

Process for Paying Dues: Step-By-Step

Step 1

Go to <http://floridakeyclub.org/>

Step 2

Click on the drop down labeled "Finances"

Step 3

Click on "Dues" from the drop down menu

Step 4

Click on the blue header "CLICK HERE TO PAY DUES"

Step 5

Use your advisors email and password to login (see below for additional information)

Step 6

Once logged in, enter the club secretary's information in the "dashboard" tab

Step 7

Update the Membership Update Center (MUC)- do not forget to delete students who have graduated

Step 8

Once updated, print 2 copies of the invoice by clicking on the "Finance" tab

Step 9

Attach 1 copy of the invoice to the check (the amount on the invoice is the amount the check should be for)

Step 10

OR your club can pay the invoice by submitting the payment online.

★ **If your club did NOT pay dues last year, the faculty advisor will need to create a new password for the Membership Update Center.**