



Setting up an Automatic Dues Payment Plan in WebFez

Nobles have the option to set up an automatic dues payment plan in WebFez. By participating in the plan, you will be making monthly or quarterly automatic payments towards your upcoming dues and will be fully paid for that dues year by the October prior to the beginning of the year.

In order to set up the plan, the following conditions must be met:

- Your temple must be partnered with Electronic Merchant Systems (EMS) to process the payments. Contact your temple if you are unsure whether it uses EMS as its credit card processing company.
- Payments will be made with a credit card that will be securely registered with EMS.
- You must be paid up for the current dues year (2020) to register for the plan.
- It is preferable to be registered by January 15th of the year prior to the dues year (e.g. by January 15th 2020 for payments towards the 2021 dues year).

The following document details the steps required to set up a payment plan for the following dues year. Before you start, make sure that you have registered in WebFez, <https://webfez.shrinenet.org>, and that you have paid your 2020 dues.

Setting up your Payment Plan

After you have logged into WebFez, the site will take you to your Member page. You will see the Set-up Payment Plan button displayed near the dues balance summary. Note that the button will only be available if you have paid your 2020 dues so that your Dues Total is \$0.00.

Desktop View:

Sample Noble

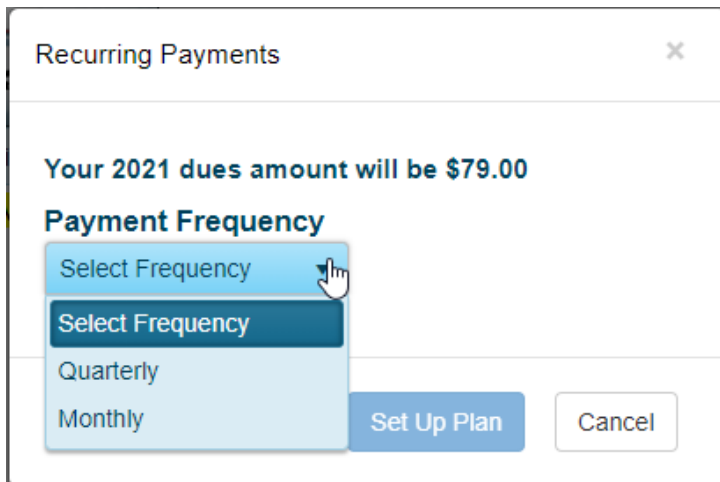
Sample Temple

| | | | | | |
|----------------|--------------------------|----------------|---------|-----------------------|--|
| ShrineID: | 1257100 | Dues Total: | \$0.00 | No payments received. | <input type="button" value="Set Up Payment Plan"/> |
| Member Number: | 100000 | Arrears Total: | \$0.00 | | |
| Status: | Creation | Dues Class: | Regular | | |

Mobile View:



After clicking the Set Up Payment Plan button, a window will pop up displaying the amount of your dues for next year. From the Payment Frequency drop-down, you can choose whether your payments will be made in monthly or quarterly installments. Payments are processed on the 15th of the month.



After you have selected the desired frequency, WebFez will automatically calculate your payment plan and display a list of proposed payment amounts and dates when your payments will be processed. The amount of the installments are determined by the total amount of dues divided by the number of months or quarters remaining through October. For example, if you register prior to January 15th, you will be scheduled for 10 monthly payments or 4 quarterly payments.

If you agree with the proposed plan, check the confirmation message and then click the Set Up Plan button.

Recurring Payments ✕

Your 2021 dues amount will be **\$79.00**

Payment Frequency

Quarterly ▼

| Payment # | Payment Amount | Payment Date |
|-----------|----------------|--------------|
| 1 | \$19.75 | 1/15/2020 |
| 2 | \$19.75 | 4/15/2020 |
| 3 | \$19.75 | 7/15/2020 |
| 4 | \$19.75 | 10/15/2020 |

By checking this checkbox you agree to pay the amounts displayed above on the specified dates. When you click the Set Up Plan button you will be redirected to a secured site to enter your credit card information and confirm your participation in the plan.

[Set Up Plan](#) [Cancel](#)

Providing you Credit Card Information

After clicking the Set Up Plan button, you will be automatically redirected to a secured payment site to enter your credit card information. Note that your credit card will not be billed any amount at this time. This step is required so that the credit card processing company has your card on file when the payments are due. All card information is encrypted and stored in a secured, industry standard electronic vault by EMS, the credit card processing vendor used by Shriners International.

WebFez
CONNECTING SHRINERS

Update Subscription Credit Card

Card Type: Card Number: Exp. Month: Exp. Year:

CVV / Security Code:

[\[What is the Card CVV?\]](#)

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission to process payment transactions pursuant to your Shrine Dues payment plan only, and does not provide authorization for any additional unrelated debits or credits to your account.

I agree
***Required**

A receipt will be emailed to:

I would like to send the receipt to a different email address

After saving your credit card information, you will be automatically redirected back to WebFez and also receive an email receipt confirming that the information has been saved.

Updating your Credit Card Information

After you have successfully subscribed to the payment plan, the button on your Member page changes to Update Payment Plan. You can click this button if you need to update your credit card information or if you wish to cancel your participation in the plan.

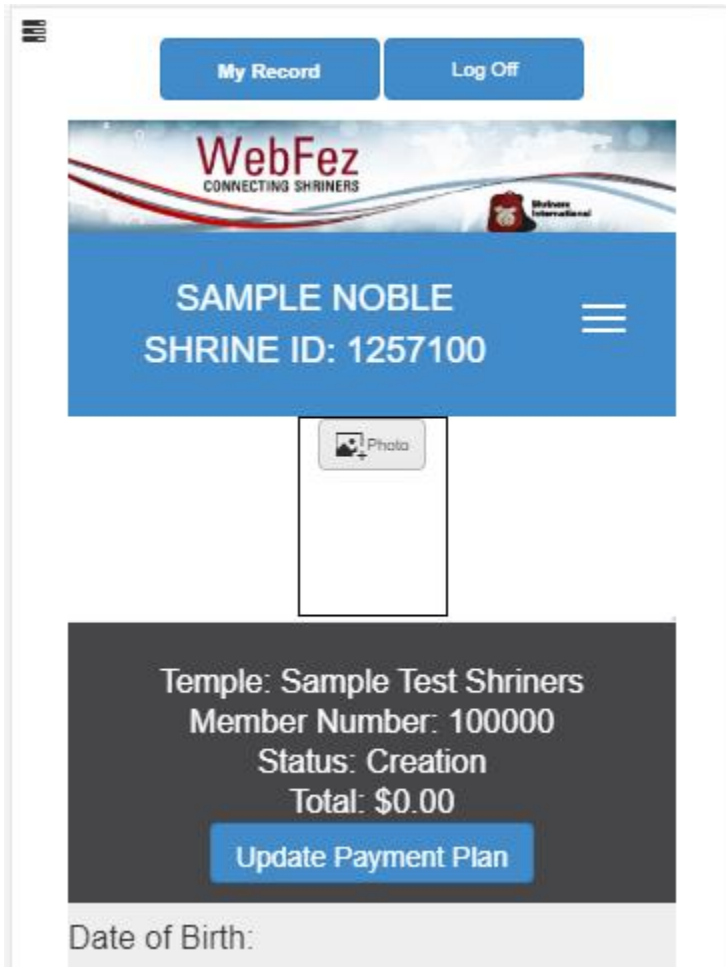
Desktop View:

Sample Noble

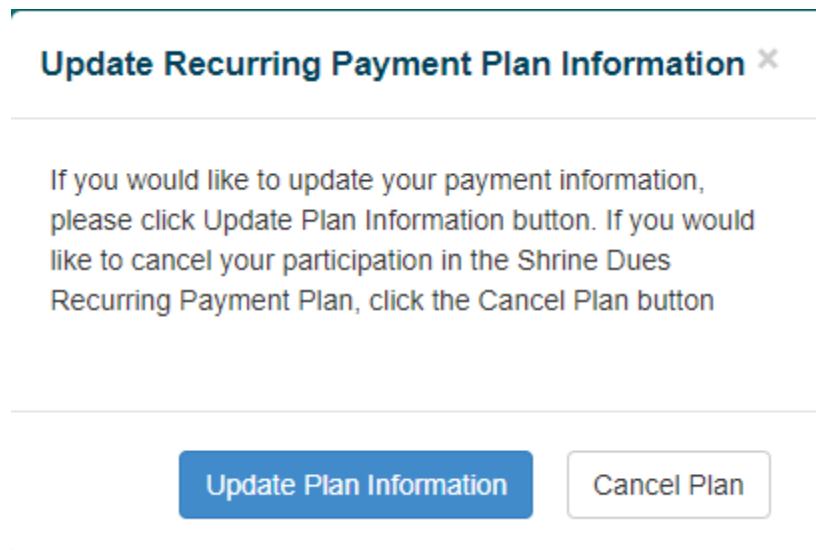
Sample Temple Shriners

| | | | | |
|----------------|--------------------------|----------------|---------|-----------------------|
| ShrineID: | 1257100 | Dues Total: | \$0.00 | No payments received. |
| Member Number: | 100000 | Arrears Total: | \$0.00 | |
| Status: | Creation | Dues Class: | Regular | |

Mobile View:



When you click the Update Payment Plan button, a window will pop up asking whether you want to update your credit card information or cancel the payment plan.



If you choose the Update option, you will be automatically redirected to a secure website where you can enter the new card information and save it for future plan payments.

WebFez
CONNECTING SHRINERS

Member Info

Temple: **Sample Temple Shriners**

Shrine ID: **1257100**

Member Number: **100000**

Member Name: **Sample Noble**

Update Subscription Credit Card

Card Type: **Visa** Card Number: Exp. Month: **1** Exp. Year: **2018**

CVV / Security Code:
[What is the Card CVV?]

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission to process payment transactions pursuant to your Shrine Dues payment plan only, and does not provide authorization for any additional unrelated debits or credits to your account.

I agree
*Required

A receipt will be emailed to:

I would like to send the receipt to a different email address

Cancel **Save Card**

Upon saving the new information, you will be automatically redirected back to WebFez and receive an email confirmation of a new credit card on file.

Cancelling your Payment Plan

If you decide to cancel the Payment Plan, click the Cancel Payment Plan option. After confirming your cancellation, you will receive a confirmation message box that the cancellation was successful and also receive an email confirmation.

