

eDues is safe, secure, easy and takes most members less than 5 minutes to set-up!

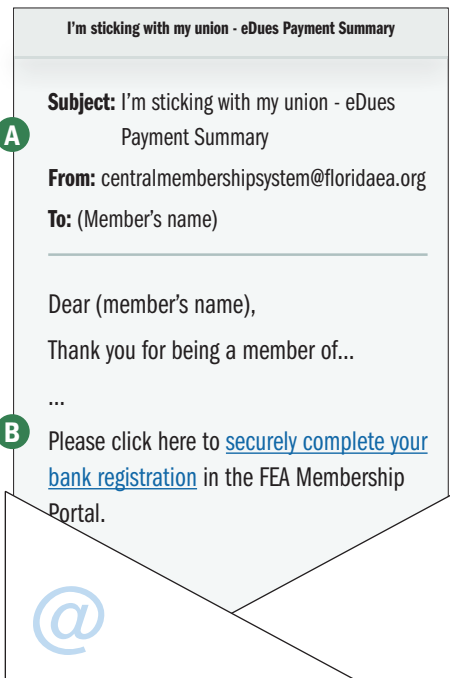
# A member's guide to converting to eDues



FEA uses Plaid, a well-known payment system (used by companies like Venmo) that links consumer bank accounts securely with applications. In the following steps you will allow Plaid to connect your bank account to your union's bank account. **Note that your local union and FEA will not have access to any of your bank information; they will only receive your dues payments.**

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

- A** Each member will receive a personalized email from [centralmembershipsistem@floridaea.org](mailto:centralmembershipsistem@floridaea.org) with the subject line "I'm sticking with my union - eDues Payment Summary":



- B** Click the secure, personalized link toward the bottom of the email ("Please click here to [securely complete your bank registration](#) in the FEA Membership Portal.")

*\* 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](mailto:uff@floridaea.org), 850-224-8220), as we may have a different email on file.*

## 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.