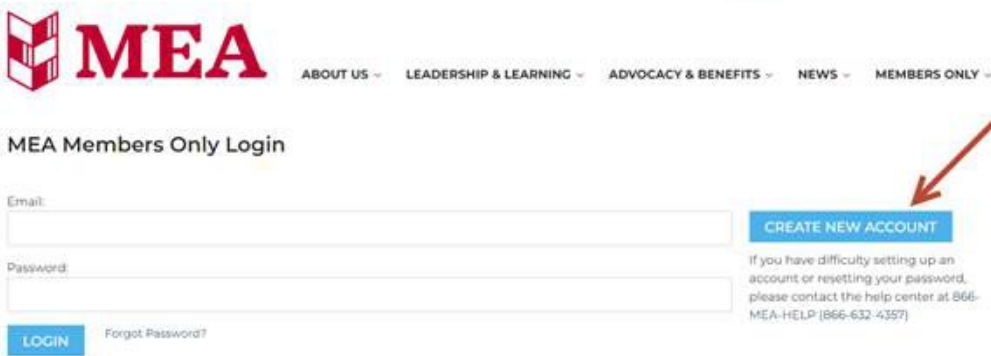


# MEA Dues Pay-in-Full Instructions

1. Go to [www.mea.org/](http://www.mea.org/) Click on the **Members Only** tab/ Then *Pay Your Dues*



2. If you don't have an account yet to pay dues directly to MEA, click on the *Create New Account* button. If you already have an account enter the information and move to Step 4.



3. Enter the requested fields below:

**MEA**  
Create Account  
[Back to login](#)

I am:  
 MEA Member/Local Leader  
 MEA Staff

Your info:  
First name  
Last name  
Email address

Create Account

**4. You'll be taken to this site/screen to access your individual billing information:**

The screenshot shows the Michigan Education Association (MEA) account page. At the top, there are navigation tabs: Account Information (highlighted), Make A Payment, My Statements, My Activity, Current Balance, and Autopay. Below the tabs, it says "Welcome, [Name] Michigan Education Association". There are two main sections: "My Balance" and "Your Group's News".

My Balance	
Last Statement Balance:	\$
<i>Closing Date, 9/14/2023</i>	<a href="#">View My Statements</a>
Recent Activity:	\$0.00
<i>Since 9/15/2023</i>	<a href="#">View My Activity</a>
Current Balance:	\$
<i>Due On 9/25/2023</i>	<a href="#">View Detail</a>

Below the "My Balance" section is a blue button labeled "Make Payment". To the right of this button, there is text: "For questions about your balance, please contact your group administrator:" followed by contact information: "MEA Membership Department", "866-632-4357", and "MEAMembership@mea.org".

**5. Click on the blue box "Make a Payment".**

The screenshot shows the payment selection screen. At the top, there are navigation tabs: Account Information, Make A Payment (highlighted), My Statements, My Activity, Current Balance, and Autopay. Below the tabs is a progress indicator with four steps: 1. Amount (highlighted), 2. Method, 3. Authorize, and 4. Confirm.

The main heading is "How much would you like to pay Michigan Education Association?". There are two radio button options:

- Pay current amount due: USD\$ [input field] [View Details](#)
- I'd like to pay a different amount:  
My account balance in full - USD\$ [dropdown menu] USD\$ [View Details](#)  
Your account balance in full includes all unpaid charges

At the bottom, there is a blue button labeled "Next". Below the button, there is text: "For questions about your amount due or charges on your account, please contact MEA Membership Department at 866-632-4357 or by email at MEAMembership@mea.org."

**6. Select the second option "I'd like to pay a different amount".**

**7. In the pull down for that option, select "My account balance in full".**

**8. Then click the blue box "Next".**

**9. On the following screens, complete your payment information. Make sure to verify the email address your receipt will be sent to.**

**10. The official IBL rebate form will be mailed to your home in November. Make sure to complete the form and submit it to MEA by December 30, 2023, in order to receive your rebate (the check will be sent to you within 90 days of receipt of the completed form).**