

MMMS QUICKPAY

User Resource Handbook



MMMS QUICKPAY USER DOCUMENTATION

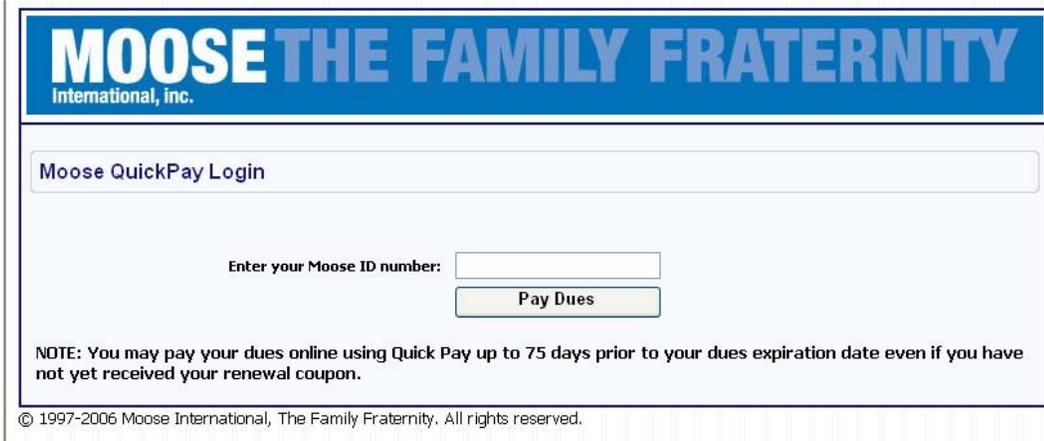
Welcome to MMMS QuickPay! MMMS QuickPay is a quick and easy way to pay your lodge, chapter or legion dues online with a credit card. All you need to know is the Moose ID of the person whose dues you would like to pay, and then you simply type in your credit card information and you're finished!

This document describes how to use MMMS QuickPay for users. Technical and developer documentation can be found in another document, called MMMS QuickPay Technical Documentation.

SECTION 1 – ENTER YOUR MOOSE ID

1. Open Internet Explorer on your computer (usually by clicking the Blue E on your desktop or taskbar, or Start→Internet Explorer.)
2. In the address bar, type in <http://www.mooseintl.org> and select the “QUICKPAY Online Dues Payment” link.

You should see the following screen:



MOOSE THE FAMILY FRATERNITY
International, inc.

Moose QuickPay Login

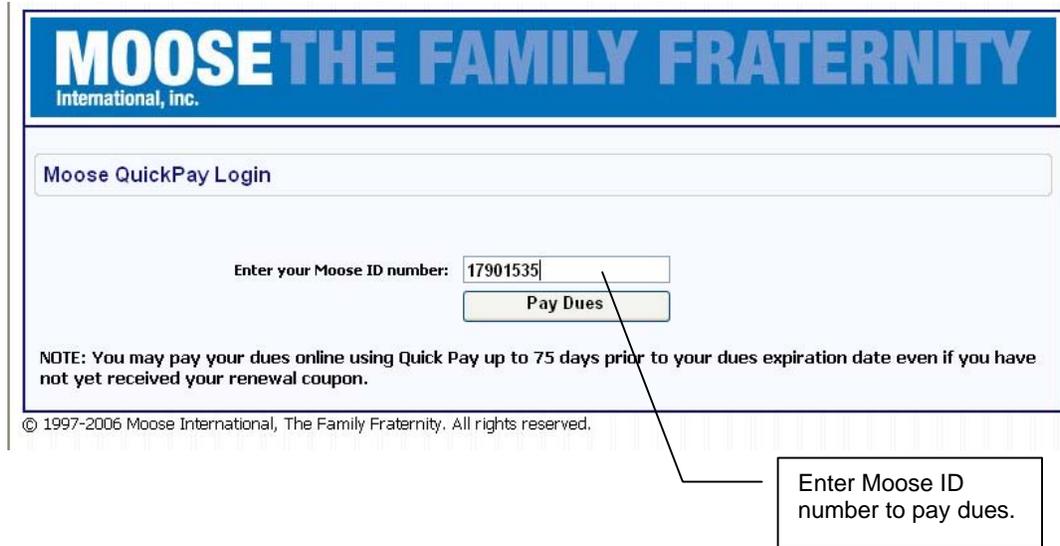
Enter your Moose ID number:

Pay Dues

NOTE: You may pay your dues online using Quick Pay up to 75 days prior to your dues expiration date even if you have not yet received your renewal coupon.

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3. Type in the Moose ID number of the member whose dues you would like to pay.
4. Click the “Pay Dues” button.



MOOSE THE FAMILY FRATERNITY
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Moose QuickPay Login

Enter your Moose ID number:

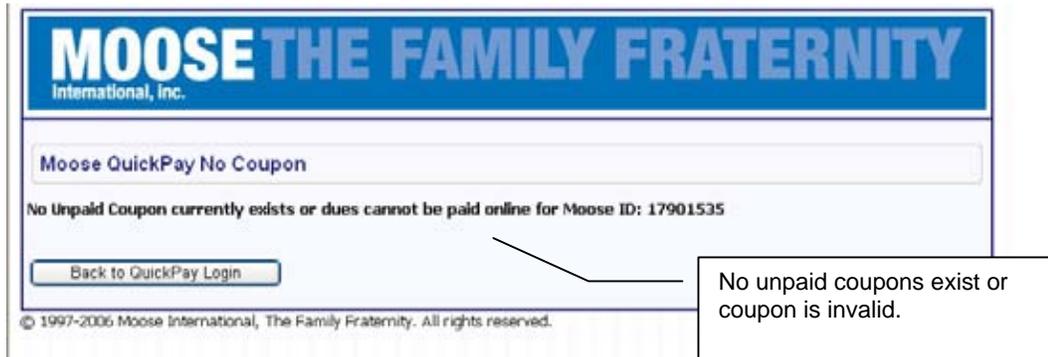
Pay Dues

NOTE: You may pay your dues online using Quick Pay up to 75 days prior to your dues expiration date even if you have not yet received your renewal coupon.

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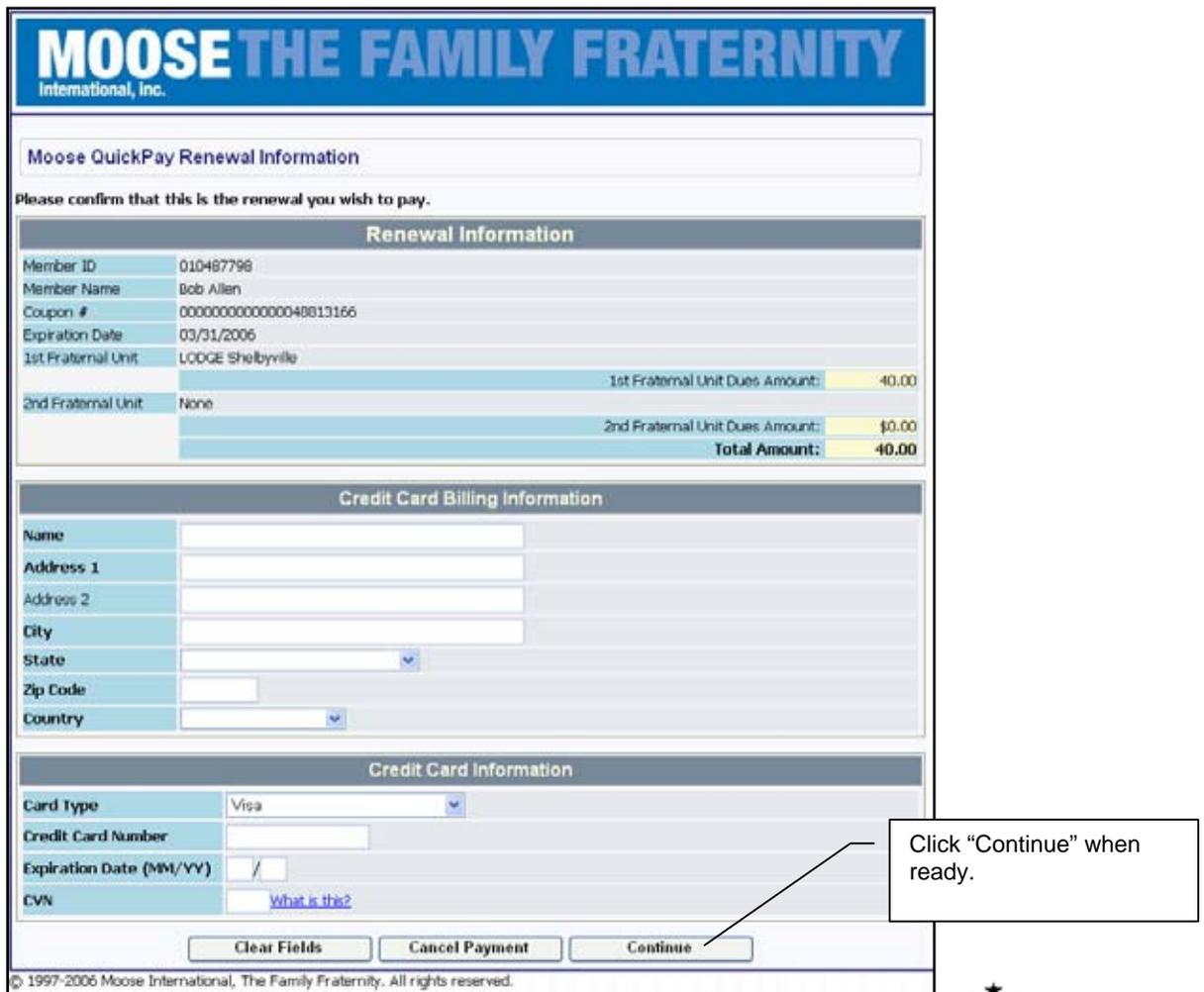
Enter Moose ID number to pay dues.

If there is no open coupon for that member or the member's status is no longer "Active" or "Expired", you will see the following screen:



If there is an open coupon, then the coupon will be displayed, and you will be prompted to enter in your credit card information. If you would like to pay for this member's coupon, fill out the fields (all fields except Address 2 are required)

5. Click the "**Continue**" button when you are ready.
*If you entered invalid information into one of the fields, or left a required field blank, the same screen will reappear and show you those fields that need to be corrected.
 If all of the information you entered is valid, then a confirmation screen will appear:*



MOOSE THE FAMILY FRATERNITY

International, Inc.

Moose QuickPay Confirm Transaction

CONFIRM BEFORE CHECKOUT

Please confirm that the following information is correct.
If there is an error with the address or payment information displayed, please correct it now by clicking the **Update Credit Card** button.

Credit Card Billing Address	
Name	Bob Allen
Address 1	123 Main Street
Address 2	
City	Anytown
State	IL
Zip Code	60111
Country	US

Credit Card Information	
Card Type	Visa
Credit Card Number	XXXX-XXXX-XXXX-6781
Expiration Date (mm/yy)	11/07

Member Information	
Name: Bob Allen	
Moose ID: 10487798	
Coupon Number: 0000000000000048813166	
Fraternal Unit 1: LODGE Shelbyville	
Fraternal Unit 2: None	
Total: \$40.00	
Payment Period: 4/1/2007 through 3/31/2008	

Please do not press the "Submit Payment" button more than once, and do not press the back or refresh buttons on your browser. Your confirmation number will be displayed on the next screen. Please be patient as the Credit Card processing may take a moment.

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Click "Submit Payment" button to continue.

If you would like to cancel this payment:

➔ Click "**Cancel Payment**".

If you would like to modify the information you entered,

➔ Click "**Update Credit Card**".

If you are satisfied and would like to make the payment,

➔ Click "**Submit Payment**".

If the transaction is successful, you will see the screen on the following page:

Note: Only press the submit button once. The credit card processing may take a moment, so please be patient.

MOOSE THE FAMILY FRATERNITY

International, Inc.

Moose QuickPay Transaction Complete

Credit Card Billing Address

Name	Bob Allen
Address 1	123 Main St
Address 2	
City	Anytown
State	IL
Zip Code	60144
Country	US

Credit Card Information

Card Type	Visa
Credit Card Number	XXXX-XXXX-XXXX-6781
Expiration Date (mm/yy)	11/07

Member Information

Name: Bob Allen
Moose ID: 10487798
Coupon Number: 0000000000000048813166
Fraternal Unit 1: LODGE Shelbyville
Fraternal Unit 2: None
Total: \$40.00

[Exit without printing receipt](#)

[Print Receipt](#)

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If you would like to print your receipt:

1. Click "**Print Receipt**". The following page will appear:

Moose QuickPay Order Receipt (Print Version) - Microsoft Internet Explorer

[Print](#) [Close](#)

Name: Bob Allen
Address 1: 123 Main St
Address 2:
City: Anytown
State: IL
Zip Code: 60144
Country: US
Credit Card Type: Visa
Credit Card No: XXXX-XXXX-XXXX-6781
Credit Card Exp Date: 11/07

Payment Received on: 10/15/2006 10:25:33 PM

Member Name: Bob Allen
Moose ID: 10487798
Coupon Number: 0000000000000048813166
Fraternal Unit 1: LODGE Shelbyville
Fraternal Unit 2: None
Total: \$40.00

2. Click the **“Print”** button and follow the on-screen instructions.
3. Click **“Close”** when finished,.
4. Click the **“Exit”** button to return to first screen where you may enter another member’s Moose ID.

Note: If you re-enter the ID that you just paid, you will see that there is no longer an open coupon for that member.
