

SUBMITTING MEMBERSHIP REPORTS AND PAYMENTS

Reports and payments are due on the 1st of the month. Corresponding checks must be received by the 5th of the month. Late reports will be counted for the following month. Please allow time for checks to reach the GSRW Treasurer. Your report cannot be processed until check is received.

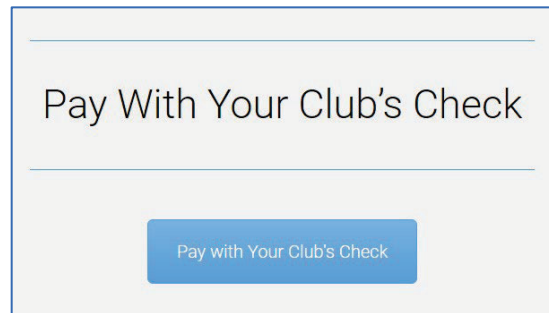
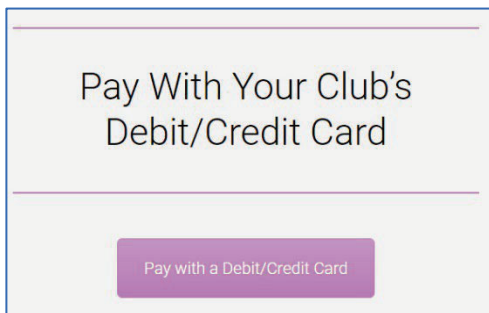
SUBMITTING FORMS AND PAYMENT

1. When you have completed the Report for Renewals and/or New Members for the reporting period, login to the GSRW.org Members Center, Membership Reporting Center

2. Click number 3. Upload Report and Pay

3. Upload Report and Pay

3. You will see two choices. Click on the button for Pay with a Debit/Card or Pay with a Check. (See further directions below for "Pay with a Debit Card" or "Pay with Your Club's Check")



PAYING WITH DEBIT CARD

For New Members or Recurring Members paying with Debit Card, complete the form as follows:

1. Select your Club Name from the dropdown menu.
2. Enter your First Name.
3. Enter your Last Name.
4. Enter the complete email address.
5. Enter the Time Period being reported using the Calendar Buttons for the Start and End Dates
6. Click the UPLOAD button. Navigate through your computer and select the completed Membership Report template file you want to upload. The filename will appear in the box.
7. Under Product Details, click the Plus Sign until the number equals the number of Renewing and New Members you are reporting.
8. Enter the Debit Card Number, Expiration Date and CVV number from the back of the card.
9. **When paying by Debit Card, a convenience fee of \$1.00/member will automatically be added to your total.**
10. The total amount due will appear in the Blue Box Below. Compare it to the amount you were expecting.
11. Click Pay (the Blue Box) to Submit. Your file will be upload and your payment will be processed.
12. After completing your payment, you will receive an email receipt/report. A report will also be sent directly to the GSRW Treasurer, Data Center Manager and Membership Chair.

PAYING WITH CHECK

1. Enter the full name of your Membership Chair/Membership Reporter
2. Enter the complete email address for your Membership Chair/Membership Reporter
3. Enter the Time Period being reported using the Calendar Buttons for the Start and End Dates