

# Instructions: How to Pay Kol Ami Dues

## Introduction

- Thank you for being a member of Kol Ami and supporting the work of our community. Please follow these instructions to initiate your dues payments which is necessary to be a Kol Ami member and to receive High Holiday tickets.
- Please schedule your first dues payment (or pledge) for July (i.e., the beginning of Kol Ami’s fiscal year). This helps to ensure that Kol Ami can meet its planned income needs.
- Please sign up for perpetual monthly payments (called “indefinitely” in ShulCloud). This is similar to how gyms and many subscription services ask that payments be scheduled and will greatly improve budget planning at the end of the fiscal year.
- If you have already set up a monthly or other online periodic dues payment and wish to change that payment, or if you need to pay by paper check, or if you need other assistance then please contact [admin@kolaminw.org](mailto:admin@kolaminw.org) or at 425-844-1604.

## Scheduling Payments

1. Browse to [kolaminw.org](http://kolaminw.org) and then click on the **Donate** button.



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2. Enter needed login or contact information on the **Online Payments** screen.
  - If you have a login name and password, enter the information under **People with Accounts Pay or Donate Here** then click the **Sign In** button and continue to schedule payments.
  - If not, then enter the information needed under **Visitors Pay or Donate Here** and continue to schedule payments.

The screenshot shows the 'Online Payments' interface. It is divided into two main sections: 'People With Accounts Pay or Donate Here' and 'Visitors Pay or Donate Here'. The first section includes fields for 'Email' and 'Password', a 'Sign In' button, and a link for 'Forgot Your Password?'. The second section includes fields for 'Name', 'Email', and 'Phone'. Below these sections is the 'Payment Details' section, which includes a 'Type' dropdown menu (set to 'Please Choose One'), an 'Amount' field (set to '\$ 0.00'), a 'Pay this amount' dropdown menu (set to 'Once Now'), and a 'Payment Notes' text area. At the bottom, there is a 'Dedicate' dropdown menu (set to 'Don't dedicate') and a 'Continue to Payment >' button. Two blue arrows point to the 'People With Accounts Pay or Donate Here' and 'Visitors Pay or Donate Here' sections.

3. Schedule Payments.
  - a) Under **Payment is**, you should see a **donation** selected
  - b) Under "Type" select **Membership Dues** from the pull-down menu.

The screenshot shows the 'Online Payments' interface with the following details: 'Paying as' field with 'Enter an Account' text; 'Account has a balance of \$0.00' text; '3rd Party Payer' field with 'Third Party Account' text; 'Payment is' section with radio buttons for 'for account balance.' (unselected) and 'a donation.' (selected); 'Type' dropdown menu with 'Membership Dues' selected; 'Amount' field with '\$ 0.00'; 'Pay this amount' dropdown menu with 'Once Now' selected; 'Payment Notes' text area; 'Dedicate' dropdown menu with 'Don't dedicate' selected; and a 'Continue to Payment >' button.

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i) Scheduling Payments Indefinitely (recommended):

- In the **Amount** box, enter the amount that you'll pay each month.
- In the **Pay this Amount** box, select **Indefinitely** from the drop-down menu.
- In the next box, confirm that it says **Paid Monthly** (it's the default).
- In the **Starting** box, enter 7/1/2024 (the default is the current date).

Your screen will look like this (except your name and the amount will be shown)

The screenshot shows a web form titled "Online Payments". The form contains the following fields and options:

- Paying as:** A text input field with the placeholder "Enter an Account" and a note below it that says "None, will be Public."
- 3rd Party Payer:** A text input field containing "Third Party Account".
- Type:** A dropdown menu currently set to "Membership Dues".
- Amount:** A text input field with a dollar sign and the value "5000".
- Pay this amount:** A dropdown menu currently set to "Indefinitely". Below it is another dropdown menu set to "Paid Monthly".
- Starting:** A date input field containing "7/1/2024" with a calendar icon to its right. Below the date is a link that says "Admin: Schedule to End Later".
- Payment Notes:** A large, empty text area for notes.
- Dedicate:** A dropdown menu currently set to "Don't dedicate".
- Continue to Payment >>** A button at the bottom of the form.

A blue arrow points from the left side of the page to the "Pay this amount" dropdown menu.

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4. Confirm Payment

- a) Click on **Continue to Payment** at the bottom of the Online Payment screen
- b) Select your preferred payment method (if you previously entered payment information)
- c) Please consider adding the **Convenience Fee** onto your payment (FYI: this might show the total fee for the year when paying with an end date or the monthly fee if paying monthly indefinitely)

Your screen will look like this (except your account name and paying amount will be shown)

The screenshot shows a web form titled "Confirm Payment". At the top, it states "Paying \$225.00 for Donation for Annual Membership Pledge" and "Every month starting 07/01/2022". Below this is an "Account" field. The "Payment Method" section is expanded, showing three credit cards: "k...3782 on Credit Card/ACH", "SA... exp 12/25 on Credit Card/ACH", and "SA... exp 06/23 on Credit Card/ACH". There are also options for "New Credit Card/ACH" and "New Credit Card/ACH eCheck". The "Convenience Fee" section has radio buttons for "Include" (selected) and "Don't Include". Below this, it shows "\$6.39 [What's this?](#)". At the bottom, it says "Each Payment \$231.39" and a "Confirm and Continue »" button.

5. Pay

- a) Click on **Confirm and Continue**
- b) Review "**Payment Details**" form. If you choose to pay with a new credit card, select **Credit Card** as the payment **Type** and fill out the **Payment Details** form
- c) Click **Pay Now** to complete your payment schedule.

**Thank you for scheduling your dues payments!**