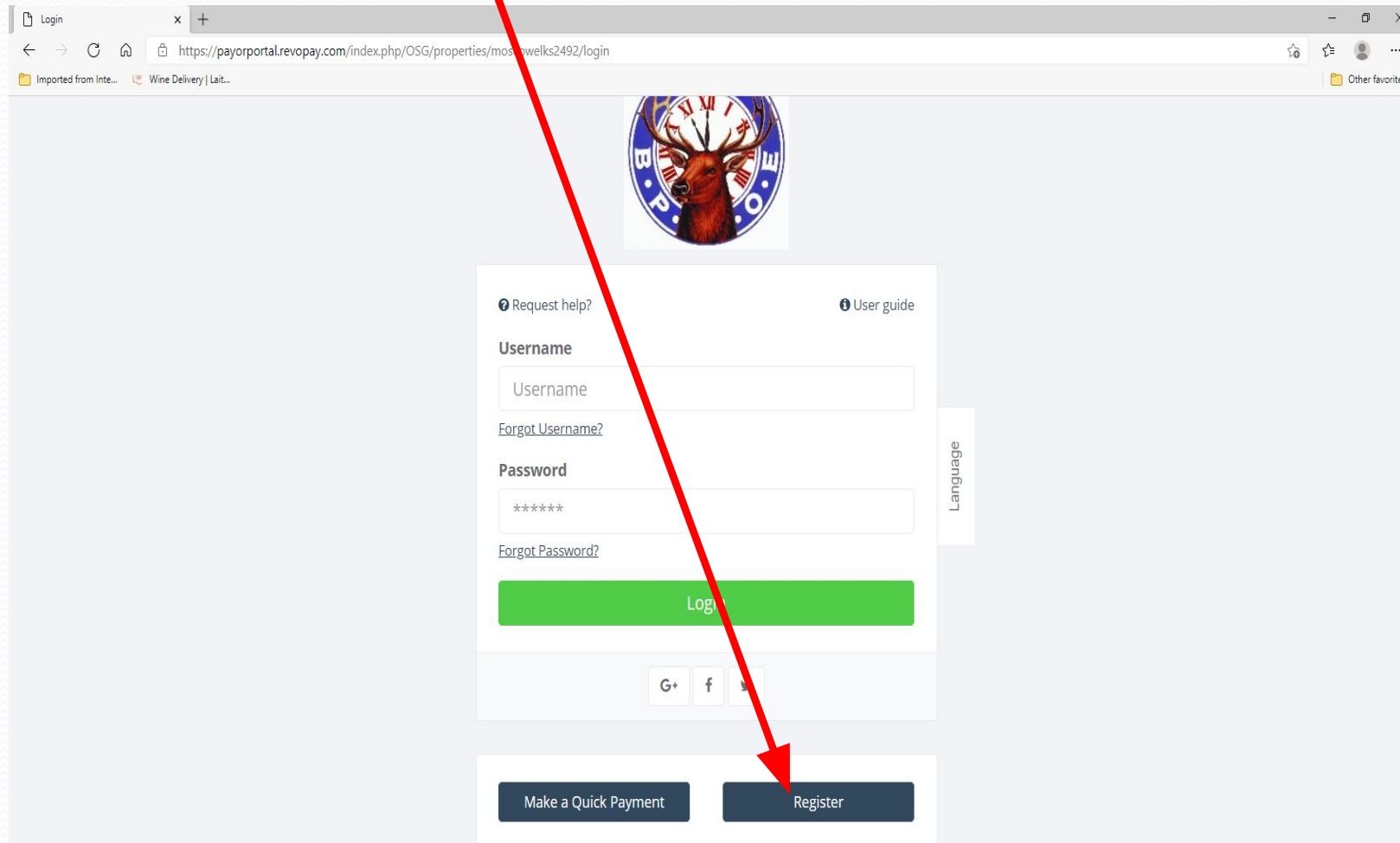
Subtotal: \$124.50

Memo:

Navigation buttons: [GO BACK](#) and [SELECT YOUR PAYMENT METHOD](#)

SecureTrust Trusted Commerce CLICK TO VALIDATE

Register for the Future



The screenshot shows a web browser window with the URL <https://payportal.revopay.com/index.php/OSG/properties/moscowwells2492/login>. The page features a circular logo with a deer's head and the letters 'B.P.O.E.' around it. Below the logo is a login form with the following elements:

- Links for "Request help?" and "User guide".
- A "Username" label and a text input field containing "Username".
- A link for "Forgot Username?".
- A "Password" label and a text input field containing "*****".
- A link for "Forgot Password?".
- A green "Login" button.
- Social media icons for Google+, Facebook, and Twitter.
- A vertical "Language" dropdown menu.
- At the bottom, two dark blue buttons: "Make a Quick Payment" and "Register".

A red arrow originates from the top of the page and points directly to the "Register" button.

Reasons for Registering

- Once done, never need to do again
 - Can change the times you want to pay
 - Can change how much you pay / time
 - Never need to think about it
-
- Automatic renewals and billing, never need to think about it
 - Gets funds to your lodge faster
 - Easier than other methods
 - Less expensive than other methods



Results

- Since April 1
- Set new membership retention records
 - 87% have paid their dues
 - 34,000 six month delinquents
 - 63,000 12 month delinquents
 - Best Results Ever by this time
- Will have added 27,000 new members (294 every day)
 - Have 12,536 candidates in the pipeline



Other New Techniques

- New Post Card reminder
- Social media posts
- Membership Tool Kit
 - Membership
 - Marketing tools

Past Sign Up Periods

- April
- June

- Correspond to:
 - Times you need to be focusing on reinstatements
 - Times you need to focus on 6 - month renewals

Next Sign up Period

1. September 20th- Deadline to sign up for October 2021 billing.
2. September 24th- Grand Lodge to invoice lodges for the postage, bindery, printing.
3. October 19th- Deadline for Lodges postage payment back to Grand Lodge.
4. October 22nd- Grand Lodge IT to send billing files to OSG.
5. October 25th - OSG invoices mailing goes out to members

Note

- These are the times you need to be focusing on reminding members who have not paid their dues

Summary

- Great program for all lodges
- Will save your lodge money and Lodge Secretary Time
- Relatively easy to implement
- Can still use the same program if you desire
- Future – Will see more changes as we go forward



Comments / Questions