Step 1: Open your personalized email and click the secure link

Each member will receive a personalized email from centralmembershipsystem@floridaea.org with the subject line “I’m sticking with my union - eDues Payment Summary”:

Subject: I’m sticking with my union - eDues Payment Summary
From: centralmembershipsystem@floridaea.org
To: (Member’s name)

Dear (member’s name),
Thank you for being a member of...

Please click here to securely complete your bank registration in the FEA Membership Portal.

Step 2: Create your secure password

A After clicking the link you’ll be taken to the Complete Registration screen in FEA’s secure Member Portal. Your First Name, Last Name and email will auto-fill. You may change your email address here.

B For security, your password must be 12 characters and include at least one letter, one number and one symbol. When you’ve created your password click the Create Account button at the bottom of the screen.

C You are now registered for the secure Member Portal! Click on the Set Up Now button in the bottom right corner to connect your bank.

* If you don’t see your email in your inbox, please check your spam, junk or promotions folders.

* If you still don’t see your email contact The United Faculty of Florida (uff@floridaea.org, 850-224-8220), as we may have a different email on file.
Step 3: Link your bank account

**Method 1** (quickest)

Find and select your bank in the searchable list and follow the on-screen prompts.

After clicking continue a new window will open and you will be prompted to log into your bank.

Follow the prompts from your bank to connect your account to the Plaid system. (Note: each bank’s process is slightly different.)

**Method 2**

Scroll to the bottom of the list and select **Link with account numbers**.

You will then be prompted to enter your bank’s routing number and your bank account number (checking or savings).

**Critical final step:** This method will require returning—at least one day later—to the Member Portal and entering the 3 letter code attached to the $0.01 micro-deposit you received from Plaid. This is how Plaid verifies your account info.

Step 4: You’re now enrolled in eDues!

You will know the process is successful when you see the green box in your member portal.

You will also receive a series of confirmation emails as you go through the processes with PLAID, your banking institution, and the FEA Member Portal.

Follow the step-by-step on-screen instructions to link your bank account in one of 2 easy ways:

**Please note:** Screen shots are composites; each bank requires different forms of authentication and utilizes any security features you have enabled for your online banking.

Questions? Contact UFF
tuff@floridaea.org
850-224-8220