

MemberLink – Website for members (member facing)

- <https://members.districtcouncil20.org>
- Show sign up/register process
 - Member ID is required!
 - The email they give will be the email that is used to send UPay receipts, etc.
 - Check email and click confirmation link
- Show member login process
- Show tour of memberlink page
 - Update contact info pages
 - ♣ Update Address page
 - ♣ Make Changes button
 - Address
 - Email
 - Password
 - Username
 - My Profile
 - ♣ Employer/Job(s)/Positions (officer info)
 - My Profile/My Dues
 - ♣ Payment History
 - My Payments
 - ♣ Shows scheduled payments
 - ♣ Payment Methods
 - ♣ Payment History
- Sign up as a member
 - Three different places on home page

- o Step through upay screens
- o Explain Dues Rate dropdown (some affiliates will have several choices)
- o PEOPLE page is optional
- o Once signup is complete, the member will receive up to three emails
 - ♣ Member Card
 - ♣ Dues Scheduled Payment Confirmation
 - ♣ PEOPLE Scheduled Payment Confirmation (optional)