Financial Fundamentals for

Patty Frazier, NYS PTA Treasurer
Sonya Verrillo, Genesee Valley Region Director
Items to Cover

• Where is your MemberHub Store?
• How to setup WePay Account
  – Annual Setup for New Treasurer
• Selling in the MH Store
  – Membership Dues in MH Store
  – Create Custom Bundled Memberships
  – Donations
  – Other Items
• Remitting Dues to NYS PTA
Where is Your MH Store?

Site Admins access Store Admin via buttons at top.

Users access Store using Shop button at top or directly online thru sitename.memberhub.store

Every MemberHub Site comes with an eCommerce store for organizations to sell items and collect payments online.

In addition to selling memberships, you can sell spiritwear like t-shirts, take donations for fundraising, offer tickets to events, and anything else your organization needs to collect payment for.

Setup Your Store
Setup Your WePay Account

Empire Region Admin Console

Merchant Processing Agreement

In order to take payments online through your MemberHub site, you will need a merchant account.

MemberHub uses WePay to process all transactions. Your WePay account is free and this form is submitted using SSL so you can trust that your information is safe and secure.

1. Click the register button below.
2. Complete the sign up form in the pop up window.
3. Confirm your email - sent to the email address provided.
4. Select "Non-Profit" for organization type.
5. Select "Fundraising" from drop down menu.
6. Important: Confirm or Insert "Name of Your NonProfit" as PTA NEW YORK CONGRESS d/b/a Empire Region.
7. Enter your information as authorized agent - you do not have to be the "Controller".
8. Enter your banking information and disbursement frequencies.

Register for WePay account

Questions about fees?
Setup Your WePay Account

- MemberHub partners with WePay, a Chase Bank-owned company, to process all payments.
  - WePay is a trusted platform to accept payments online. WePay handles payments for a variety of purposes, such as donation campaigns, online merchants, events, and more.
- MemberHub is only integrated with WePay for payments processing.
  - All payments you take through MemberHub will be automatically routed to your PTA checking account, and all transactions will be reported inside your WePay PTA portal.
- Processing fees
  - WePay and MemberHub fees are 3.5% + $0.50 per credit card payment.
- You can choose who absorbs the fees in the store settings tab -- the PTA or the person paying. This setting is currently storewide and applies to all items/orders placed online.
Setup Your WePay Account

• By law, WePay has to ask for your Social Security Number to make sure you are who you say you are, and that you’re authorized to act on behalf of an entity (your PTA).
  – Your SSN is for identity verification ONLY as part of the KYC (Know your Customer) process. This process is much like opening a bank account on behalf of your PTA at Chase. Chase is federally required to officially know someone connected to the account. Please make sure to enter your full legal name, which should match the information you provide to file your taxes.
  – WePay doesn’t run credit checks, so inputting your SSN for this purpose won’t affect your credit score. Your taxes won’t be affected, either, as long as you input the correct name and Employer Identification Number (EIN) for your PTA in WePay.

• When you start the payments application form in MemberHub, you’re actually on the WePay/Chase Bank site.
  – MemberHub doesn't have access to your data, so we don't store it and your privacy is tightly controlled. WePay keeps all the information you enter in WePay safe with bank-level security measures.
Setup Your WePay Account

Empire State PTSA Admin Console

Merchant Processing Agreement

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3. Confirm your email - sent to the email address provided.
4. Select "Non-Profit" for organization type.
5. Select "Fundraising" from drop down menu.
6. **Important:** Confirm or insert "Name of Your NonProfit" as PTA NEW YORK CONGRESS db/a Empire State PTSA.
7. Enter your information as authorized agent - you do not have to be the "Controller".
8. Enter your banking information and disbursement frequencies.

Congratulations! Your WePay Merchant account is active.
Update WePay account with new treasurer

Current WePay Account Owner -- Update WePay Owner Email Address
• If the original account owner and the new account owner do not share the same email address, the original account owner must first update the email address before proceeding.
• Log in at WePay.com
  • If the new owner’s email address is already listed as a Moderator on your WePay account, you must remove them as a moderator before changing the owner email address.
  • If it was enabled, turn off 2-step authentication before proceeding.
• Select Security on the left.
• On the Identity tab, select Edit next to the email address.
• Enter the new email address and click Update.
Update WePay account with new treasurer
Update WePay account with new treasurer

New WePay Account Owner -- Verify Email Address

- Open the confirmation email from WePay that was sent to the new email address, and click the blue Confirm your email button.
Update WePay account with new treasurer

New WePay Account Owner (or Current President or Treasurer) -- Change MPA Ownership

• In MemberHub, when logged in as the WePay Account Owner, current president or treasurer, go to Admin > Store Admin > Merchant Processing Agreement.
• Click the Change MPA Ownership button.

Get Setup to Take Payments

To take payments through MemberHub, you’ll need a merchant account through WePay, a Chase Bank company. Your WePay account is free and secured by SSL security.

What you need to know for this step

You must be a signer on your PTA’s bank account to complete the form. You’ll need your PTA’s employer identification number (EIN) and bank account information handy. This takes only a few minutes to complete. Generally, organizations get instant approval to start taking online payments.

For more, here’s a step-by-step guide to completing your agreement and a fact sheet explaining fees, security, the application process, and more.
Update WePay account with new treasurer

- Enter the new first name, last name, and WePay owner email address in the popup and click **Submit**.

**New WePay Account Owner -- Confirm WePay Terms of Service**

- Open the confirmation email from MemberHub that was sent to the **new email address**.
- Read and confirm the WePay Terms of Service.
- **Important:** The owner change request will not be processed until the Terms of Service have been confirmed!

**New WePay Account Owner – Change WePay Login Password**

- [https://www.wepay.com/register/recover](https://www.wepay.com/register/recover) to “recover/reset” Password
Update WePay account with new treasurer

New WePay Account Owner -- Complete KYC Process

• You will receive an email from WePay when your account has been reset.
• Log into WePay.com and follow the steps to update your KYC information.
  • Use these instructions if you need assistance with any of the fields.
• **Important:** Watch for the email from WePay and update your account ASAP -- not providing this information in a timely manner will cause your WePay account and MemberHub store to be disabled! You should receive the email within 2-5 business days after confirming the WePay Terms of Service. Also watch for any additional emails from WePay regarding the verification of your KYC info to keep your account and store active.
• If you need assistance, please submit a WePay Support Request.
Membership Items in Store

Click on **Memberships** on the left-hand side. Then click on **New Custom/Bundled Memberships** in the top right.

**Note:** Your standard state membership types will already be listed in the store. You can create new custom/bundled memberships from this page.
Membership Items in Store

Fill out the **Membership Name, Short Description, Long Description, Number of Members, and the price.**

**Note:** Your membership level price must be greater than the number of potential members that are joined multiplied by the amount due to the state for each member ($4).

- Enter an Available At and an Expires At date. *(Be sure to keep updated!!)*
- Add an Image.

**Note:** The following fields are automatically included when someone purchases a membership online through your site or an administrator manually enters a membership: first name, last name, email address OR a mobile phone number, and member type.

- Add Additional Fields. Choose the Field name, Field type, and option values.
- Choose the School Year.
- Click Add Membership.
Donation Items in Store

- Add an item to your store. For help adding an item, follow these steps.
- Instead of entering a price, click the box to Allow shopper to enter custom price.
- Next, enter a minimum price. Shoppers won't be able to enter a price below the amount you set.
- Finish entering your item's details and click Create Item.

Martha Brown PTSA Store

PTSA Donation

Choose the Amount ($1.00 minimum):

1.00

100% of your donation benefits our PTSA. All donations are tax-deductible.

Add to Cart
Other Items in Store

1. Click on the **Store Admin** button on the top right of the screen.
Other Items in Store

2. From the Dashboard of the MemberHub Store Admin Site click on Items on the far right.
Other Items in Store

3. Click **New Item** in the top right.

4. Enter the **Required Information**: Name, Short Description, Long Description, Price. When the item is available, and when the item is no longer available. Here’s how to let shoppers name their own price.
Other Items in Store

5. Chose the **Category** you want the item in.

6. If there are different sizes or colors check the **Has Sizes** or **Has Colors** boxes and add the sizes and colors.

7. **Add an image**

8. **Add Additional Fields** (optional)- Choose the **Field name**, **type of field**, and enter the **optional values**.
Other Items in Store

9. Choose the **School Year**.

10. Click **Create a New Item**.

**Platform Limitations**
- Items options cannot have different costs
  - Create additional item for those with increased costs (ie Adult Sweatshirt – Adult XXL)
- Items cannot be inventory-limited
  - Best for pre-orders
  - No inventory tracking
- You may have seen some pop-ups or other communications from MH regarding upgrading your store to a 2.0 platform – that is currently NOT AVAILABLE to NY PTA Unit sites.
After the order is placed...

- WePay will send email when deposit is made into bank account
- Reconcile WePay deposit to Orders placed for the same time period

https://support.memberhub.com/hc/en-us/articles/360009077333-Tip-sheet-from-fellow-PTA-treasurers-on-reconciling-WePay-deposits
Paying Dues to NYS

• State dues payments for memberships are payable directly to the state PTA via e-Check/ACH in MemberHub. This eCheck process is not connected to your WePay merchant account used to accept credit card payments through your online store.

• To pay your state dues by eCheck (ACH), the cost is just $1 per transaction, no matter how much it is, which is great for larger payments. In many cases, $1 is less than a stamp, envelope, and your time to handle it.
## PTA Officers and Committee Chairs

<table>
<thead>
<tr>
<th>Name / Email</th>
<th>Office / Year</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Smith</td>
<td>President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patty Frazier</td>
<td>Treasurer</td>
<td>Buffalo, NY 14221</td>
<td>716-949-9551</td>
</tr>
<tr>
<td>Tina Thomas</td>
<td>Secretary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School Year: 2020-2021
Paying Dues to NYS
Paying Dues to NYS

Check both boxes to acknowledge the $1 transfer fee and save your bank account for future state payments, and then click the Send Payment button.

- If there is no option to save your bank account information, then this is not your first state payment by eCheck/ACH and your bank account information is already saved -- you will receive a confirmation that the payment has been processed and you are all done!
- If both boxes are checked, but the Send Payment button is not live, uncheck the top box and re-check it to make the button live.
Paying Dues to NYS

After you click on “send payment”, a WePay box will pop-up to begin the process of saving your bank account information.

Option 1 is an instant connection if your account allows you access to online banking.

Option 2 will take you through the steps of manually entering your bank account.
Paying Dues to NYS

OPTION 1 - INSTANT CONNECTION

- Click **Continue**
- Select your bank or use search if not shown
- Enter your online banking username and password
Paying Dues to NYS

- Choose the account you would like to use for this and all future state payments, and then click continue.
- You will be asked to verify some bank information to complete the process.

YOU ARE ALL SET!

- **Note:** If unable to connect, use Option 2 instead.
Paying Dues to NYS

OPTION 2- MANUAL CONNECTION

- Click **Manually Enter Account & Routing Info**
Paying Dues to NYS

- Enter your **PTA name** in the Full Name field, as opposed to your personal first and last name (this is the name your state PTA sees on their payment report).
- Continue to enter the rest of the details, select the account type (Checking or Savings), and then click **Authorize Account**.
- WePay will make two small deposits in your PTA's bank account, which you will need to confirm before your payment is released.
Paying Dues to NYS

Watch for an email from WePay with instructions to complete confirmation of the micro deposits.

**Important:** Do not wait for your bank statement to come— you have a limited time to confirm the micro deposits. These micro deposits typically show up in 1-2 business days.

If you do not have online access to view recent transactions, call or visit your bank to check for two small deposits from WePay.com.
Paying Dues to NYS

Click the link in the email and log in to confirm the amounts.
Paying Dues to NYS

- After either option to connect your bank account is complete, you will get a confirmation number on your State Payments screen, which indicates your payment has been sent.

- Click State Payments History to see a list of all state payments for the current year -- print this page and circle or highlight the current payment to include with the paperwork for your files. If you also need to pay council dues per member, print two extra copies (one for the check request and one to include with the check you send to your council treasurer).

- New Bank Account?: If your bank information has changed and you owe the state for dues, click the link below the Send Payment box to remove the existing saved bank information before sending your payment. If you owe for dues and there is no link, your unit does not currently have saved bank information on file.
http://support.memberhub.com
Patty Frazier at treasurer@nyspta.org or Sonya Verrillo at geneseevalleyrd@nyspta.org