

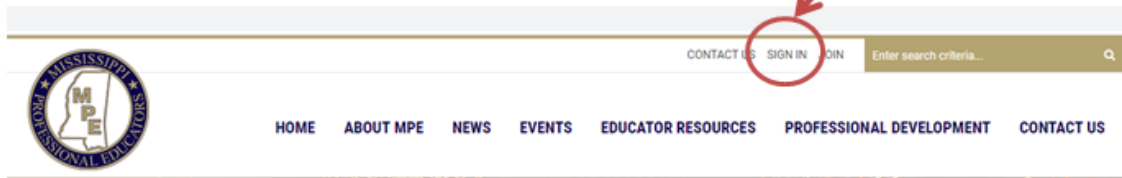
Renewing Monthly Recurring Dues Using A Credit/Debit Card 10/15 through 10/31 Instructions

Go to www.mpe.org

Login with the Last Name (first letter capitalized) and Member number.
Your Password is: password1 (case sensitive)

Step 1. You may login to the website in 3 areas on the home screen.

A. You may login on the top toolbar located on the home screen. Click on **Sign In** located on the top toolbar.

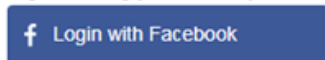


You will notice the Member Login screen will appear.

Member Login

Welcome to the online community. Because of the built-in security features, you must first register and be approved before accessing many site sections. If you are not a member of the site yet, please register - we'd love you to be part of our online community.

Sign in using your social profile



OR

Sign in using your credentials

Remember Me

Enter your temporary **Username** provided
(last name, MPE member ID number)

Enter your temporary
Password:password1

Click here to **Sign In**

B. You may login on the scrolling banner located on the home screen.

Click on the **Login Now** button located on the home page banner.



You will notice the Member Login screen will appear.

Member Login

Welcome to the online community. Because of the built-in security features, you must first register and be approved before accessing many site sections. If you are not a member of the site yet, please register - we'd love you to be part of our online community.

Sign in using your social profile

 Login with Facebook

 Login with LinkedIn

OR

Sign in using your credentials

Username

Enter your temporary **Username** provided (last name, MPE member ID number)

Password

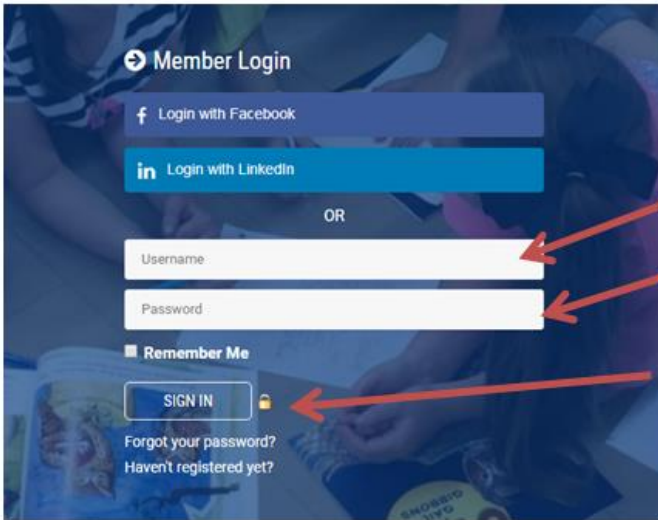
Enter your temporary **Password**: password1

Remember Me

SIGN IN

Click here to **Sign In**

C. You may use the scroll bar on the right side of the screen to scroll down the home page and locate the blue Member Login box to login.



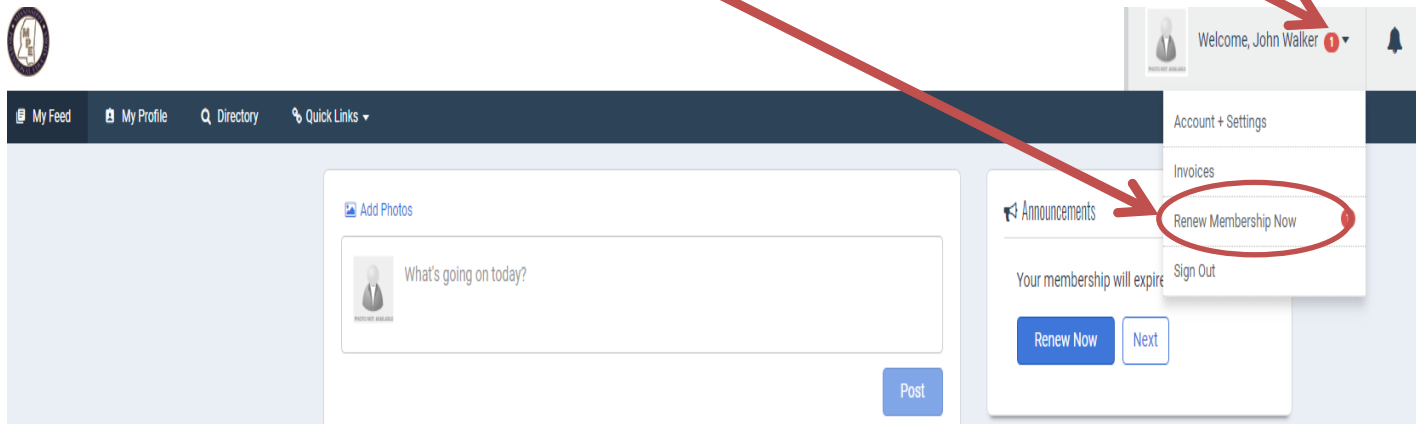
Enter your temporary **Username**: Smith57521
(last name, MPE member ID number)

Enter your temporary **Password**:
password1

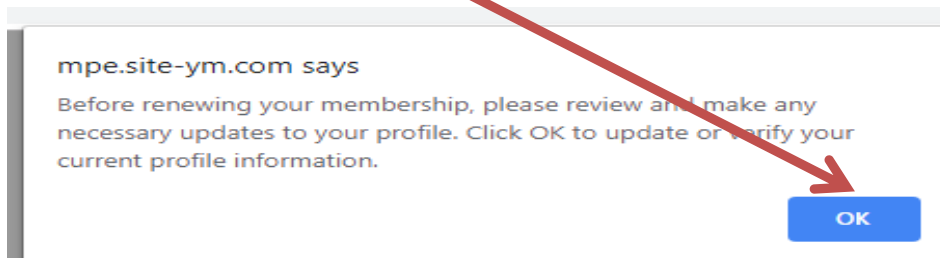
Click her to **Sign In**

Select **Renew Membership Now** from the drop down menu and click.

Click on the down arrow key located on the **Welcome** tab on the right top section of the home screen.



This message will appear next, click the **OK** button.



Profile >

- Information & Settings
- Payments & History
- Content & Features
- Professional Development

About

Profile Completeness



Update your username, password, and other important information on your profile page.

Account Information

Website ID 55640868

Member ID

Your Personalized URL [\(create a personalized url\)](#)

Username johnwalker [\(change\)](#)

Password [\(change\)](#)

E-Mail Address * johnwalker@nsnbc.com

Confirm E-Mail * johnwalker@nsnbc.com

Email Preference [Manage Email Preferences](#)

Headshot Image [Manage Headshot Image](#)

Title (Example: Mr, Ms, Dr, etc.)

Full Name *

Your Birthday * (12/31/1999)

Address * 1860 King street

After updating your information click **Save Changes** located at the bottom left of the page.

Click the down arrow key located under the **Membership Information** and select membership type.

Membership Dues

If you are signing up for the first time, this is the last step of your registration.

Membership Information

Non-Certified or Part-time-Pay Monthly – \$5.25

Monthly payments of \$5.25. Membership renews month-to-month.

Member Information

Title Mr.

First Name John

Last Name Walker

Email Address johnwalker@nsnbc.com

Organization

Address 1860 King street

City/Town Forrest

Country United States

State Mississippi

Postal Code 39924

Phone

Billing Information

Non-Certified or Part-time-Pay Monthly – \$5.25

Please select a Membership.....

Professional

Professional Pay Annually (Per Spouse) – \$120.00

Professional Pay Monthly (Per Spouse – 10.50

Couples

Couples Pay Annually – \$100.00

Couples Pay Monthly – \$8.50

Lifetime Retiree

Lifetime Retiree – \$70.00

Non-Certified or Part-time

Non-Certified or Part-time Pay Annually – \$60.00

Non-Certified or Part-time Pay Monthly – \$5.25

Retired

Retired – \$10.00

Scroll down the Membership Dues page and locate Billing Information.

Check here to keep the billing address the same as your member address.

Billing Information

Check here if the billing address is the same as the member address

Organization

Address*

Address Cont.

City/Town*

Country*

State*

Enter Phone Number

Postal Code

Phone*

PO Number

Update the Personal Information section of my profile with the address and organization information entered above.

Continue to scroll down and locate the payment information.

If you join in the middle of the month, you will be **pro-rated** for the remainder of the month. Your regularly monthly dues will be drafted on the 1st day of the next month.

The screenshot shows a 'Payment Information' form. The 'Payment Amount' is \$1.98 (pro-rated). Under 'Payment Type*', there are two radio buttons: 'ACH/E-Check (US banks only)' and 'Credit Card'. The 'Credit Card' option is selected, and below it are logos for American Express, Discover, Mastercard, and Visa. The 'Name on Card*' field contains 'Jon Walker'. Below this is a 'Card Type*' dropdown menu, followed by 'Card Number*', 'Card CVV Num*' (with a 'What is this?' link), and 'Exp. Month/Year*' (with a '(MM/YYYY)' label). At the bottom left is an 'SSL SECURED' badge, and at the bottom right is a blue 'Submit' button. Red circles and arrows highlight the 'Payment Information' header, the 'Payment Amount', the 'Credit Card' radio button, the card logos, and the 'Submit' button.

Choose the payment method ACH –E-Check (bank draft) or credit card that fits your payment needs.

Credit card option instructions

This screenshot is identical to the one above but includes red arrows pointing to specific fields with instructions. An arrow points to the 'Credit Card' radio button with the text 'Enter the Name printed on the Card'. Another arrow points to the 'Card Type*' dropdown menu with the text 'Select the card type by clicking the down arrow key. Next, select credit card type: American Express, Discover, Visa or Master Card.' Arrows point to the 'Card Number*' field with the text 'Enter the card number here, no spaces'. An arrow points to the 'Card CVV Num*' field with the text 'Enter the CVV number'. An arrow points to the 'Exp. Month/Year*' field with the text 'Enter Card Expiration Date'. Finally, an arrow points to the 'Submit' button with the text 'Click Submit'. The 'Submit' button is also circled in red.

Payment Instructions using the ACH/E-Check Option.

Payment Type ACH/E-Check (US banks only) Credit Card **Click on the **ACH/E-Check** button.**

Name on Account *


Account Type * **Select the bank account by clicking the down arrow key. Next, select personal checking or savings account.**

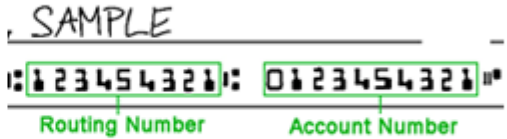
Account Number * (confirm) **Enter **account number** and **routing number** here.**

Bank Code * (Routing Number) **Enter **ROUTING NUMBER** and **ACCOUNT NUMBER** here.**

E-mail Address *

PAYMENT RECEIPT WILL BE SENT TO THE ADDRESS YOU SPECIFY

 **Click Submit**



mpe.site-ym.com says

You are about to submit a Credit Card transaction in the amount of \$1.98. Are you sure you want to continue?

Select the **OK** icon and click.

Membership Dues - Thank You!

 [View Invoice/Receipt](#)

Click the View **Invoice/Receipt link to view and print your receipt.**

Thank you for submitting your membership dues. Membership dues are an investment in the organization and your own member experience.

Thanks again for your support!

Note: If the membership dues you just submitted were part of your registration, your registration may go through an approval process before you will have access to the member community.

Click the **Print** button to produce a hard copy of your **Invoice/Receipt**



Invoice

Mississippi Professional Educators

P.O. Box 22550

Jackson, MS 39225-2550

Date	Invoice #
9/19/2018	300000145

Bill To
Jon Walker 1860 King Street Forrest, MS 39924 United States

Member Information
Mr. Jon Walker 1860 King Street Forrest, MS 39924 United States

PO	Terms	Due Date
	Due on receipt	9/19/2018

Date	Description	Amount
9/19/2018	Non-Certified or Part-time-Pay Monthly	\$1.98
	Total	\$1.98

Payments/Refunds

Date	Description	Amount
9/19/2018	Payment via Credit Card (using card xxxxxxxxxxxx1078) <i>Applied to invoice on 9/19/2018 4:09:06 PM</i>	(\$1.98)
	Total Payments/Refunds	(\$1.98)
	Balance Due	\$0.00