

Pay Others' Dues

Secretary (and Secretary Substitute On-line), Treasurer, and President may pay another members dues using EBIZ.

This ability to pay another member's dues is offered as a service to help make easier the credit card payment of dues for chapter members who do not have online access; for chapters that collect member dues; for chapters that pay the dues of Directors via chapter credit card

- Payment may be made by any valid credit card.
- Multiple payments may be made using one card or multiple cards may be used via one login by one of the officers listed.
 - If confidentiality is a concern, the Officers above may log into the system and then allow members to enter their own information.
- Only full payment amounts are accepted.
- The amounts shown are the full amounts currently owed by the member, for all chapters of which he is currently a member.
- Please submit questions or issues via email to customerservice@barbershop.org with the subject PAY OTHERS' DUES

Process:

1. Secretary (or Secretary Sub online), Treasurer, or President: log into EBIZ.
2. In the top gray-bar menu, click on the link for "Pay Others' Dues" pictured below.



3. You will be presented a screen of those members for whom you have the ability to pay their dues (sample list pictured below). If you feel a member's name should be there but is not listed, the member is probably overdue more than 6 months.
 - a. PLEASE NOTE: All members will see the "Pay Others' Dues" link, but only authorized members will be allowed to move beyond this step.

Pay Dues Renewals

This page allows chapter officers to pay other member's dues renewal for all chapters they have permission for.

Member #	Order Date	Member Name	Chapters and Districts	Balance	Pay Amount
501508	5/8/2008	Ryan Brigham	MAD, J040	\$68.00	<input type="text"/>
507960	11/20/2008	Phillip Bruck	MAD, J040	\$7.00	<input type="text"/>
254268	11/19/2008	J. Robert Bruffage	MAD, J040, J029	\$74.13	<input type="text"/>
248068	5/8/2008	Lester Bruck	MAD, J096	\$62.00	<input type="text"/>
308493	11/19/2008	Michael Brumard	MAD, J096	\$128.00	<input type="text"/>
284222	11/19/2008	John Brugger	MAD, J040	\$70.00	<input type="text"/>
128140	8/22/2008	Clair Bruck	MAD, J096	\$62.00	<input type="text"/>
288213	8/22/2008	Jack Brumard	MAD, J046, J096	\$82.00	<input type="text"/>
507967	11/20/2008	Harry Bruck	MAD, J040	\$7.00	<input type="text"/>
507972	11/20/2008	Earl Bruck	MAD, J040	\$17.00	<input type="text"/>
502980	11/11/2008	Andrew Brumard	MAD, J040	\$129.00	<input type="text"/>
221888	11/19/2008	Ralph Brumard	MAD, J096	\$64.00	<input type="text"/>
501228	8/22/2008	Carl Bruck	MAD, J040	\$129.00	<input type="text"/>
507978	11/20/2008	Harry Bruck	MAD, J040	\$7.00	<input type="text"/>
507977	11/19/2008	David Bruck	MAD, J040, J045	\$138.50	<input type="text"/>
507976	11/20/2008	Philip Bruck	MAD, J040	\$7.00	<input type="text"/>

Credit Card: American Express

Card Number:

Expiration Date: December 2009

Make Payment

1. Enter the full amount for the person in the window at the right of their entry in the Payment Amount column. Again, only full amounts will be accepted.
 - a. Changes in chapter membership must be done by contacting the Society Membership Department (customerservice@barbershop.org).
2. Enter all amounts to be paid with the same credit card at the same time.
 - a. Note that dual members will show all their current chapters in the “Chapters and Districts” column.
3. When the payment is made, you will be presented with a screen giving you the total amount paid for each entry. **Print that screen for your records.**

4. Before the dues entry shows paid on your chapter rosters, there is a final step that must be done by staff to finalize the payments. This is done at the end of the working day and not done on weekends. Please allow adequate time for staff to complete that finalization process.
5. The effective date of payment will be the date that the payment was finalized. For contest entry purposes, we will have record of the date the payment we initiated, and that will be the accepted date if eligibility is challenged.

We hope that this process helps make it easier for chapters to keep their members up to date. And please feel free to contact the Customer Service Department at any time if you have any questions or comments. Feedback is always welcome!

Customer Service Department

Barbershop Harmony Society

110 7th Ave N

Nashville, TN 37203-370

800-876-7464 (ask for Customer Service)