

MEA

Michigan Education Association

netFORUM

LMC Website User Guide

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1 About this guide

1.1 Who Should Use It

This guide is intended for MEA staff, Presidents, and Membership Chairs that perform membership processing within the membership system now known as the netFORUM eWeb application:

- **Basic Tasks:** users can learn how to search, add/edit contact information, and run reports
- **Membership Processing Tasks:** users can learn how to add, terminate, and process dues adjustments on bargaining unit member records
- **Percentage Dues Tasks:** users can learn how to add bargained wages for the active members in their bargaining unit.

2 Introduction

2.1 Purpose

The purpose of this document is to define the functionality within the LMC (netFORUM eWeb) website that will be used by the MEA staff, Presidents, and Membership Chairs. Beginning July, 2009 all membership records will be maintained within the netFORUM application.

2.2 Scope

The contents of this guide will explain in depth how to manage bargaining unit members which consist of adding members, terminating members, and adjust existing member's dues; managing officers which include adding and terminating officers; and also managing percentage dues.

Users will need to follow the appropriate guidelines when processing membership records in the netFORUM eWeb application. For detailed MEA guidelines see the yearly Membership Processing Handbook. The handbook can be found online at www.mymea.org.

2.3 System Information

The netFORUM eWeb application is a web based application that can be accessed on the internet. The application works with Internet Explorer 6.0 or higher. It is recommended to use Internet Explorer version 7.0. It also works with Safari browsers within Macintosh.

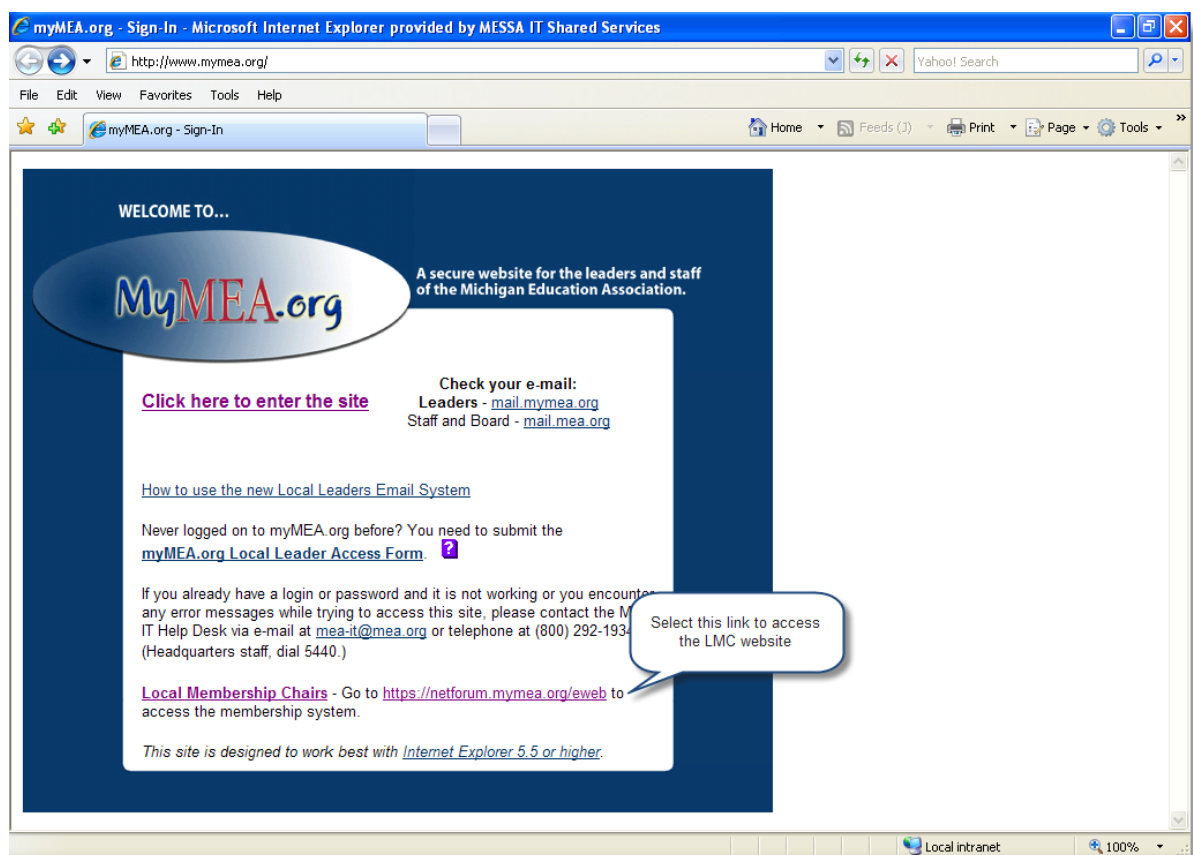
- To access netFORUM eWeb go to one of the following:
 - <https://netforum.mymea.org/eweb/>
 - www.mymea.org and select the Local Membership Chairs link at the bottom of the page

3 Accessing, Starting and Stopping the System

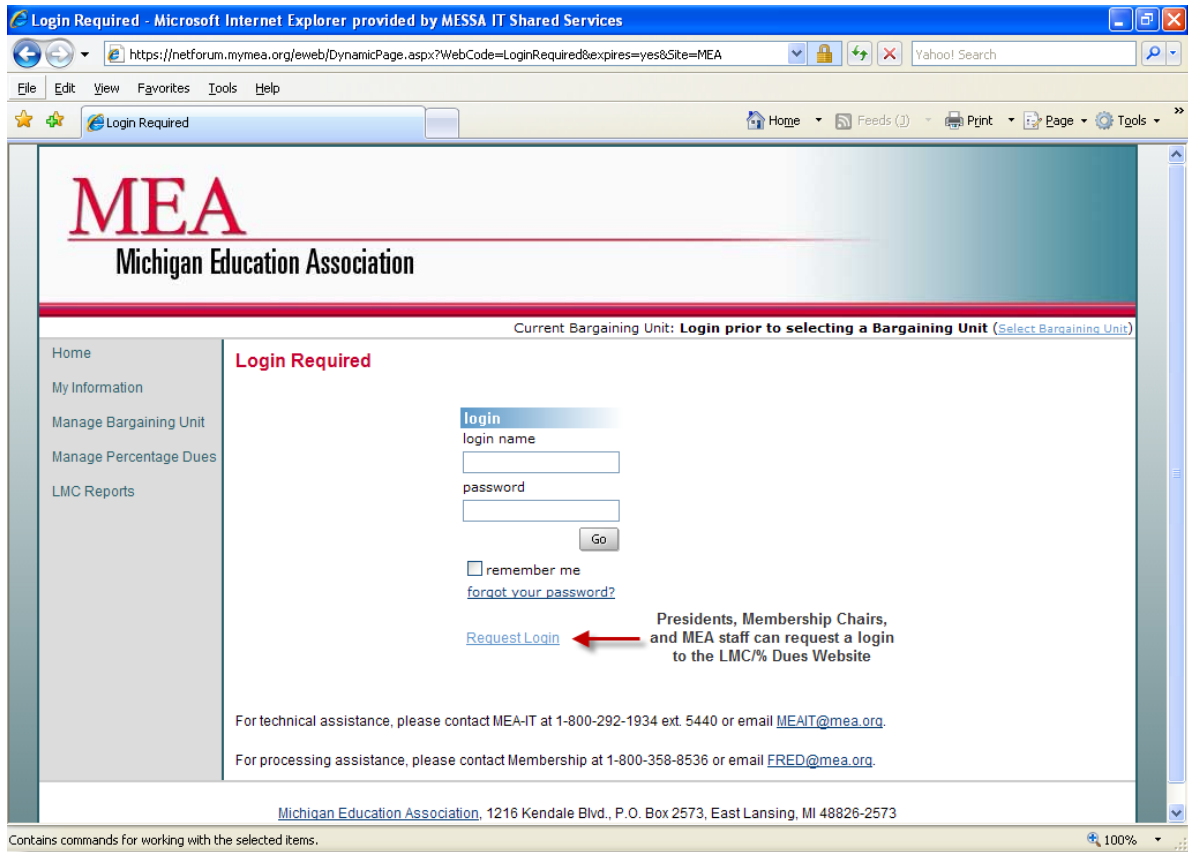
3.1 Security Access

To process the tasks covered in the manual, it will be required to obtain a user name and password. Users that have a user name and password assigned from our previous LMC website application can continue to use the same login information. To obtain a login and password or reset a password follow the instructions in the First-time Users section.

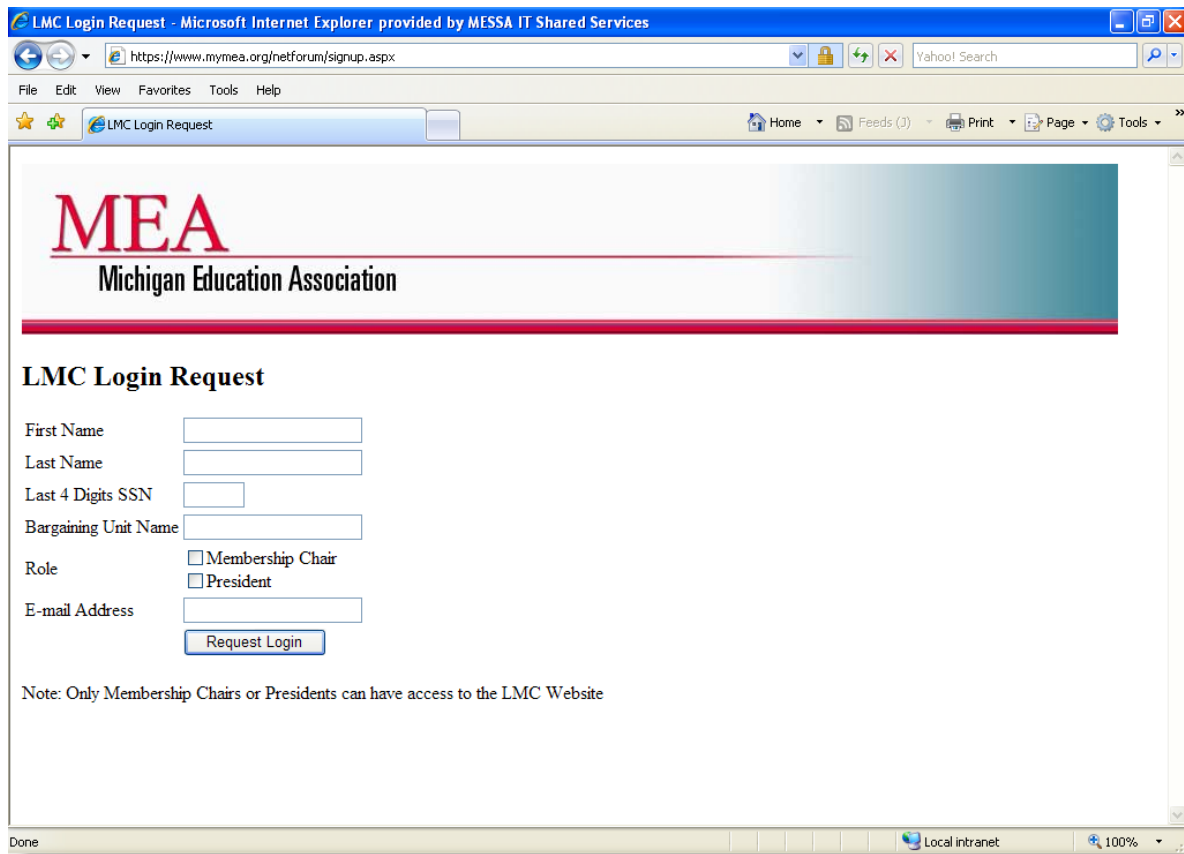
3.2 First-time Users



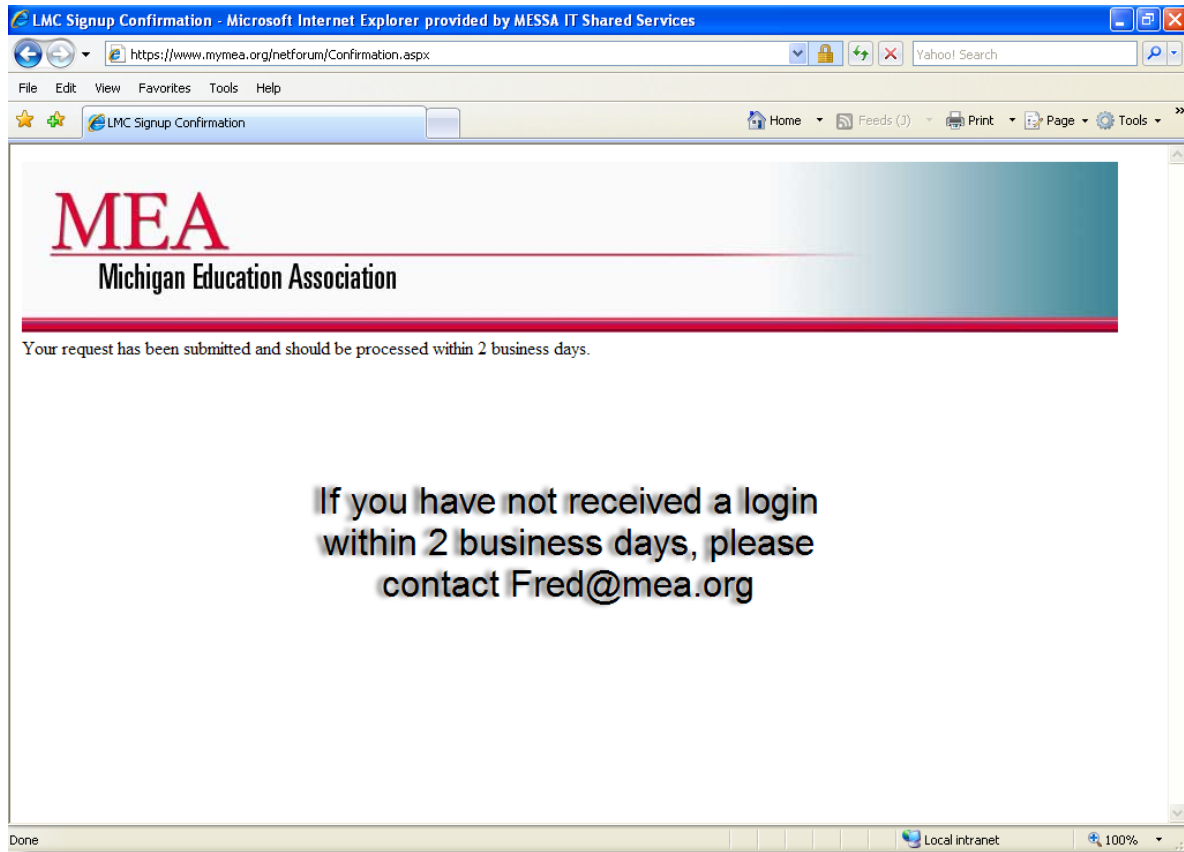
1. Open the internet browser window
2. Go to www.mymea.org and select the Local Membership Chairs link



3. Select the **Request Login** link

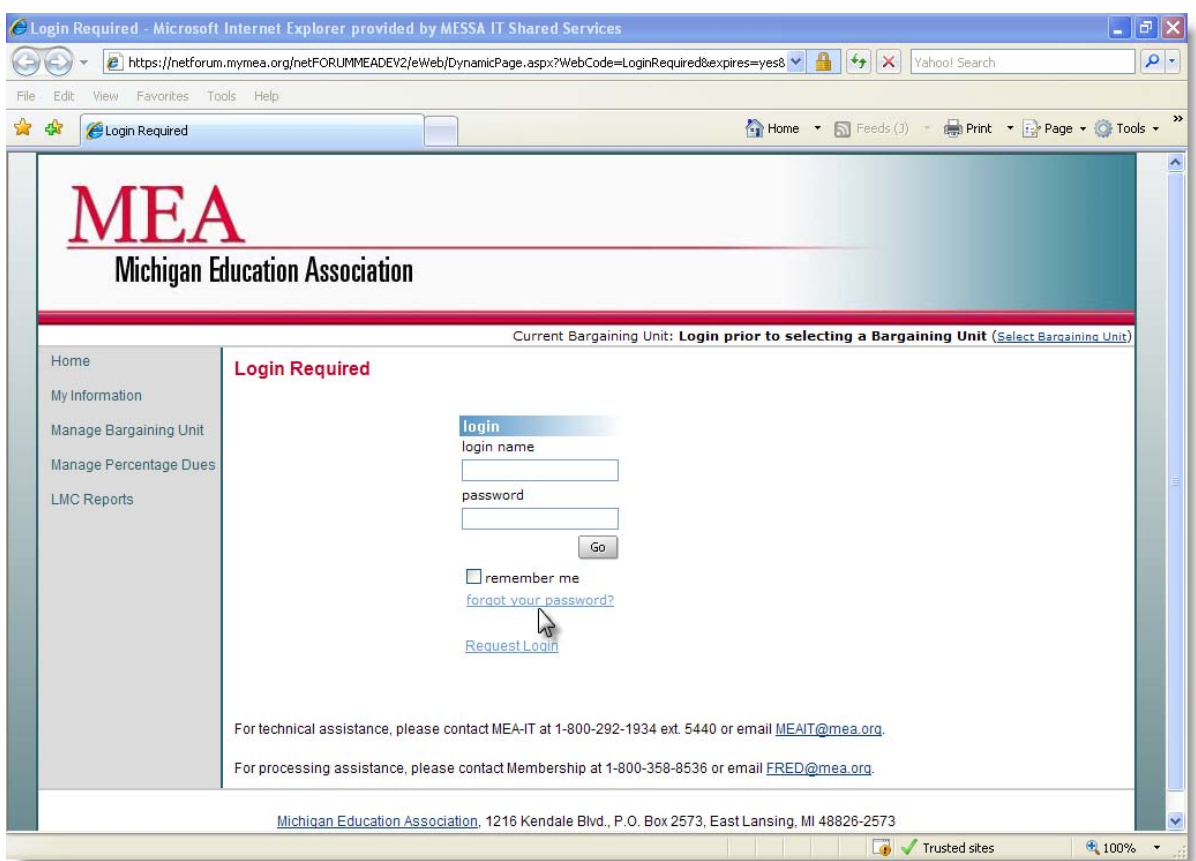


4. Complete the **LMC Login Request** screen
5. Select the **Request Login** button

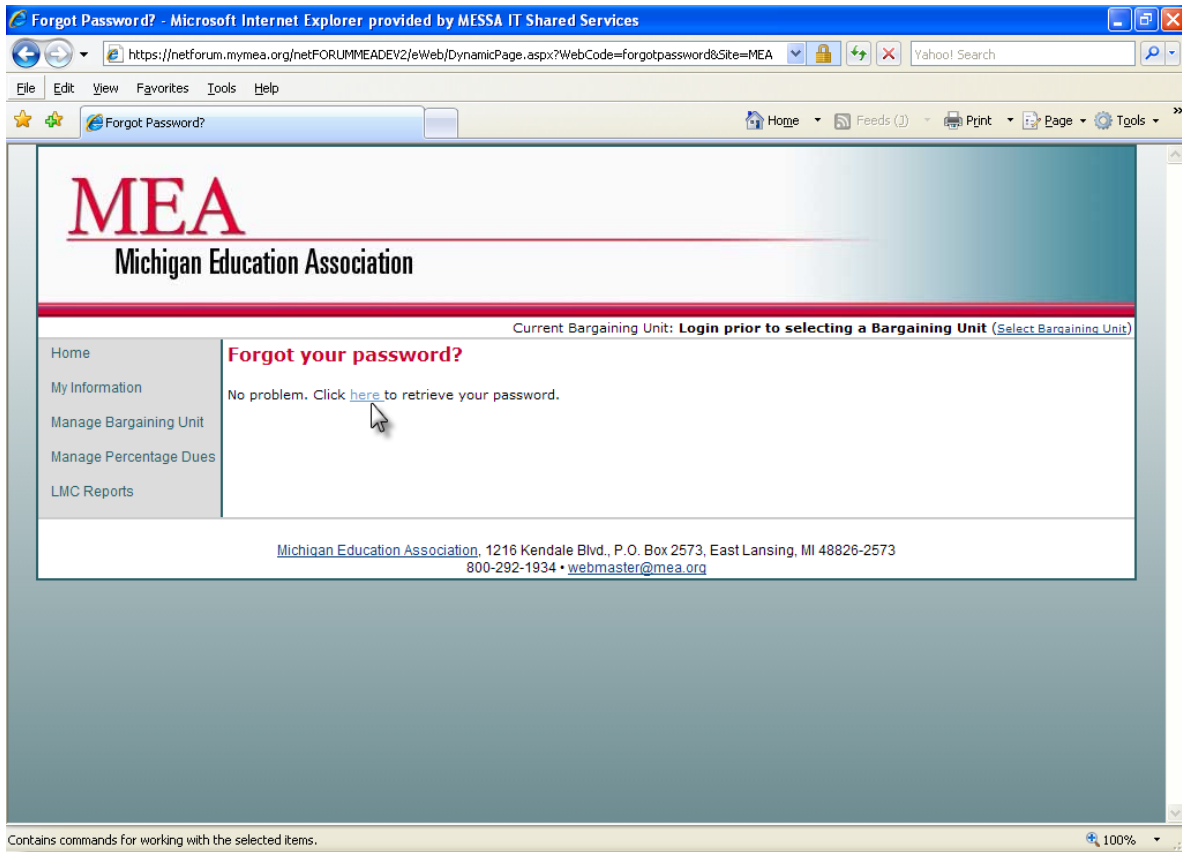


6. The request will be processed within 2 business days
7. Close the browser window

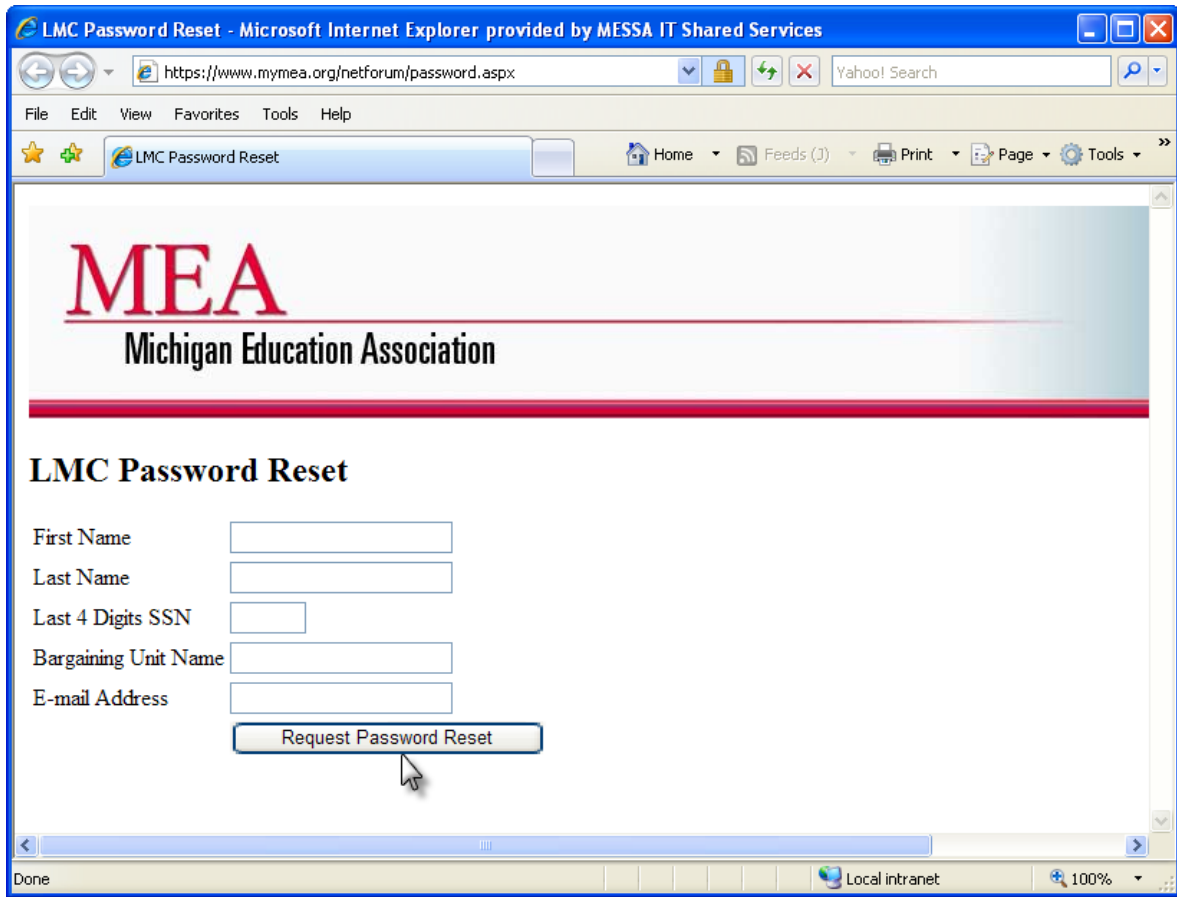
3.3 Resetting your Password



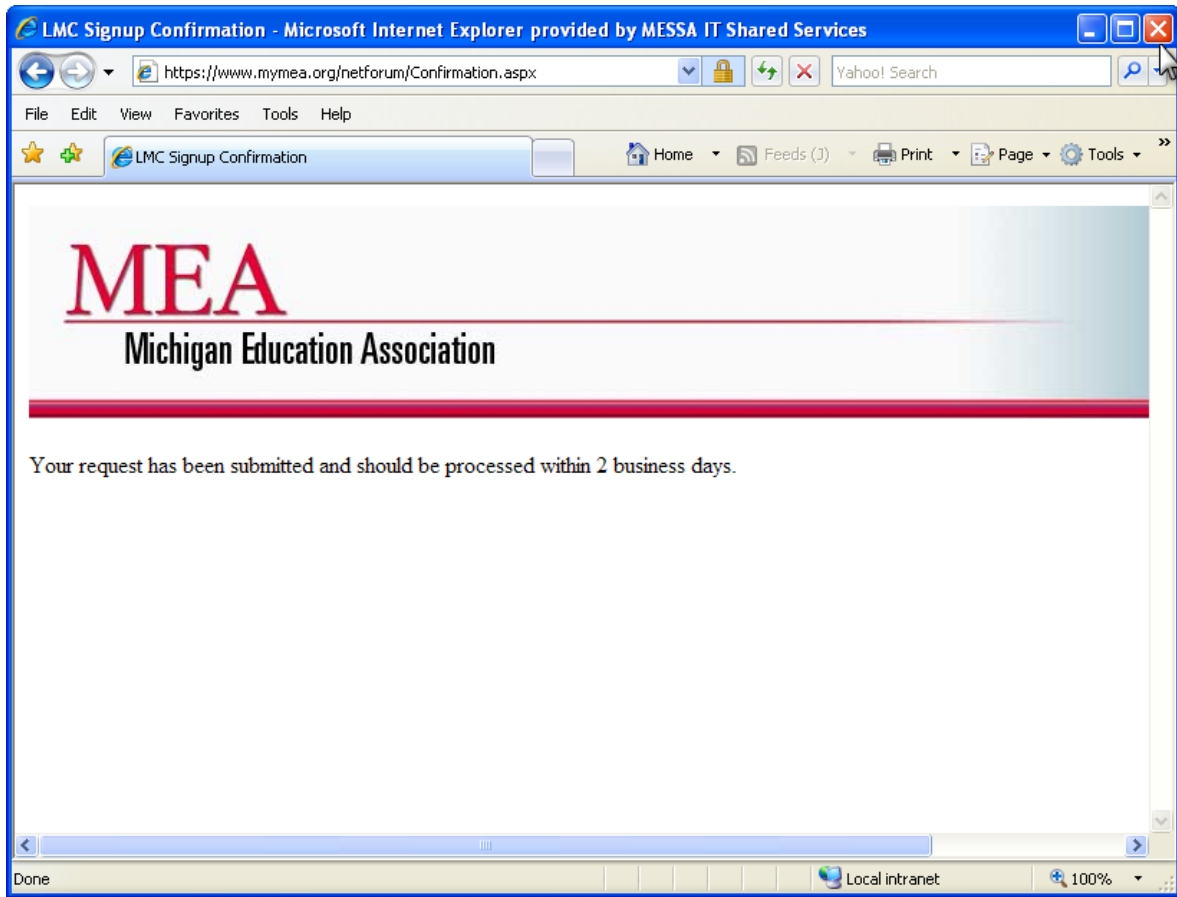
1. Select the **forgot your password** link



2. Select the **here** link



3. Complete the LMC Password Reset page
4. Select the **Request Password Reset** button



5. The request will be processed within 2 business days
6. Close the browser window

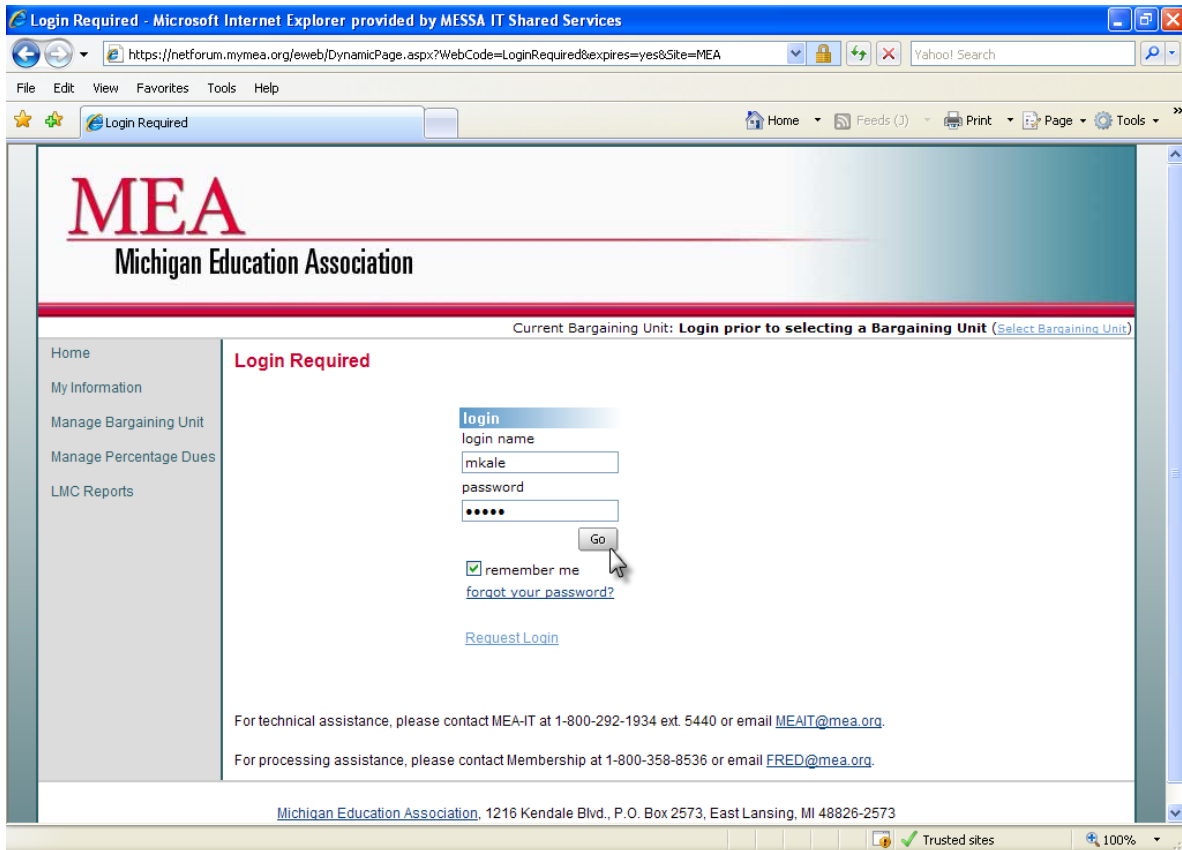
3.4 Starting the netFORUM eWeb Application (LMC Website)

The next section will explain how to start the netFORUM eWeb application. After accessing the application, instructions will be provided to create a short cut to the desktop and to save the web address in the Favorites list of Internet Explorer.

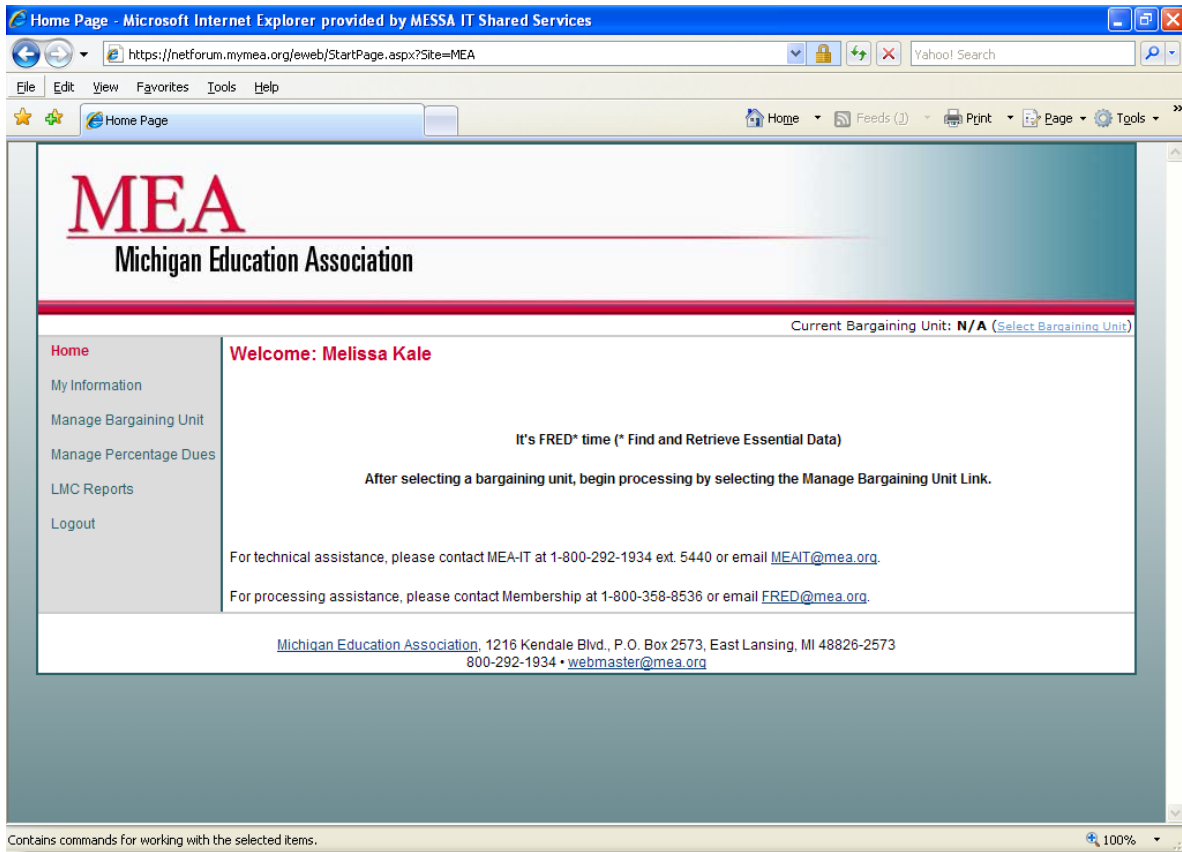
Starting netFORUM eWeb



1. Open your web browser (**Internet Explorer, Netscape, or Safari**)
2. To access the website do one of the following:
 - a. Enter the netFORUM eWeb address into the web browser address bar <https://netforum.mymea.org/eweb/>
 - b. Go to www.mymea.org and select the Local Membership Chairs link
3. Select the **Enter** key



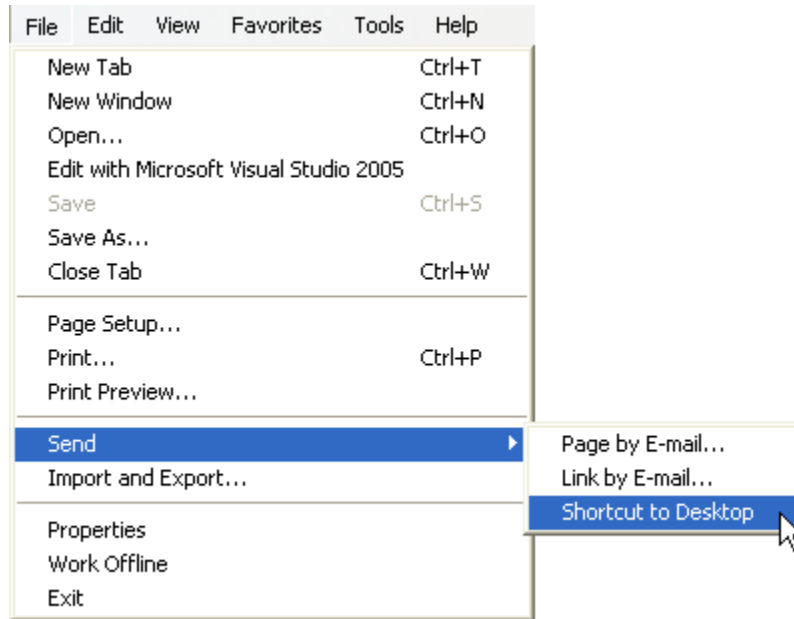
4. Enter the **login name**
5. Enter the **password**
6. Check the “**remember me**” checkbox
7. Select the **Go** button



8. The home page of the **netFORUM eWeb (LMC Website)** is displayed

Note: Contact the MEA-IT Helpdesk for technical assistance or contact the Membership Department for processing assistance.

Creating Shortcuts

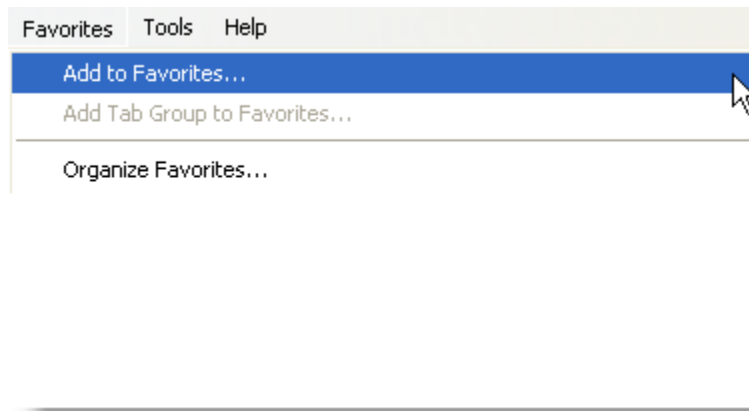


1. In **Internet Explorer**, select **File** from the menu bar
2. Select **Send**
3. Select **Shortcut to Desktop**

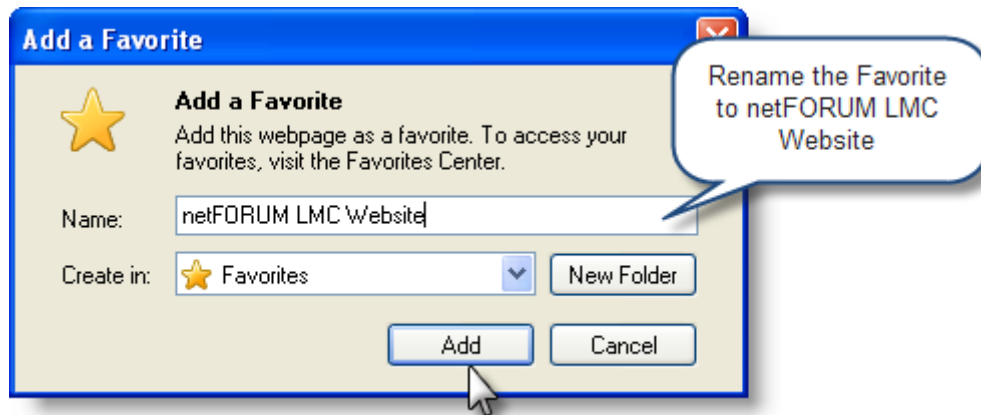


4. Minimize **netFORUM eWeb**
5. Verify the shortcut is on your desktop
 - Rename the shortcut to netFORUM LMC Website by right clicking on the icon located on your desktop

Adding netFORUM eWeb to Favorites



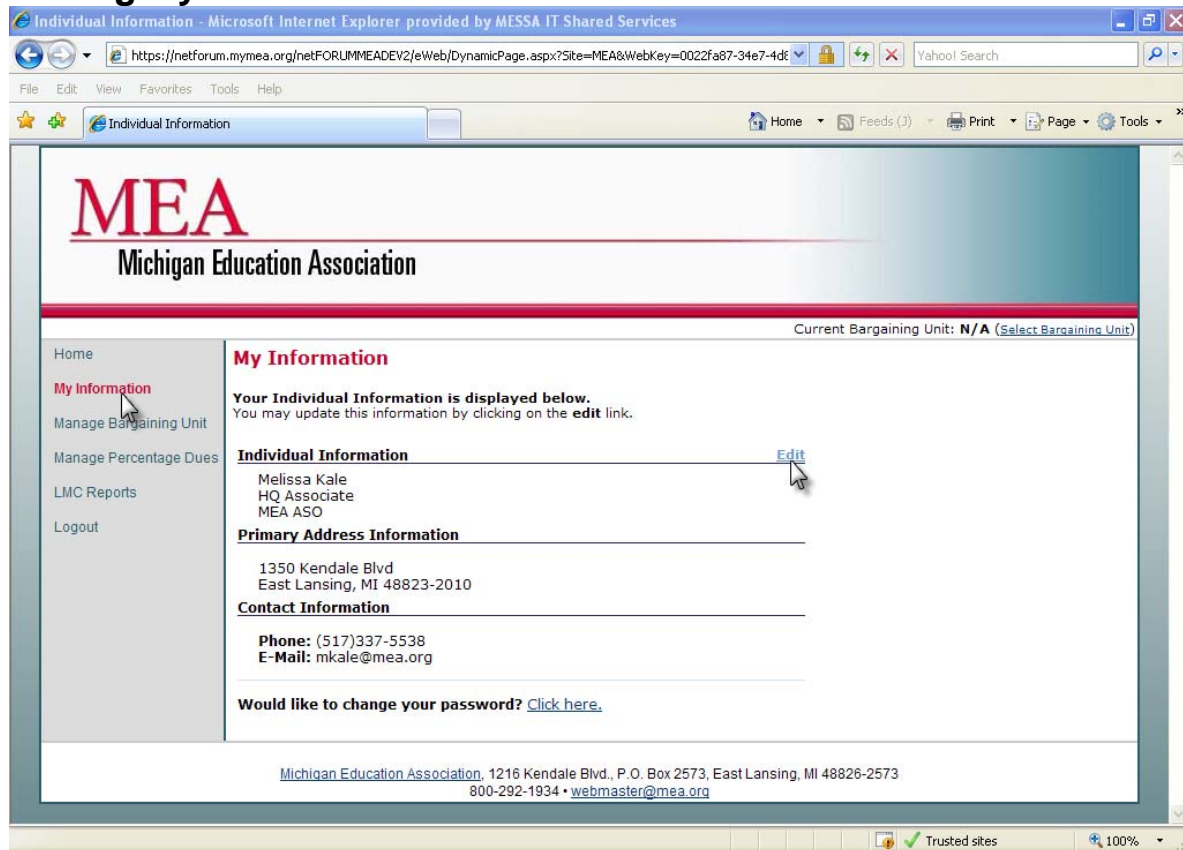
1. Open **netFORUM eWeb**
2. Select **Favorites/Add to Favorites** from the menu



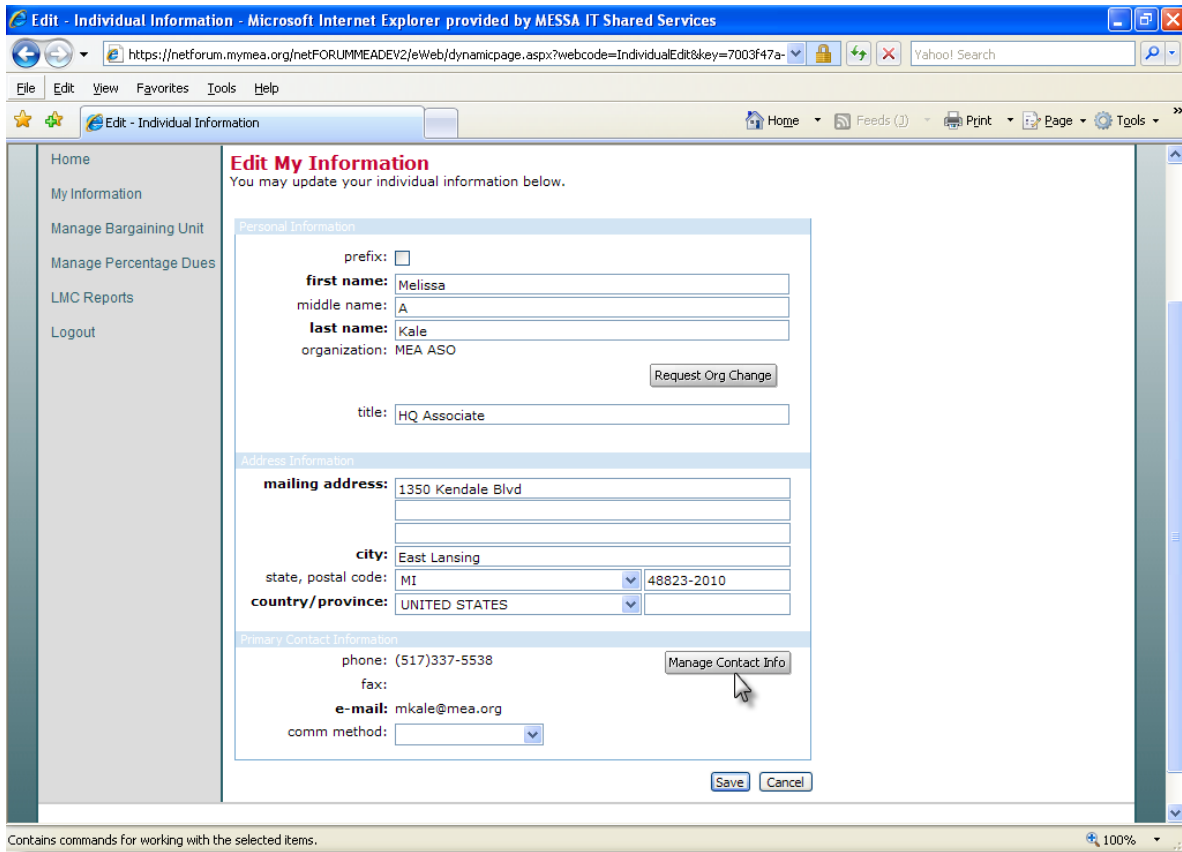
3. Enter **netFORUM LMC Website** into the **Name** field
4. Select the **Add** button

3.5 Managing My Information

Editing My Information

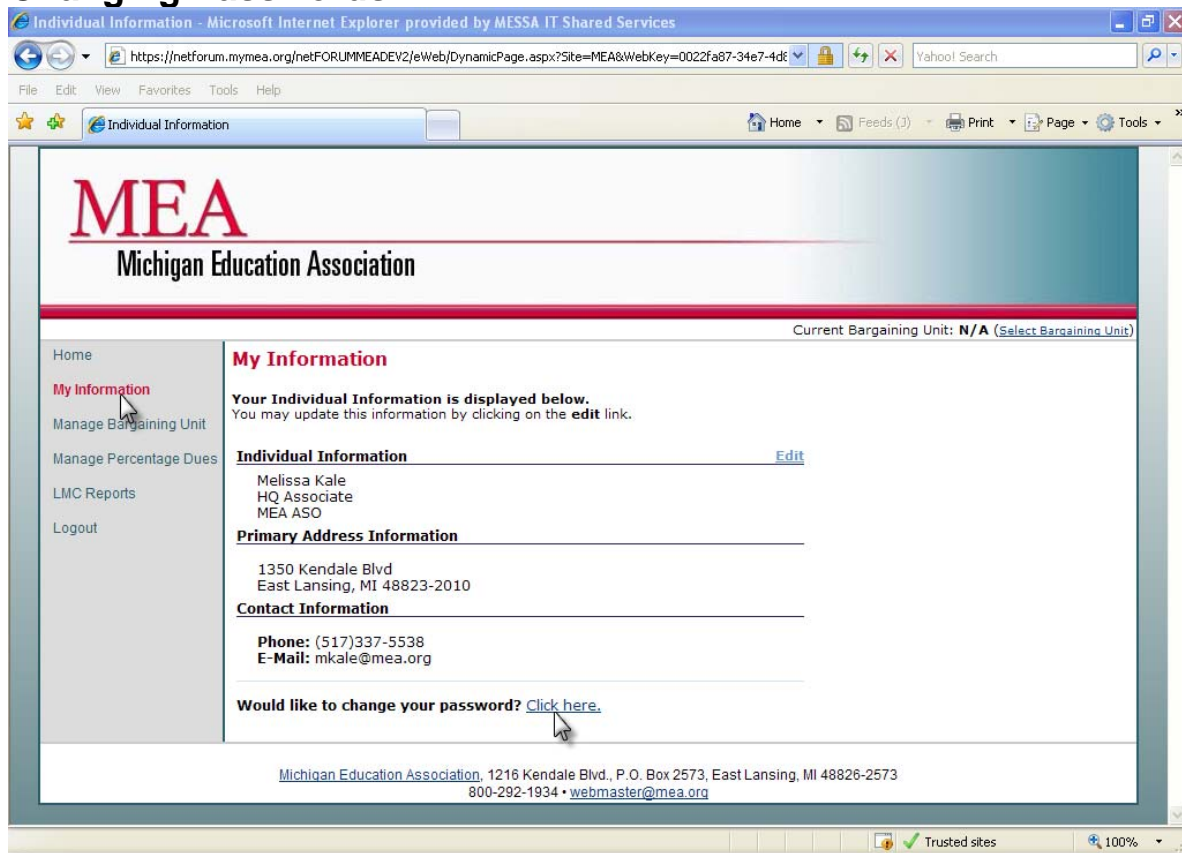


1. Select the **My Information** link
2. Select the **Edit** button

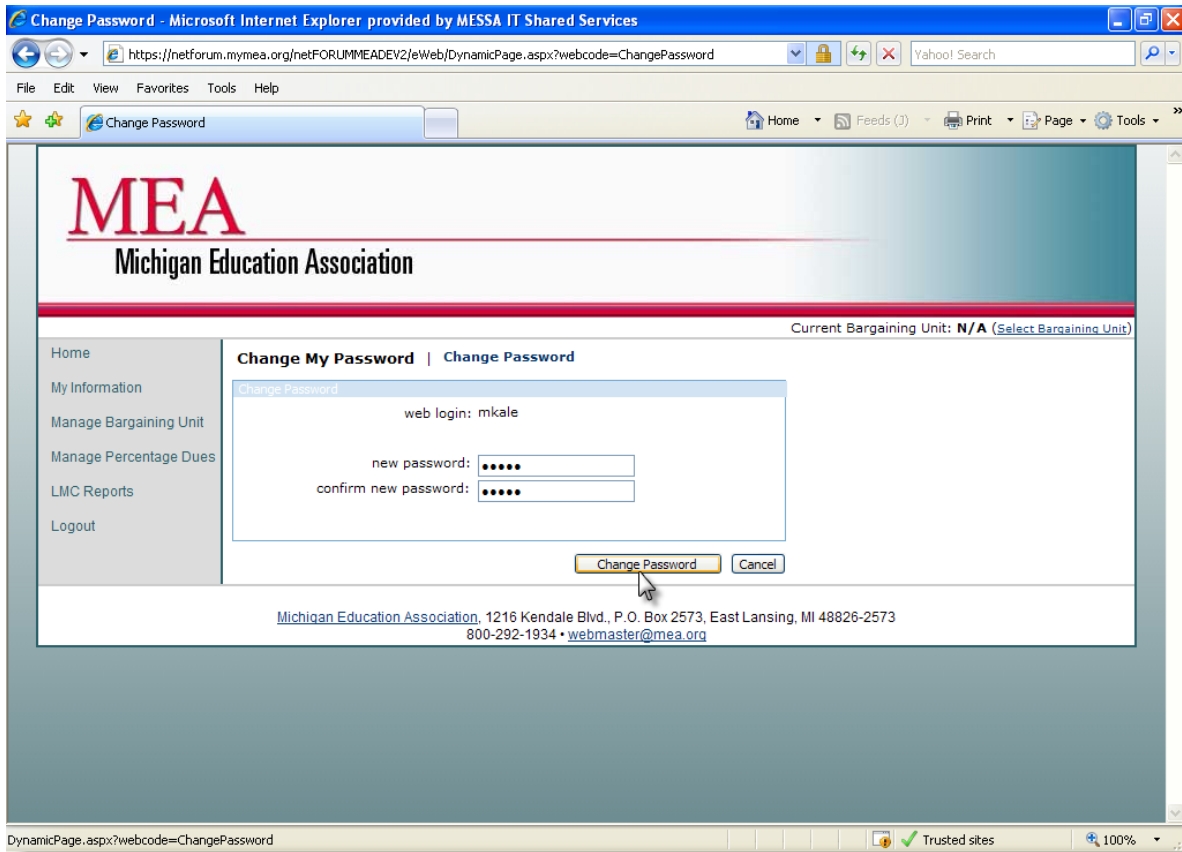


3. On the **Edit My Information** page
 - a. Update your name
 - b. Update your address
 - c. Manage all of your contact information (Use the **Contact Info** button)
4. Select the **Save** button

Changing Passwords



1. Select the **My Information** link
2. Select the **Click here** link next to **Would you like to change your password?**



3. Enter a **new password**
4. Confirm the **new password**
5. Select the **Change Password** button



6. Select the **Done** button

4 Managing Bargaining Unit Members

4.1 Adding a Bargaining Unit Member

A) An application form must be completed for each new member in the local. Individuals who were members in the previous year need not re-enroll. Liability insurance coverage goes along with membership. Therefore if the member worked only one day of the month, it would be required that the member pay dues for that month to have liability coverage.

B) The new member should complete and sign the application form using a ball point pen. Provide all information requested. A Social Security Number is required before processing the application. Starting 09/01/2006 the member is required to select a NEA Dues Code and also enter their bargaining unit wage on the application. MEA Dues is 1.5 % of the bargained wage.

C) Distribution of completed forms: First ply (blue) to MEA Headquarters; second ply (green) to business office if payroll deduction; third ply (canary) to local association; fourth ply (gold) to Uniserv office; fifth ply (white) to the member.

D) Transmittal of completed application forms to MEA Headquarters: Gather all the MEA Headquarters (blue) copies together. Once LMC or the UniServ office processes the new applications, the dues for each member will be identified on the current billing detail starting on page 3 of the invoice. The Uniserv office will forward the applications to headquarters after the processing is complete. All processed applications should be signed off with your initials and the date processed.

E) New members who wish to join MEA-Retired (AIM) should complete and sign the Continuing Membership application or complete an MEA-R application. If the member would like to pay for MEA-R (AIM) upfront, forward the application and payment to the Membership Department. Members that enrolled between September 2004 and August 2006, MEA-Retired membership will be \$200. Members that enroll with a start date of September 2006 and after, MEA-Retired membership will be \$400. Members who wish not to participate in MEA-Retired should check the

OPT OUT option located on the bottom of the continuing membership application. If this option is not selected, the member will be automatically enrolled in AIM and charged either \$1.00 per month or \$2.00 per month depending on when the member enrolled.

F) Effective with the 07/08 school year, all users are now able to add fee payers and their wages into the membership system.

G) Starting July 2009, members that need to be retroactively added into the membership system can have a start date of 09/01/2006 and after. The netFORUM application can not charge members dues based off of the MEA dues products that were used prior to 09/01/2006. Members that join starting 09/01/2006 and after are charged dues based off of NEA dues codes and bargained wages. Please follow the instructions carefully; percentage dues can not be charged for any year prior to 09/01/2006.



CONTINUING MEMBERSHIP APPLICATION
 Local-Michigan-National Education Associations
 and MEA/NEA-Retired Membership

FOR USE BY LOCAL

PLEASE TYPE OR PRINT FIRMLY WITH A BALL POINT PEN.

SOCIAL SECURITY NUMBER	TITLE <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> DR	SUFFIX <input type="checkbox"/> JR <input type="checkbox"/> 2 ND	FIRST NAME	MIDDLE INITIAL	LAST NAME	PREFERRED FIRST NAME
HOME ADDRESS STREET					E-MAIL ADDRESS (WORK)	
CITY			STATE	ZIP CODE	COUNTY	
MAILING ADDRESS STREET <i>(if different from above)</i>					E-MAIL ADDRESS (HOME)	
CITY			STATE	ZIP CODE	COUNTY	
WORK TELEPHONE ()			EXTENSION		HOME TELEPHONE ()	
GENDER <input type="checkbox"/> M <input type="checkbox"/> F	ETHNIC CODE <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> HISPANIC OR LATINO <input type="checkbox"/> NATIVE HAWAIIAN OR PACIFIC ISLANDER <input type="checkbox"/> MULTI-ETHNIC <input type="checkbox"/> UNKNOWN <input type="checkbox"/> OTHER (SPECIFY) _____				BIRTHDATE / /	
NAME OF LOCAL ASSOCIATION			SCHOOL DISTRICT <input type="checkbox"/> EA <input type="checkbox"/> ESP		DUES START DATE month/year	
WAGE & NEA DUES CODE - Check appropriate box						
Annual Bargaining Unit Wage <i>(required to determine MEA dues amount)</i>						
NEA Dues Code <i>(check one)</i>		EA:	<input type="checkbox"/> 100 EA 51-100% of Full Load	<input type="checkbox"/> 50 EA 20-50% of Full Load	<input type="checkbox"/> 25 EA Up to 25% of Full Load	<input type="checkbox"/> Bargaining Unit Sub
		ESP:	<input type="checkbox"/> 100 ESP 20.01 plus Hours/Week	<input type="checkbox"/> 50 ESP 10.01-20 Hours/Week	<input type="checkbox"/> 25 ESP Up to 10.0 Hours/Week	
CURRENT OCCUPATION <i>Refer to codes on back of form; enter as many as appropriate.</i>		EDUCATION <i>Circle highest degree.</i>		STATE CERTIFICATION <i>Refer to codes on back of form; enter as many as appropriate.</i>		STATE ENDORSEMENT CODES <i>Refer to codes on back of form; enter as many as appropriate.</i>
1. _____ 2. _____ 3. _____ 4. _____ 5. _____		01 HIGH SCHOOL DIPLOMA 02 ASSOCIATE'S DEGREE 03 BACHELOR'S DEGREE 04 MASTER'S DEGREE 05 SPECIALIST DEGREE 06 DOCTORAL DEGREE 07 JURIS DOCTORATE 08 MEDICAL DEGREE 09 OTHER LICENSE OR CERTIFICATE		TYPE _____ EXPIRATION DATE _____		1. _____ 2. _____ 3. _____ 4. _____
DATE OF HIRE WITH CURRENT EMPLOYER <i>(if different from start date above)</i>		STATUS <input type="checkbox"/> PROBATIONARY <input type="checkbox"/> NON-PROBATIONARY <input type="checkbox"/> TENURED		NAME OF CURRENT SCHOOL BUILDING OR DEPARTMENT		
CURRENT ASSIGNMENT <i>Circle appropriate codes.</i>				OTHER AREAS OF INTEREST <i>Refer to codes on back of form; enter as many as appropriate.</i>		
0K RETENTION K	06 SIXTH GRADE	13 ALTERNATIVE EDUCATION	HE2 2-YEAR HIGHER EDUCATION	1. _____		
00 KINDERGARTEN	07 SEVENTH GRADE	14 SPECIAL EDUCATION	HE4 4-YEAR HIGHER EDUCATION	2. _____		
01 FIRST GRADE	08 EIGHTH GRADE	20 ADULT EDUCATION	UB LIBRARY-COMMUNITY	3. _____		
02 SECOND GRADE	09 NINTH GRADE	111 ELEMENTARY SCHOOL	ALL MULTIPLE BUILDINGS	4. _____		
03 THIRD GRADE	10 TENTH GRADE	112 MIDDLE/JUNIOR HIGH SCHOOL	CHR CHARTER SCHOOL	5. _____		
04 FOURTH GRADE	11 ELEVENTH GRADE	113 HIGH SCHOOL	OTHER _____			
05 FIFTH GRADE	12 TWELFTH GRADE					

Dues payments to the MEA/NEA-Local are not deductible as charitable contributions for Federal Income Tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code and/or the Michigan Income Tax provision.

As a participant in the Local-MEA-NEA Early Enrollment Membership Program, I am eligible to receive, prior to September 1, certain benefits normally available only to regular dues paying members of the associations, including coverage under the NEA Educators Employment Liability (EEL) Program. As a condition of eligibility for these benefits, I agree to pay the appropriate "unified" Active membership dues for the current school year in accordance with the regular payment procedures. Should I fail to do so, my eligibility to receive benefits under the NEA EEL Program shall immediately terminate. In addition, I shall be liable for the cost of any benefits that were provided to me under the NEA EEL Program prior to September 1.

PLEASE CHECK ONE (1) BELOW:

Cash Payment - Membership is continued unless I reverse this authorization in writing between August 1 and August 31 of any year.

Payroll Deduction - I authorize my employer to deduct Local, MEA and NEA dues, assessments and contributions as may be determined from time to time, unless I revoke this authorization in writing between August 1 and August 31 of any year.

All Inclusive Membership (AIM) in MEA/NEA-Retired - All members of MEA/NEA are automatically enrolled in MEA/NEA-Retired unless the box below is checked. The AIM fee is an addition to MEA/NEA dues.

I do not wish to join MEA/NEA-Retired at this time. I understand that I will not be eligible for any of the benefits of membership in MEA/NEA-Retired.

SIGNATURE _____ **DATE** _____

RLE continuing membership app 07.indd REV 06/07 DISTRIBUTION: BLUE - MEA GREEN - BUSINESS OFFICE YELLOW - LOCAL ASSOCIATION GOLD - JINSEV OFFICE WHITE - MEMBER

OCCUPATIONS, CERTIFICATION & ENDORSEMENT AREAS

Please use the following codes to describe your occupation, subject endorsement(s), other areas of interest and certification(s). Enter as many codes as appropriate on the front of this application. This data will help deliver targeted information in response to specific member needs.

OCCUPATION CODES

CUSTODIAL

C369 Custodian
C318 Freight, Stock & Materials Handler
C321 Groundskeeper
C323 Laborer
C327 Maintenance Repairer/General Utility

FOOD SERVICE

F323 Cashier
F308 Cook/Manager
F307 Cook/Food Preparer
F311 Dietitian
F317 Food Service Director/Supervisor
F344 Food Service Worker

SECURITY/GUARDS

G315 Police Officer
G348 Security Guard

HEALTH & STUDENT SERVICES

H301 Athletic Coach
H300 Athletic Trainer
H304 Behavioral Management Specialist
H308 Counselor
H309 Curriculum Specialist
H315 Family/Community Support Coordinator
H310 Grant Developer
H313 Non-Instructional Program Coordinator
H334 Nurse-Registered
H332 Ombudsperson
H314 Personnel Officer/Specialist
H338 Physician
H320 Psychologist
H316 Public Relations/Informational Officer
H317 Rehabilitation Counselor
H318 Research & Development Specialist
H310 Social Worker
H349 Student Activity Advisor/Non-Athletic Coach
H346 Student Support/Health Services
H359 Volunteer Coordinator
H3007 Dormitory Personnel

HIGHER EDUCATION FACILITY

E2001 Higher Education Professor
E2002 Higher Education Associate Professor
E2003 Higher Education Assistant Professor
E2004 Higher Education Instructor
E2005 Higher Education Graduate Assistant
E2006 Higher Education Hall Director

MEDIA & TECHNICAL SERVICES

L305 Computer Operator
L306 Computer Programmer
L307 Computer Technician
L310 Data Entry Clerk
L311 Librarian/Media Consultant
L329 Media Technologist
L312 Network Administrator
L327 Photographer
L319 Statistician
L320 Technology Coordinator

MAINTENANCE

M323 Carpenter
M323 Chief Maintenance
M312 Electrician
M314 Facilities Maintenance Worker
M323 Glacier
M320 Graphic Artist
M325 Painter & Paperhanger
M328 Plumber
M320 Printer
M345 Skilled Craft

OFFICE PERSONNEL

O300 Accreditation
O302 Attendance Officer
O303 Auditor - School
O302 Bookkeeper/Accountant
O306 Clerical/Secretarial
O316 File Clerk
O319 General Office Clerk
O325 Mail Clerk
O331 Office/Clerical/Administrative Support
O341 Purchasing Agent
O342 Receptionist
O343 Records Clerk
O347 Secretary
O361 Switchboard/FAX Operator

PARAPROFESSIONALS & AIDES

P304 Aide - Special Ed
P301 Bilingual Aide
P304 Bus Monitor/Crossing Guard
P313 Extra-Curricular Activity Aide
P323 Hall Monitors
P305 Instructional Aide - Chapter 1
P322 Instructional Aide - not Special Ed or Chapter 1
P303 Instructional Aide - Special Ed
P324 Library Aide
P325 Library Media Aide
P328 Media Center Aide
P323 Nurse Aide
P323 Other Non-Instructional Support Personnel
P326 Paraprofessionals
P322 Teaching Assistant
P323 Teaching Intern
P324 Teaching/Classroom Aide
P327 Tutor

TEACHER

E340 Consultant
E308 Counselor
E320 Psychologist
E310 Social Worker
E330 Substitute Teacher
E1000 Teacher
E1001 Adult Education Teacher

TRANSPORTATION

T341 Other Vehicle Operator
T326 Transportation/Bus Driver
T328 Vehicle Mechanic

TEACHER ENDORSEMENT CODES

GA Accounting
HK Agricultural
CH Anthropology
LX Art
DO Astronomy
SV Autistic
CM Behavioral Studies
YK Bilingual Arabic
YP Bilingual Chaldean
YR Bilingual Chinese
YS Bilingual Filipino
YA Bilingual French
YB Bilingual German
YC Bilingual Greek
YJ Bilingual Hebrew
YH Bilingual Italian
YT Bilingual Japanese
YN Bilingual Korean
YD Bilingual Latin
YL Bilingual Other Foreign Languages
YI Bilingual Polish
YE Bilingual Russian
YF Bilingual Spanish
YM Bilingual Vietnamese
YO Bilingual Yugoslavian
DA Biology
GH Business Administration
GX Business Education
DS Chemistry
AX Communications Arts
NR Computer Science
CL Cultural Studies
MH Dance
EM Distributive Education
NC Driver & Safety
ZA Early Childhood Educ.
DH Earth Science
CA Economics
SE Emotionally Impaired
BA English
NS English as a Second Language
NJ Environmental Studies
KH Family & Consumer Sciences
OX Fine Arts
FA Foreign Language - French
FB Foreign Language - German
FC Foreign Language - Greek
FJ Foreign Language - Hebrew
FH Foreign Language - Italian
FL Foreign Language - Japanese
FD Foreign Language - Latin
FG Foreign Language - Other
FI Foreign Language - Polish
FE Foreign Language - Russian
FF Foreign Language - Spanish
ZG General ELK-5
CB Geography
NT Guidance & Counseling
MA Health Education
MX Health, Physical Ed & Recreation
SL Hearing Impaired
CC History
SH Homebound
PX Humanities
IX Industrial Technology
BC Journalism
BX Language Arts
SM Learning Disabilities
ND Library Media

EX Mathematics
SA Mentally Impaired
ZL Middle Level
ZD Middle School
JK Music
PS Philosophy
MB Physical Education
SC Physical or Otherwise Health Impaired
DE Physics
CD Political Science
CE Psychology
BT Reading
BR Reading Specialist
MD Recreation
PR Religions, Academic Study
DX Science
GI Secretarial Science
CS Social Science
RX Social Studies
CF Sociology
BD Speech
SB Speech & Language Impaired
TX Technology & Design
SK Visually Impaired
VA Vocational Agriculture & Natural Resources
VB Vocational Business Services
VC Vocational Child Care
VD Vocational Distributive
VH Vocational Family & Consumer Sciences
VS Vocational Health Sciences
VZ Vocational Hospitality
VF Vocational Law Enforcement
VM Vocational Marketing Educ.
VG Vocational Teacher Cadet
VT Vocational Technical

TEACHER STATE CERTIFICATIONS

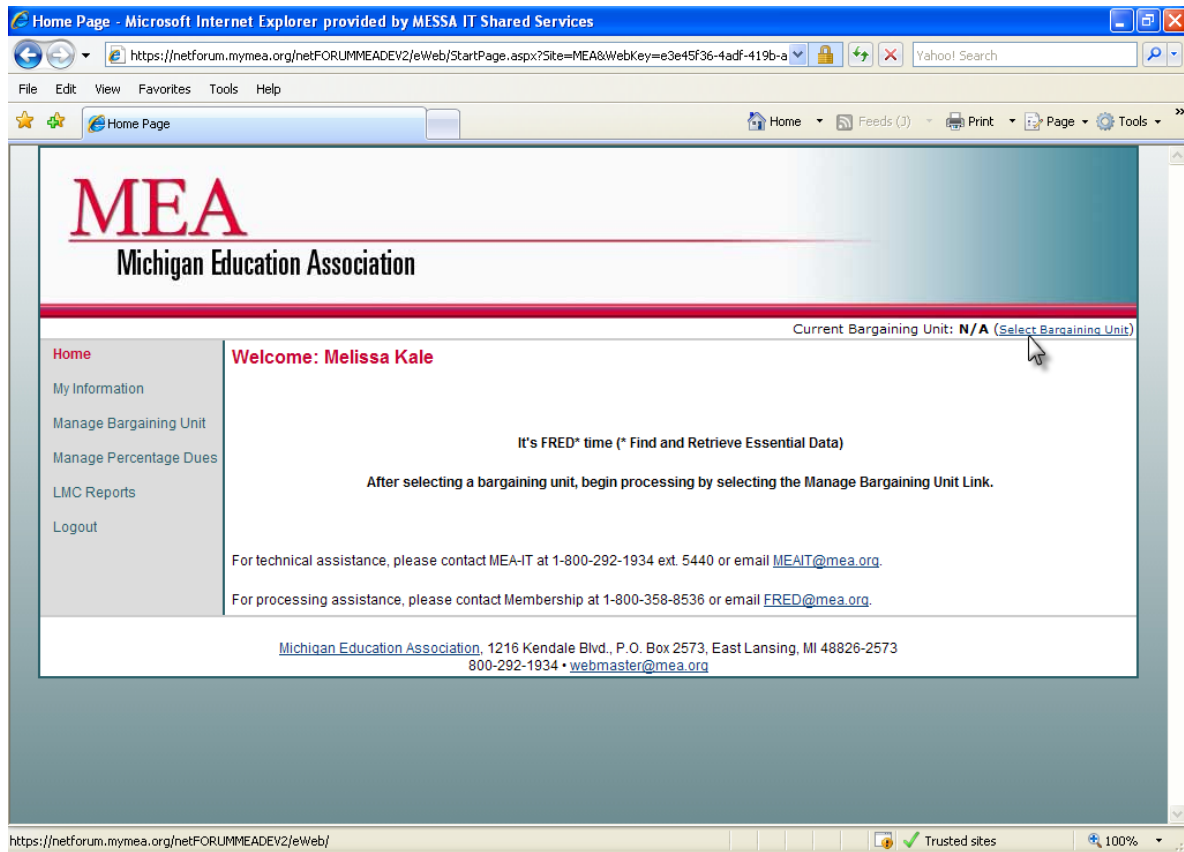
STATE CERTIFICATION

03 Elementary Provisional
04 Elementary Professional
05 Elementary Permanent
06 Secondary Provisional
07 Secondary Professional
08 Secondary Permanent
40 Elementary Continuing (30 Hour)
41 Secondary Continuing (30 Hour)
42 Elementary Continuing (18 Hour)
43 Secondary Continuing (18 Hour)
63 Occupational Education
61 School Psychologist Certificate
54 Vocational Temporary Authorization
55 Vocational Full Authorization
11 Permit, full year
12 Permit, emergency
13 Permit, Section 1233b
14 Permit, 150-day Substitute
Other please specify

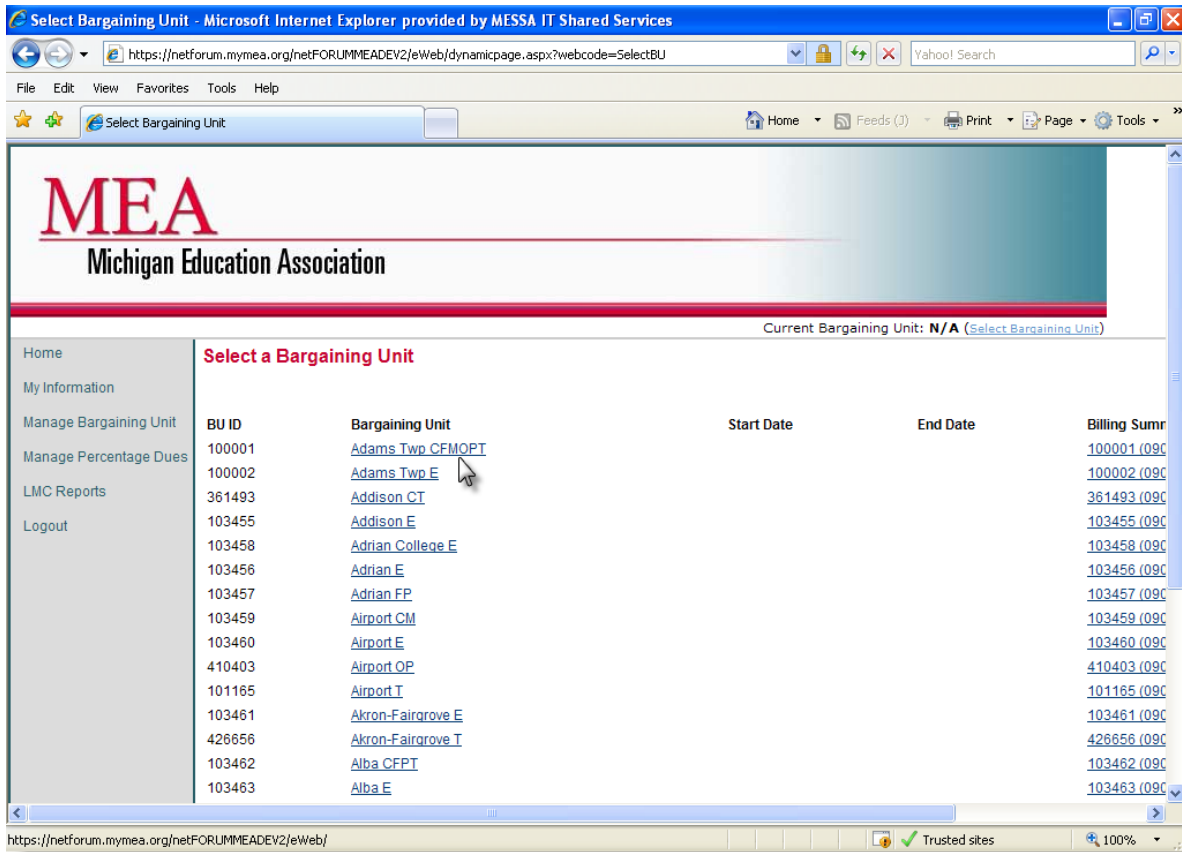
I understand that of the MEA/NEA dues, \$12.93 is for a one-year subscription to the VOICE, \$4.90 for NEA TODAY, \$2.85 for the student publication TOMORROW'S TEACHER and \$2.85 for the retired publication THIS ACTIVE LIFE. Publications received by members are based on membership category.

Adding Bargaining Unit Members

The following instructions show how to add a new bargaining unit member for the current school year.



1. Select the **Select Bargaining Unit** link



2. Select the **Bargaining Unit** name
 - a. MEA Staff have access to all units
 - b. LMCs and Presidents have access only to the units that are assigned to them

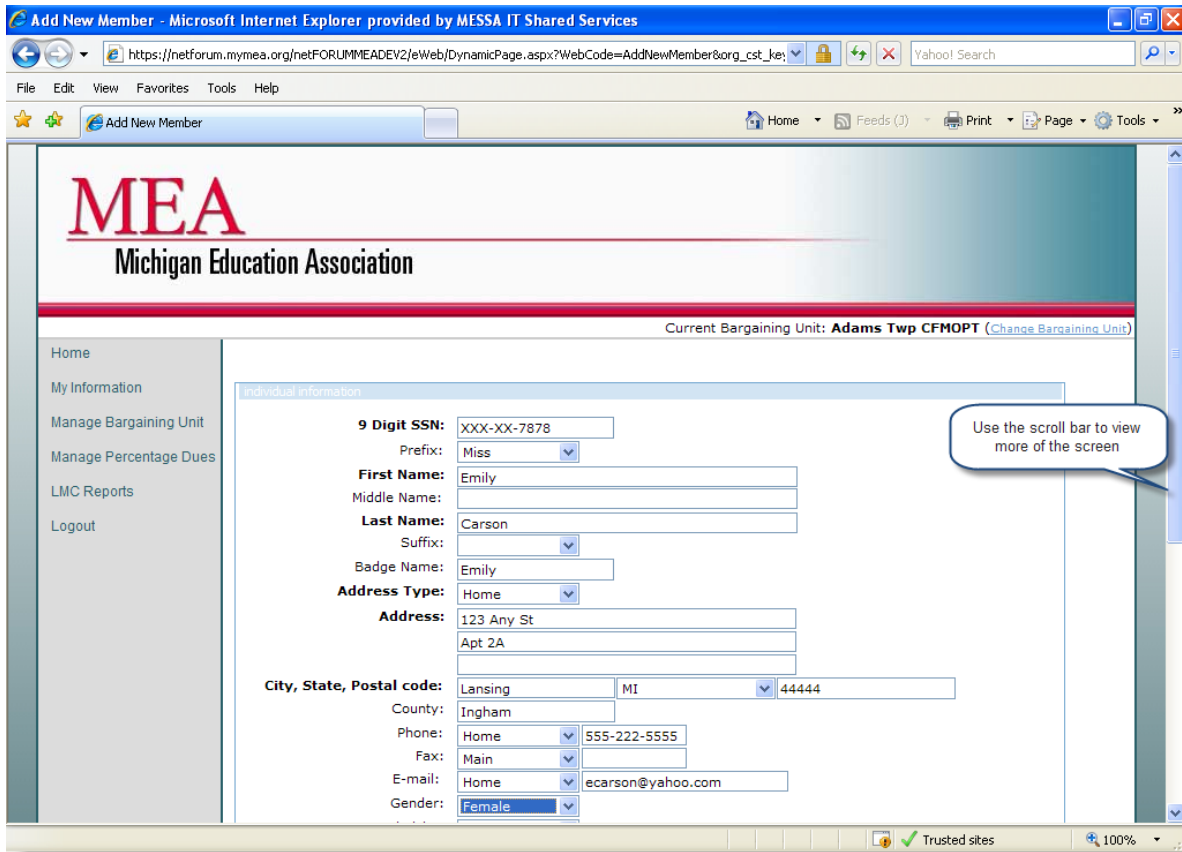


3. After choosing the bargaining unit, the screen displayed will be the **Manage Bargaining Unit** screen
4. Select the **Add Member** link



5. Enter the **9 digit Social Security Number**
 - a. Do not use dashes when entering the SSN
6. Select the **Go** button

Note: If a member already exists in the MEA database, after searching by SSN, choose the members name from the search results page



7. Enter the **Individual Information** on the **Member Add** screen
 - a. All required fields must be filled out (required fields are in bold)
 - b. Enter all data in mixed case
 - c. Do not use punctuation in the address fields

Address: 123 Any St
Apt 2A

City, State, Postal code: Lansing MI 44444

County: Ingham

Phone: Home 555-222-5555

Fax: Main

E-mail: Home ecarson@yahoo.com

Gender: Female

Ethnicity: Caucasian

Date of Birth: 06/24/1970

Additional Info:

relationship information

Relationship Type: Bargaining Unit Member

Bargaining Unit Start Date: 09/01/2009

Individual Type: MEA-R & Bargaining Unit Member

Status: ESP

NEA Dues Code: 100% ESP

MEA-R Enrollment Date: 09/01/2009

MEA-R Payment Plan: AIM

Wage: 36598.21

note: if retro add from previous year, this wage data will become the first year's wage data

Add Member Cancel

Michigan Education Association, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48826-2573
800-292-1934 • webmaster@mea.org

8. Enter the **Relationship Information**
9. Enter the **Bargaining Unit Start Date**
 - a. Start Dates should always be the 1st of the month
 - b. Only start members between September and June
10. Select the **Individual Type**
 - a. MEA-R and Bargaining Unit Member (Choose this type if the member is enrolling in AIM)
 - b. Bargaining Unit Member (Choose this type if the member is opting-out of AIM)
11. **Status** – this field will update automatically after a NEA Dues Code is selected
12. Select the **NEA Dues Code**
 - a. 100%, 50%, 25%, Leave/Layoff
 - b. Only choose the Fee Payer Dues code, if you are adding a member as a Fee Payer

13. Enter the **MEA-R Enrollment Date**

- a. This field will only appear if the Individual Type of MEA-R and Bargaining Unit Member is chosen
- b. The enrollment date should be the 1st of the month (match this date with the BU Start Date)

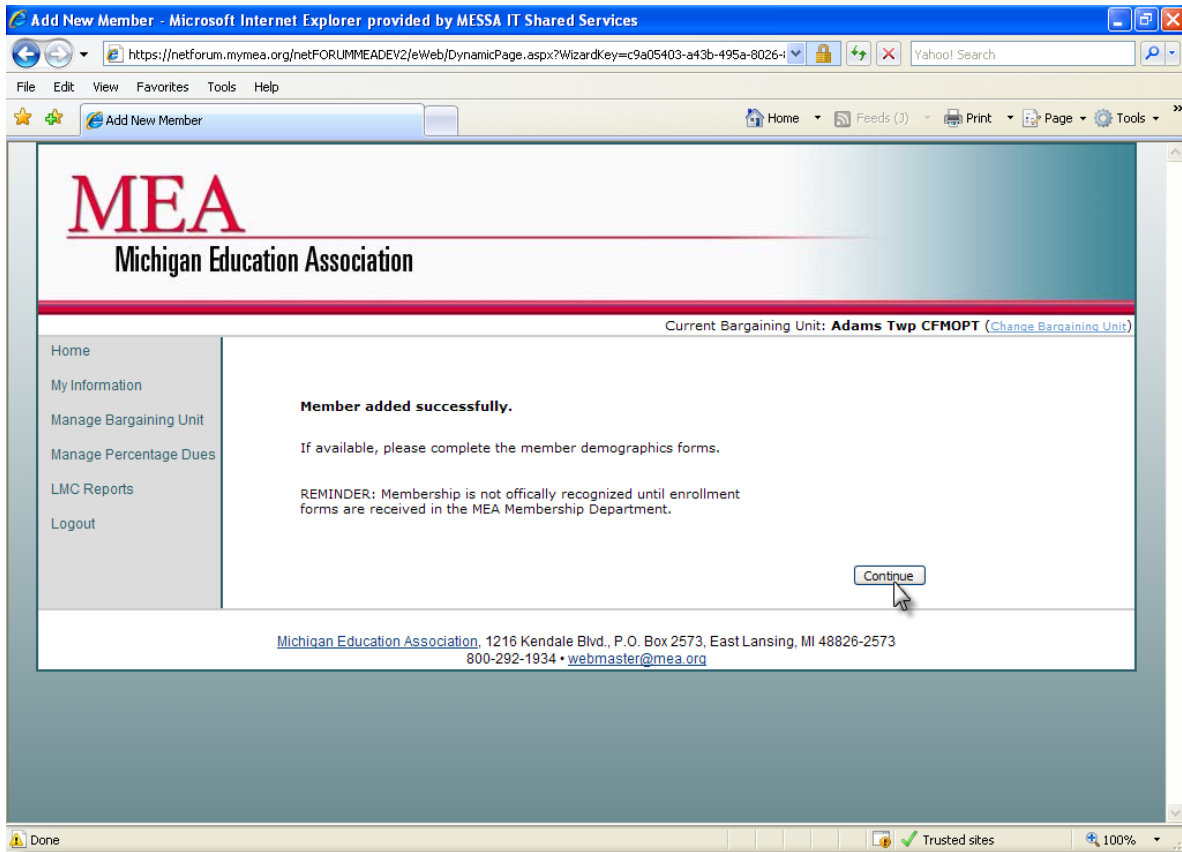
14. **MEA-R Payment Plan** – This field will update automatically depending on the Individual Type that is chosen

15. Enter the **Wage**

- a. For new members, use the current year bargained wage
- b. Wages entered should be the contract bargained wages (for complete guidelines on determining wages, visit the www.iammea.org/percentagedues website)

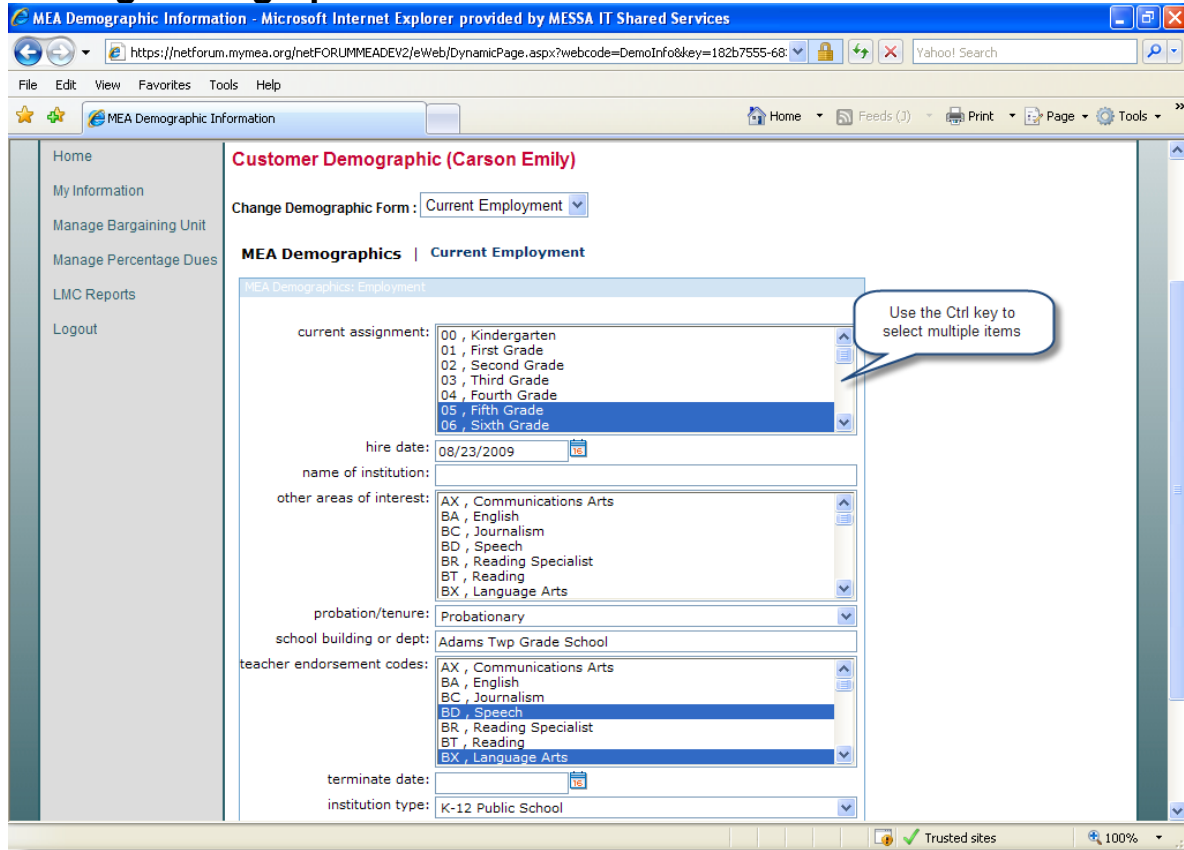
16. Select the **Add Member** button

Note: When adding members for prior years, you will need to update the wages for all prior year affiliations separately. The Add Bargaining Unit Member screen updates the oldest year first. (i.e. Added member starting 09/01/2006, the wage entered on the Add screen updates the 09/01/2006 record. The additional affiliations will need to have the wages added within the prior year percentage dues screens).



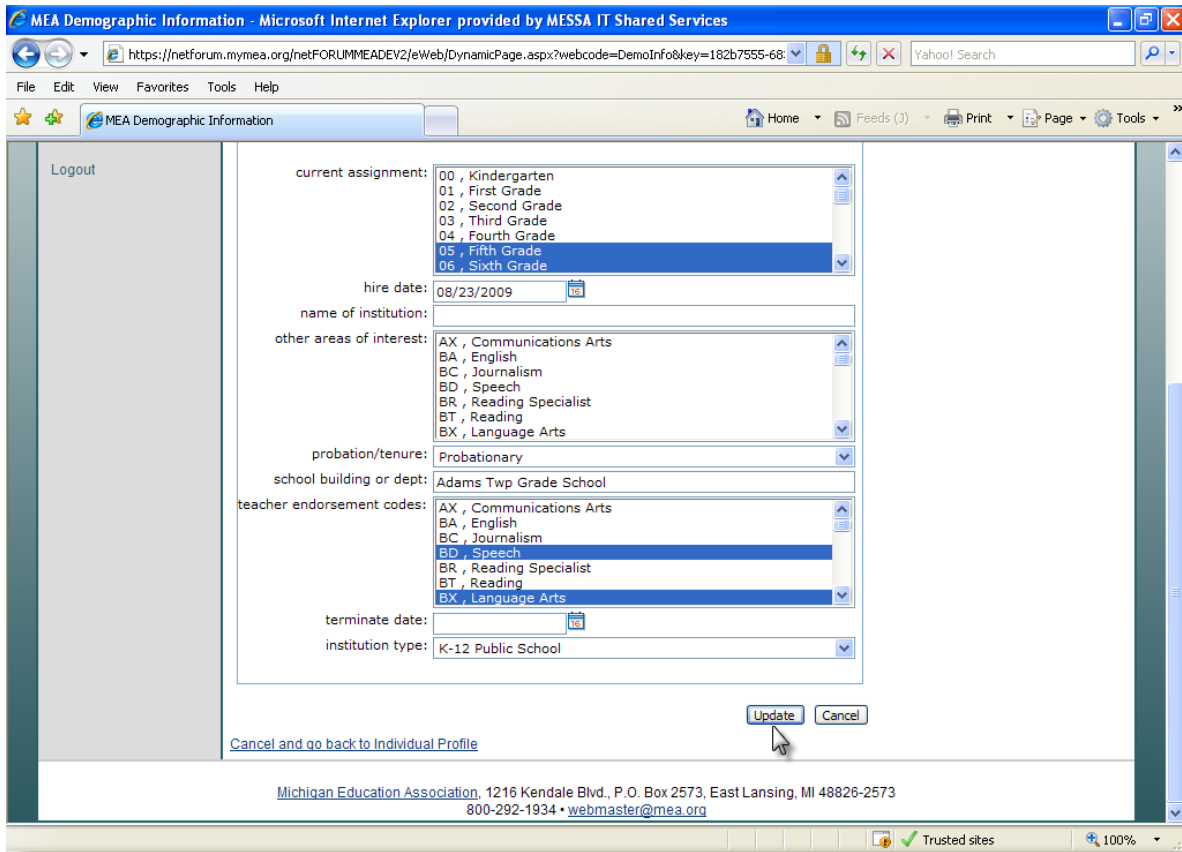
17. Select the **Continue** button

Adding Demographics

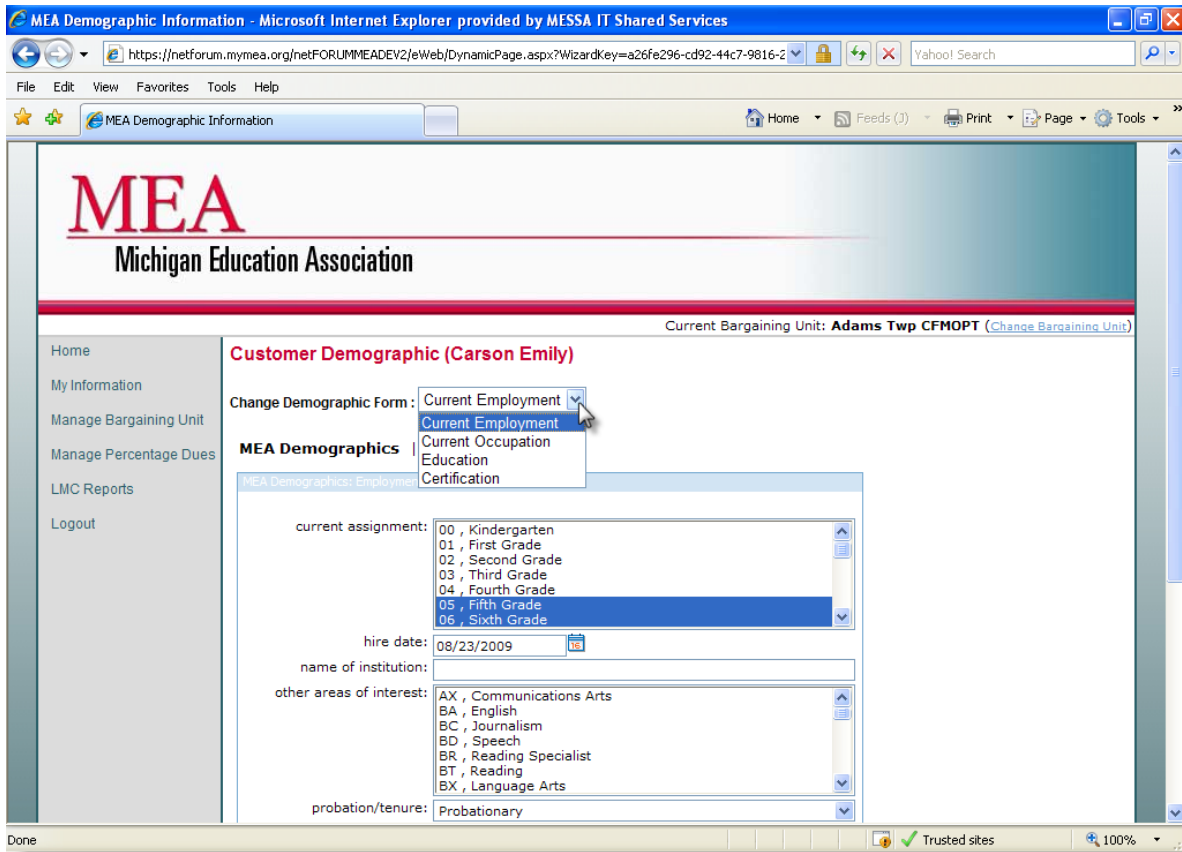


Complete the demographic pages only if the member has provided the demographics on the application.

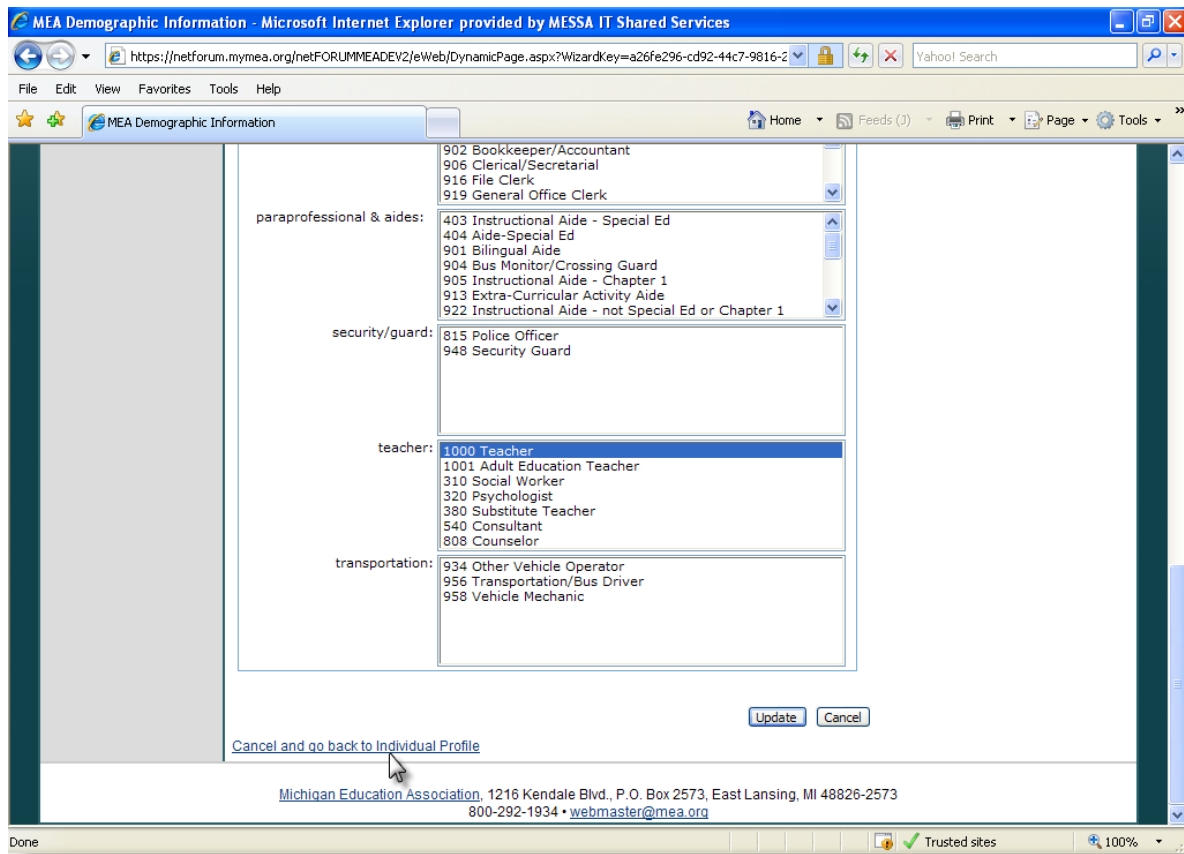
1. Using the Continuing Membership Application, enter the demographic data



2. Select the **Update** button



3. Continue adding additional demographics by selecting the appropriate form from the Demographic Form dropdown list
 - a. Current Employment
 - b. Current Occupation
 - c. Education
 - d. Certification



4. Select the **Cancel and go back to Individual Profile** link after all the demographics are entered



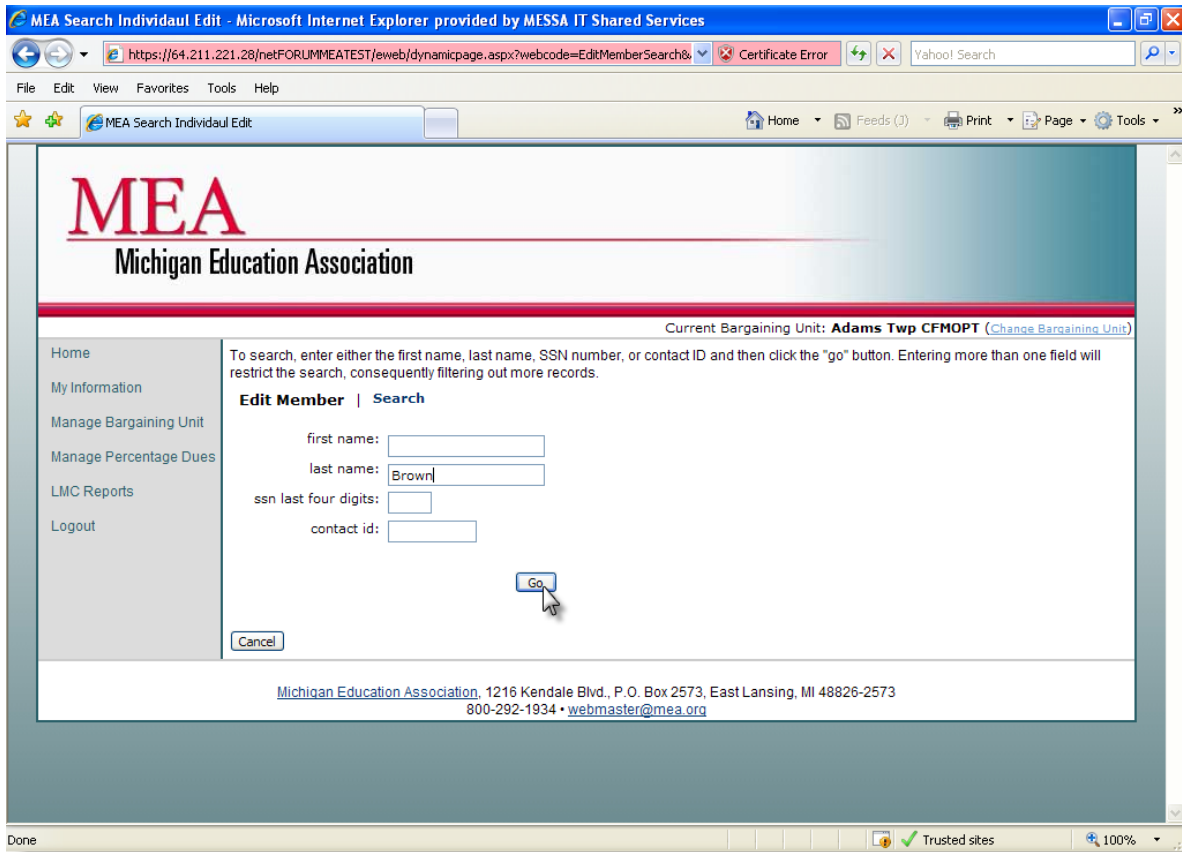
5. The members **Profile Page** will appear
6. Add additional addresses, phone numbers, and email addresses in the Edit Contact Information link
 - a. For complete instructions on Contact Information see the Editing a Bargaining Unit Member section of this manual

4.2 Editing a Bargaining Unit Member

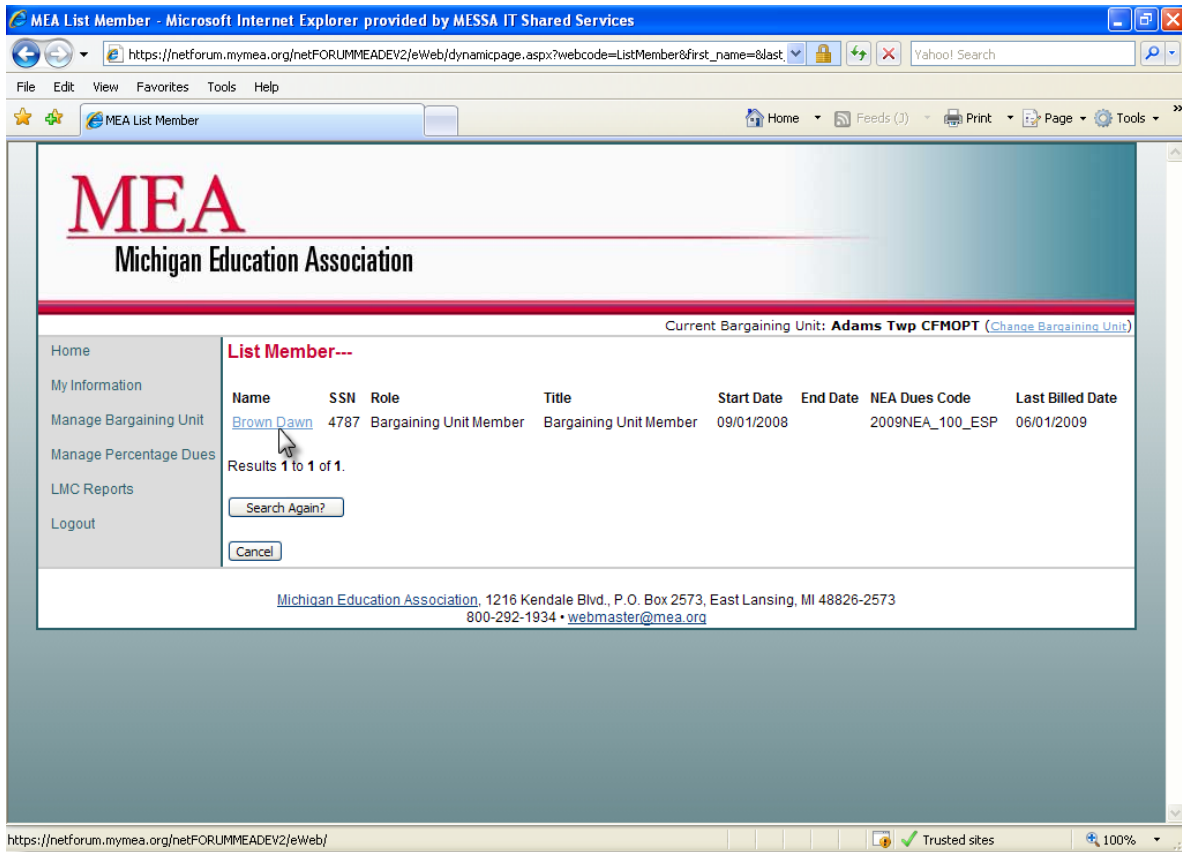
The Edit screen, allows users to edit the member's name and contact information. It is also possible to terminate a member from the edit screen. To terminate members follow the instructions in the Terminating Bargaining Unit Members section of this manual.



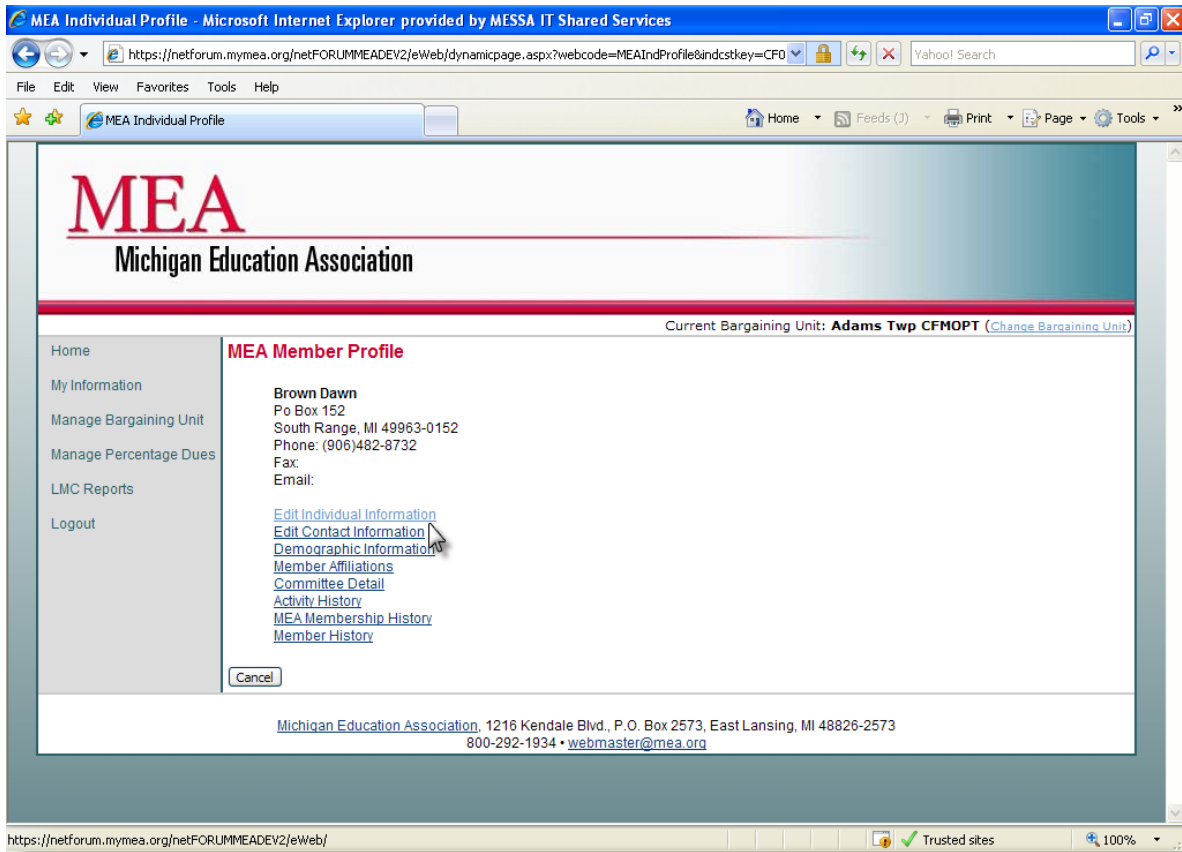
1. Select the **Manage Bargaining Unit** link
2. Select the **Edit Member** link



3. Search for the member by entering one or more of the following:
 - a. First Name
 - b. Last Name
 - c. SSN (last 4 digits)
 - d. Contact ID
4. Select the **Go** button



5. Select the **Member's name** from the list

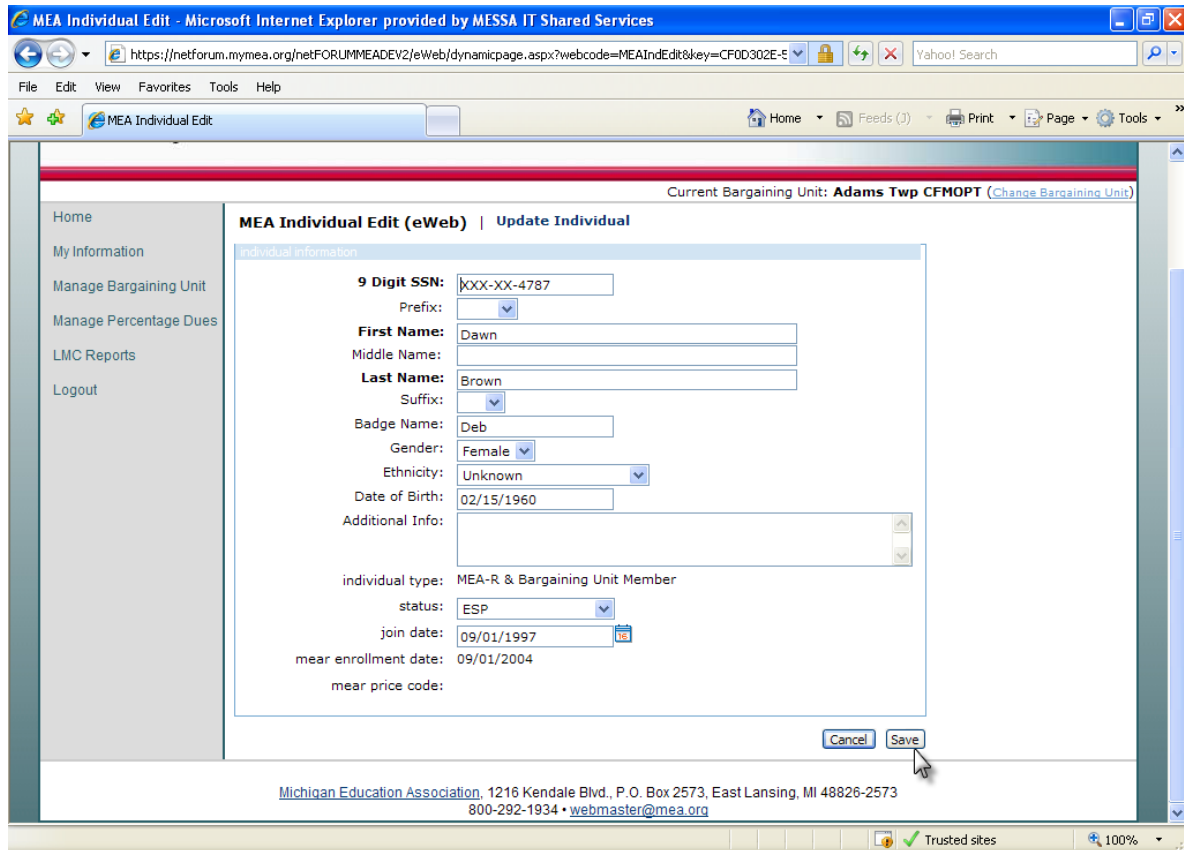


6. The **MEA Member Profile** page appears with the following links
- a. Edit Individual Information
 - b. Edit Contact Information
 - c. Demographic Information
 - d. Member Affiliations – Use to terminate affiliations or add officer roles
 - e. Committee Detail
 - f. Activity History
 - g. MEA Membership History
 - h. Member History

Edit Individual Information



1. Select the **Edit Individual Information** link



2. Make any necessary changes

- a. The SSN is a masked number, To edit the SSN, remove the current SSN and re-enter the full 9 digit SSN
- b. Do not change the **Joined Date**. This is the date that the person joined MEA. It is not the bargaining unit start date.
- c. To enroll a member into the AIM program, change the members **Individual Type** to **MEA-R and Bargaining Unit Member** and add the **MEA-R Enrollment Date**.
- d. To opt-out a member from the AIM program, contact the MEA Membership Department.

3. Select the **Save** button

Edit Contact Information

MEA Individual Profile - Microsoft Internet Explorer provided by MESSA IT Shared Services

https://netforum.mymea.org/netFORUMMEADEV2/eWeb/dynamicpage.aspx?webcode=MEAIndProfile&indcstkey=cf0c

File Edit View Favorites Tools Help

ME A Individual Profile Home Feeds (1) Print Page Tools

MEA

Michigan Education Association

Current Bargaining Unit: **Adams Twp CFMOPT** ([Change Bargaining Unit](#))

Home
My Information
Manage Bargaining Unit
Manage Percentage Dues
LMC Reports
Logout

MEA Member Profile

Brown Dawn
Po Box 152
South Range, MI 49963-0152
Phone: (906)482-8732
Fax:
Email:

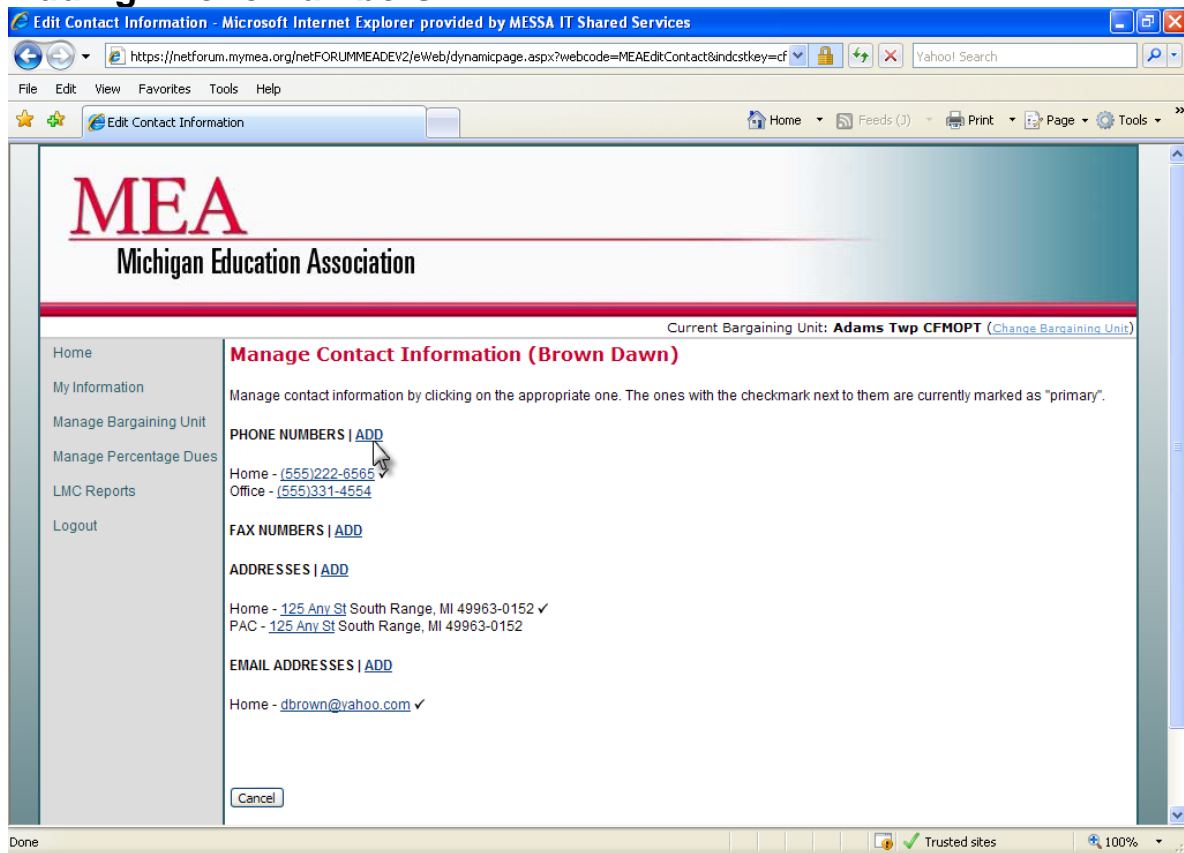
[Edit Individual Information](#)
[Edit Contact Information](#)
[Demographic Information](#)
[Member Affiliations](#)
[Committee Detail](#)
[Activity History](#)
[MEA Membership History](#)
[Member History](#)

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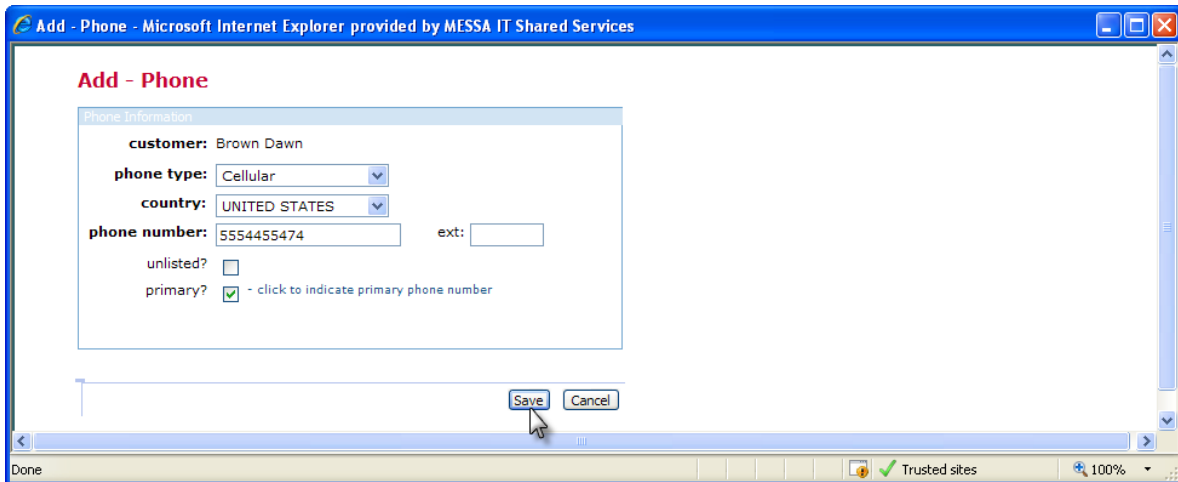
1. Select the **Edit Contact Information** link

Adding Phone Numbers



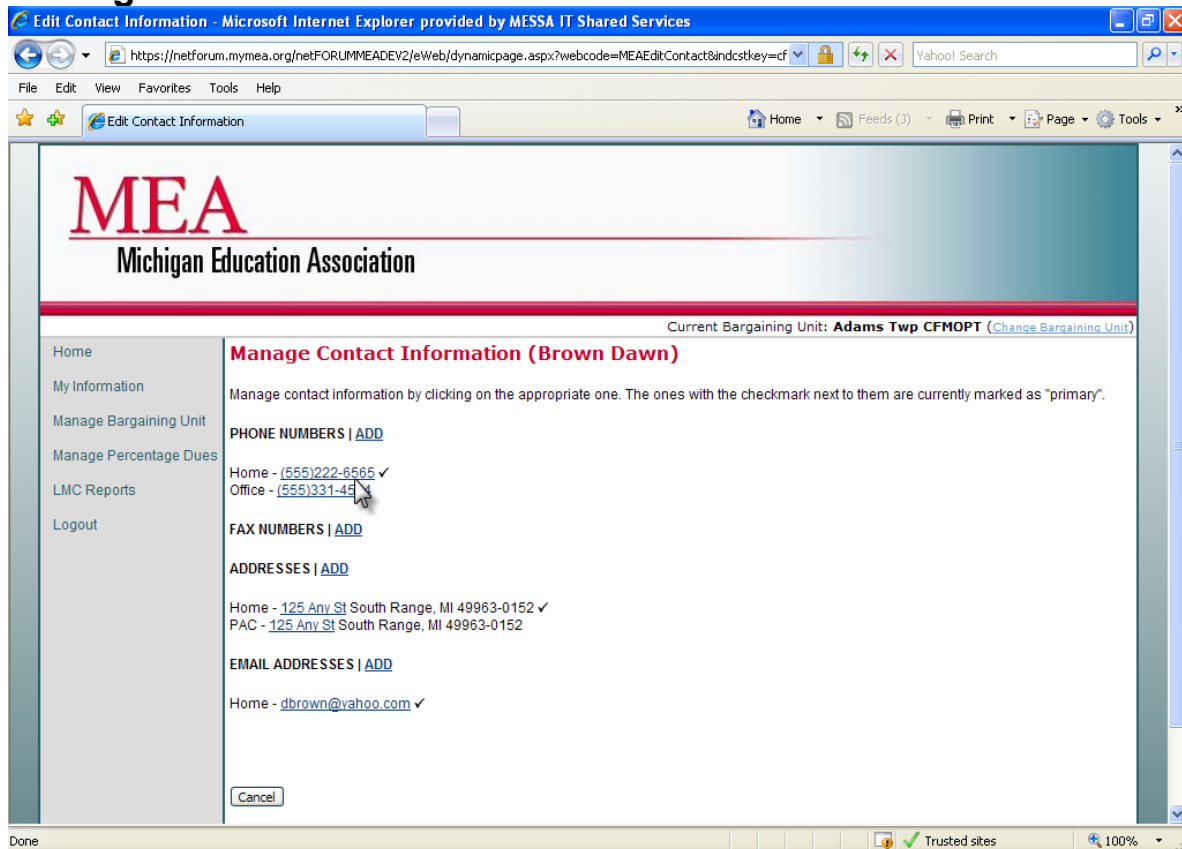
On the Manage Contact Information screen, edit or add phone numbers, fax numbers, addresses, and email addresses.

2. Select the **ADD** link next to **Phone Numbers**

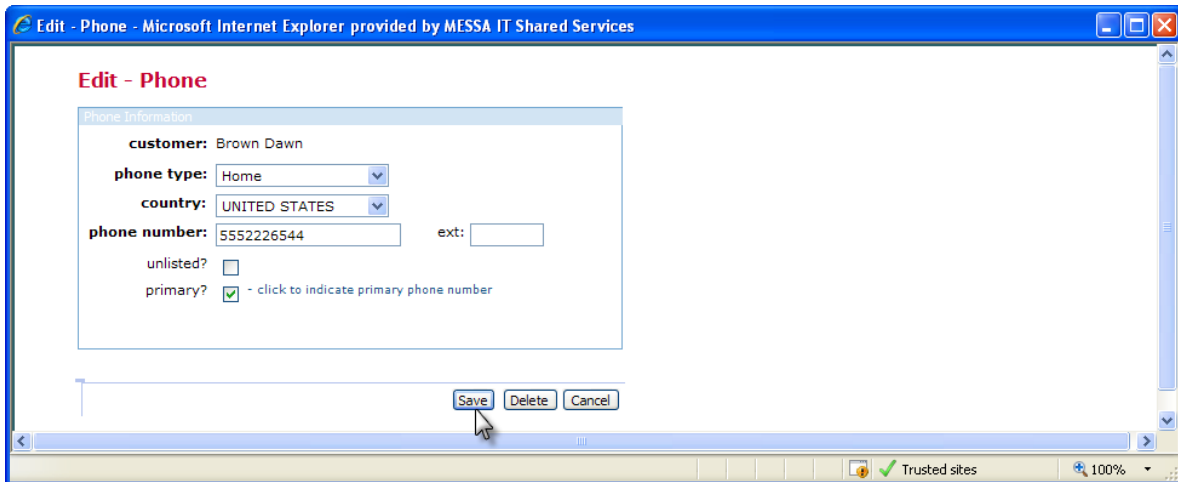


3. Select the **Phone Type**
4. Enter the **Phone Number**
5. Select the **Save** button

Editing Phone Numbers

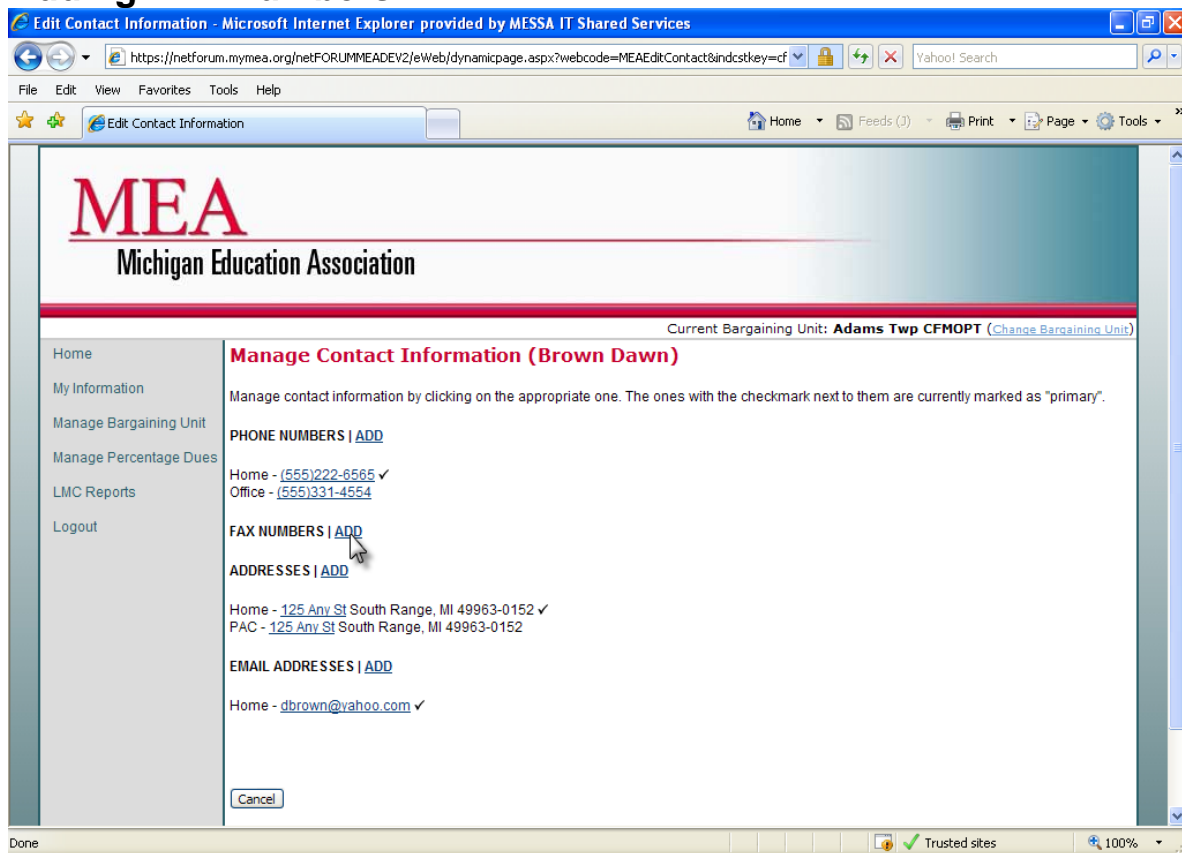


1. Select the phone number that needs to be edited

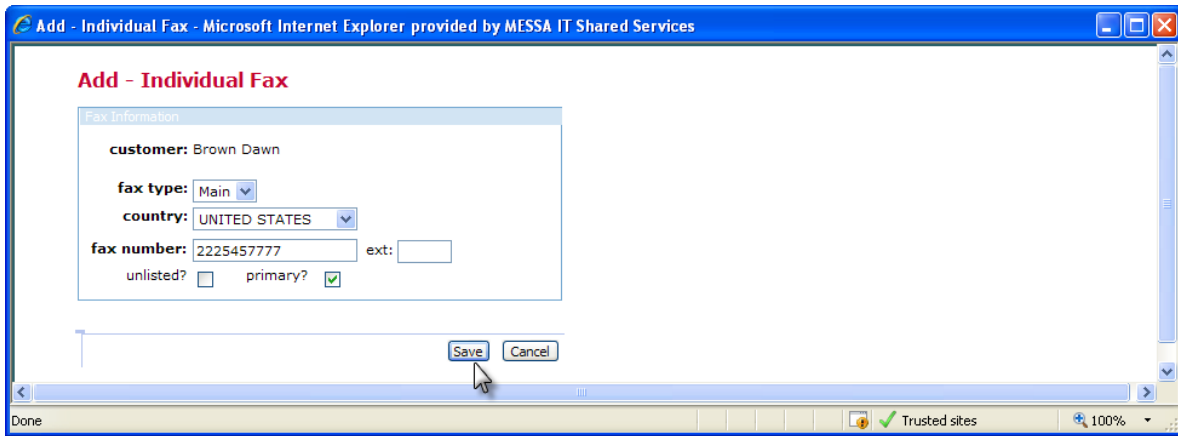


2. Edit the phone information
3. Select the **Save** button

Adding FAX Numbers

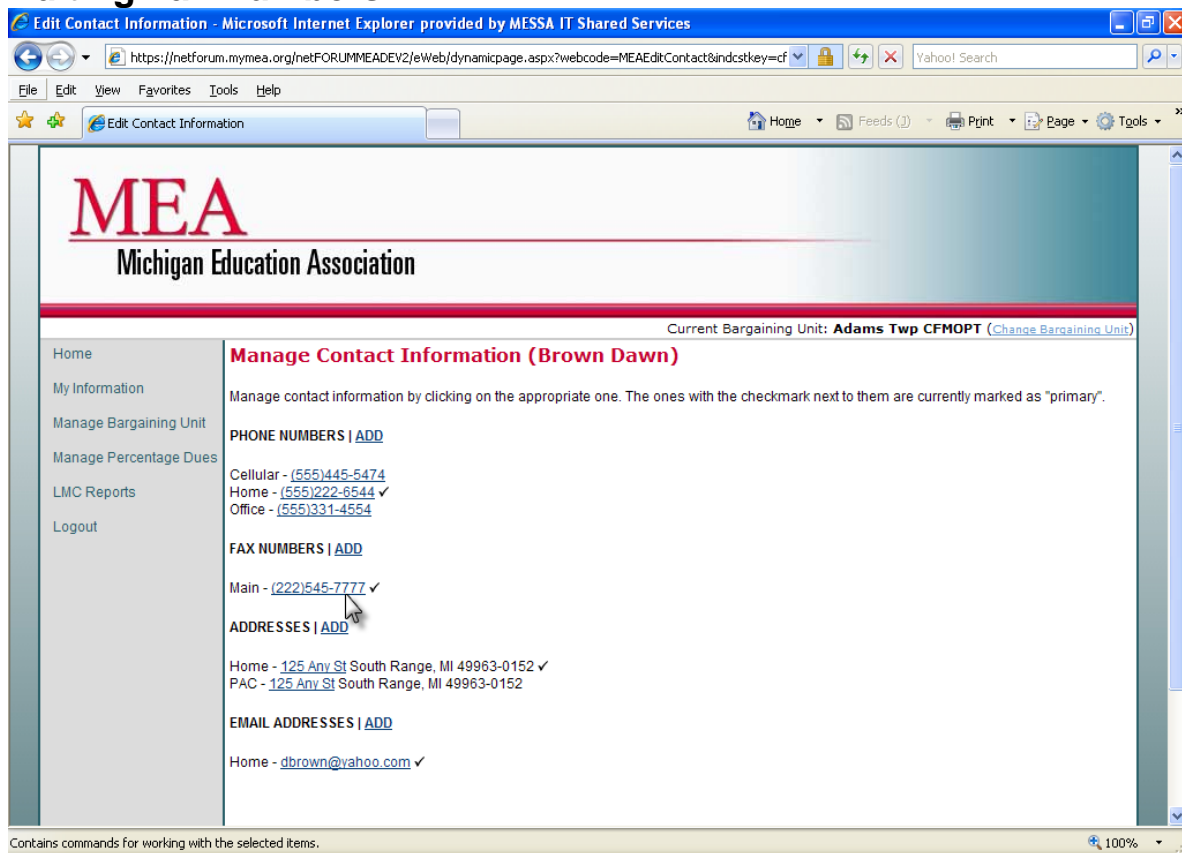


1. Select the **ADD** link next to **Fax Numbers**

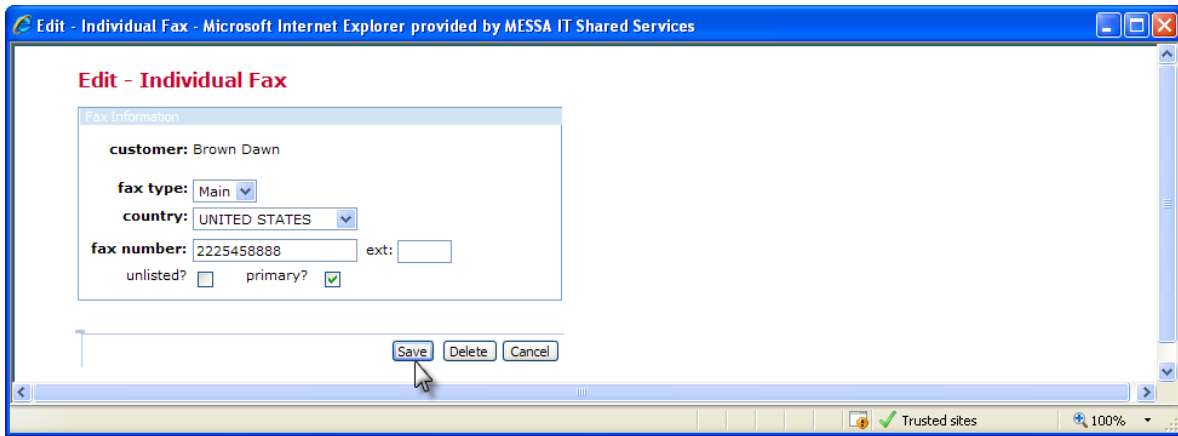


2. Select the **Fax Type**
3. Enter the **Fax Number**
4. Select the **Save** button

Editing Fax Numbers

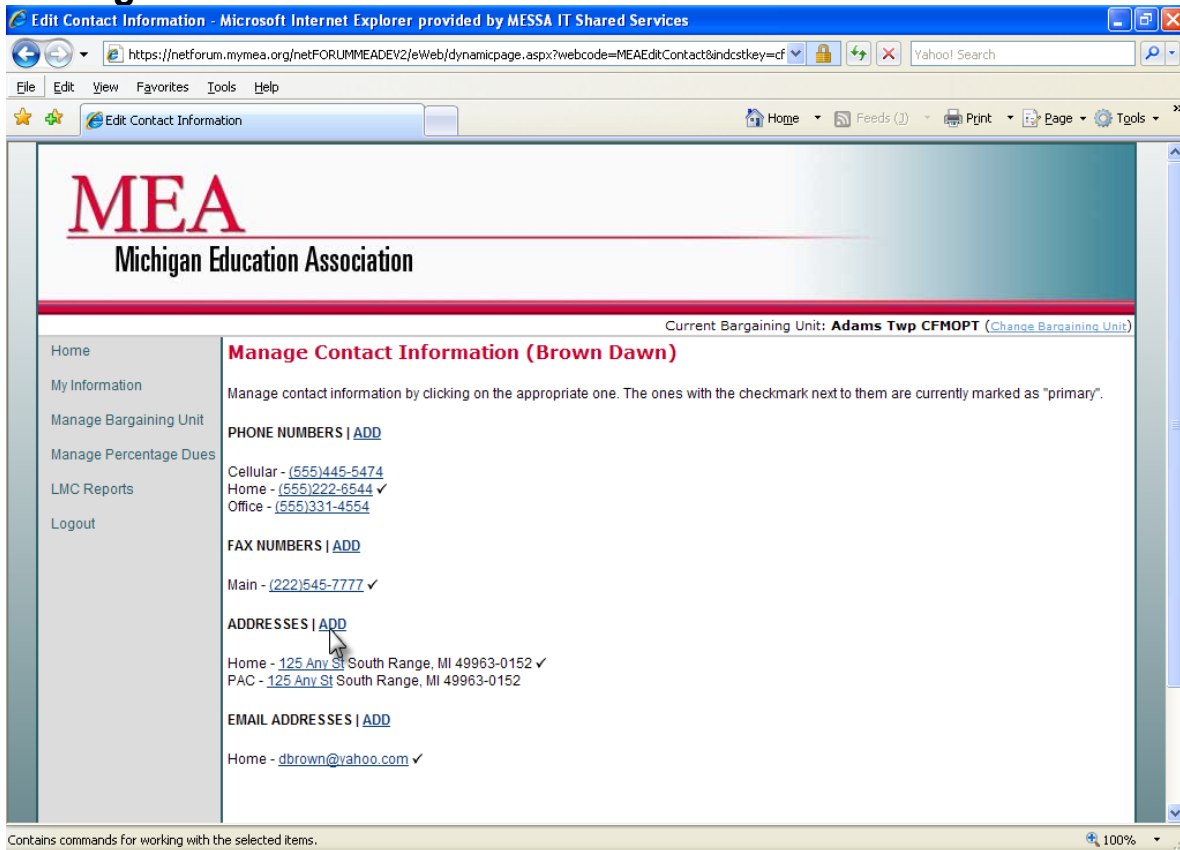


4. Select the fax number that needs to be edited

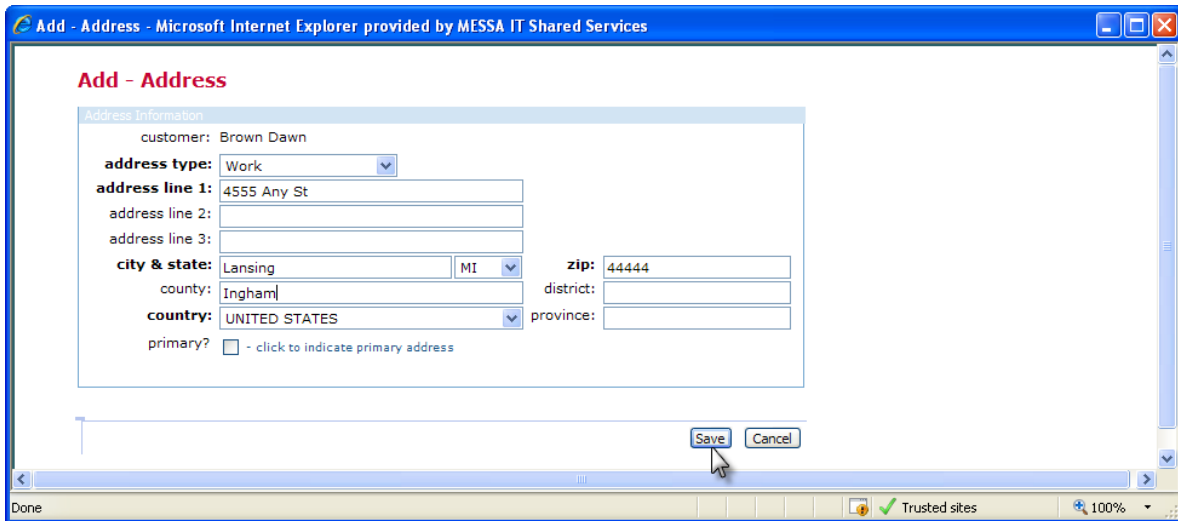


5. Edit the fax information
6. Select the **Save** button

Adding Addresses

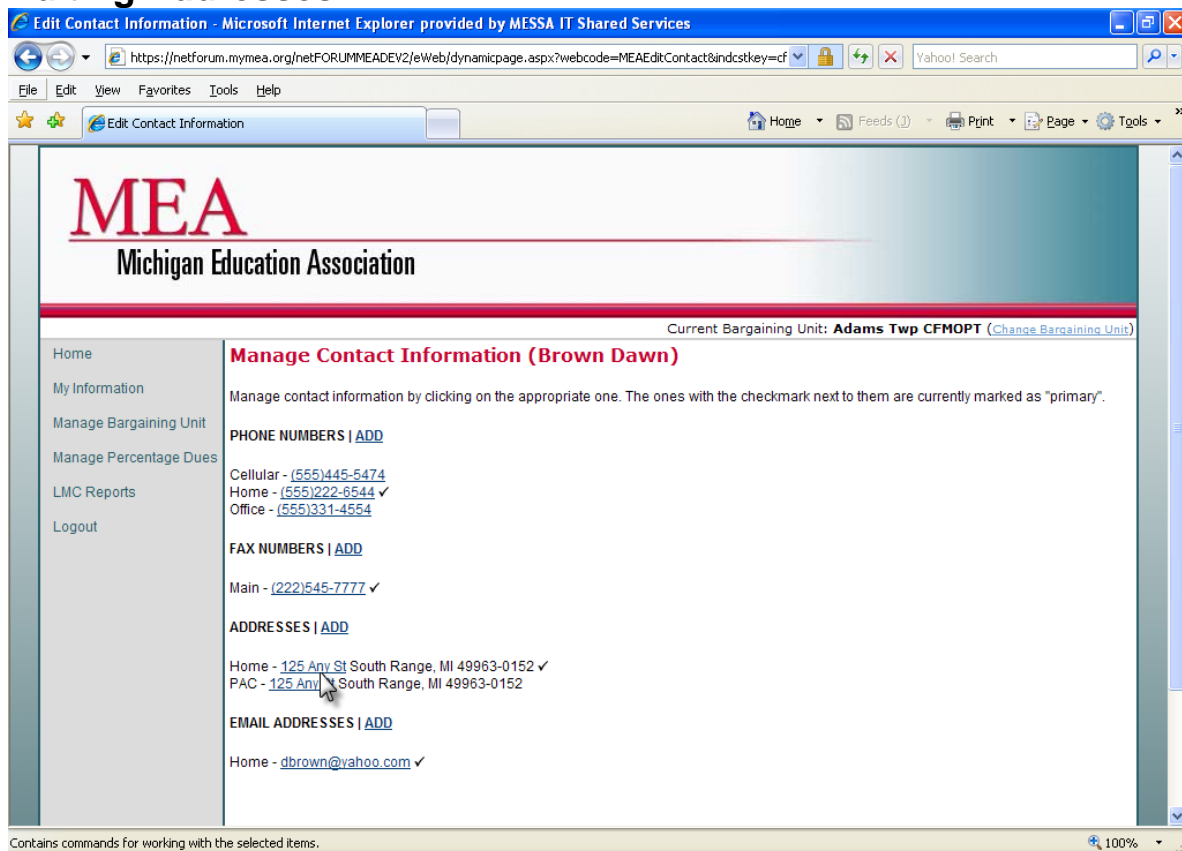


1. Select the **ADD** link next to **Addresses**

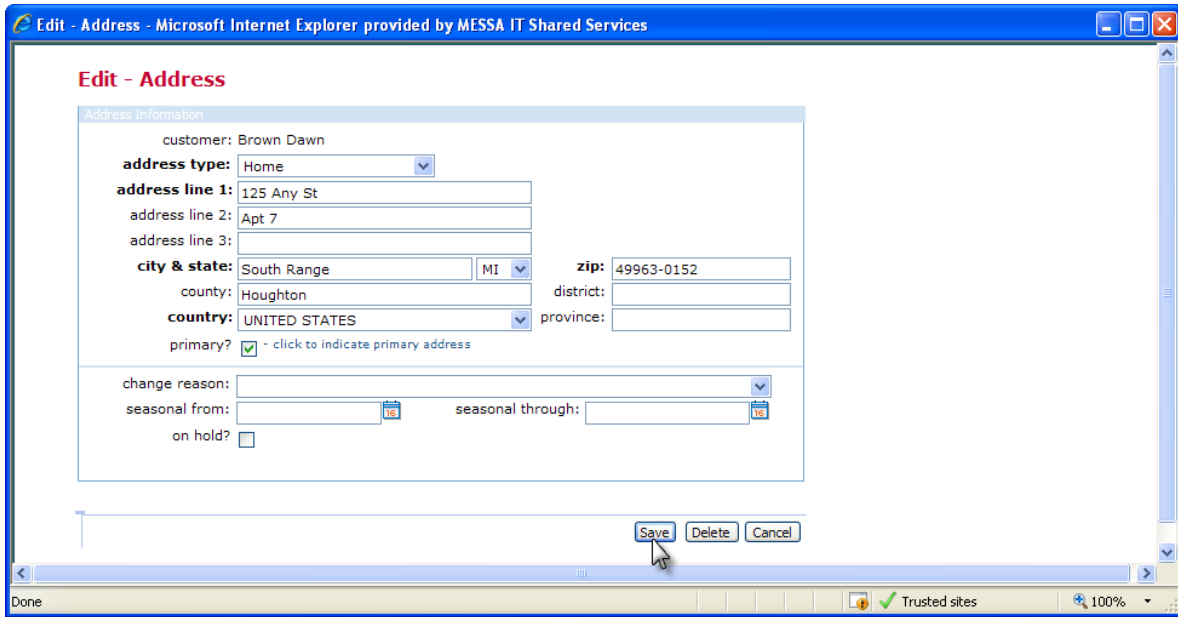


2. Select the **Address Type**
3. Enter the **Address Information**
4. Select the **Save** button

Editing Addresses



7. Select the Address that needs to be edited



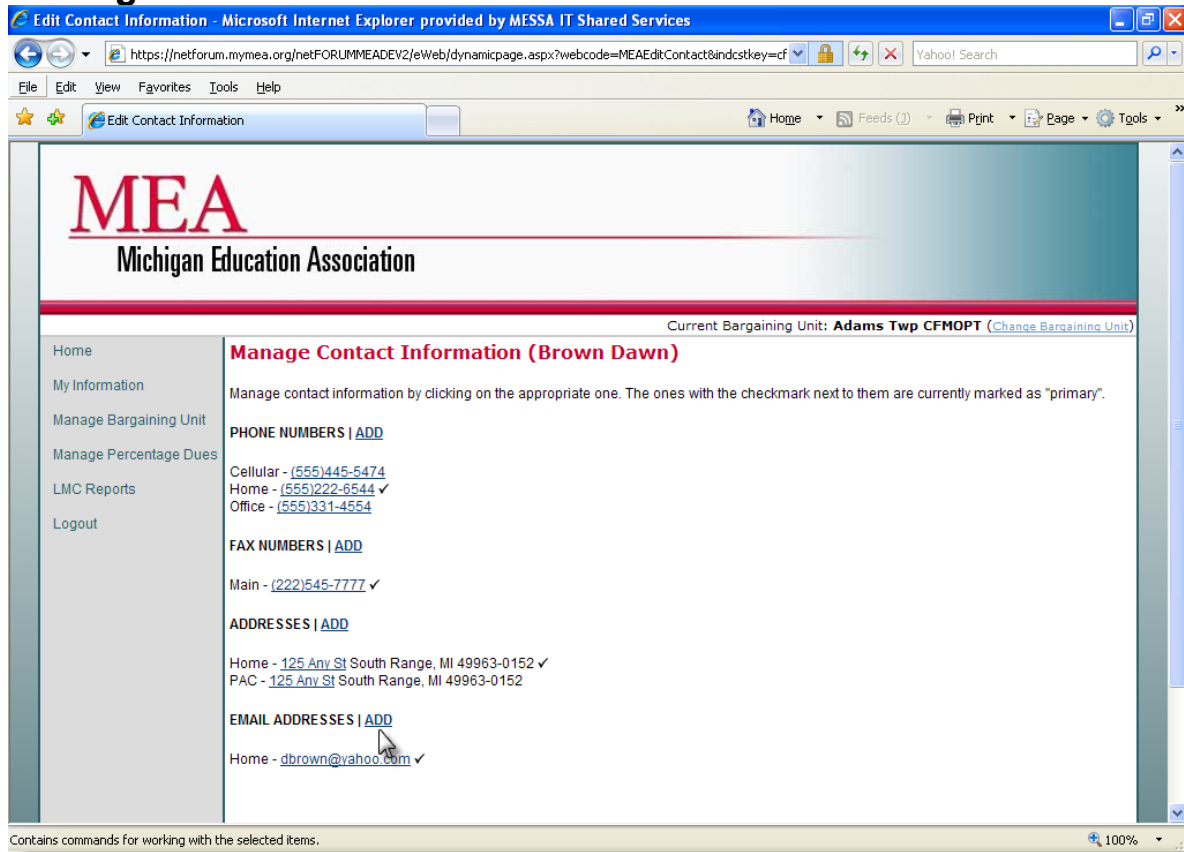
8. Edit the Address information

9. Select the **Save** button

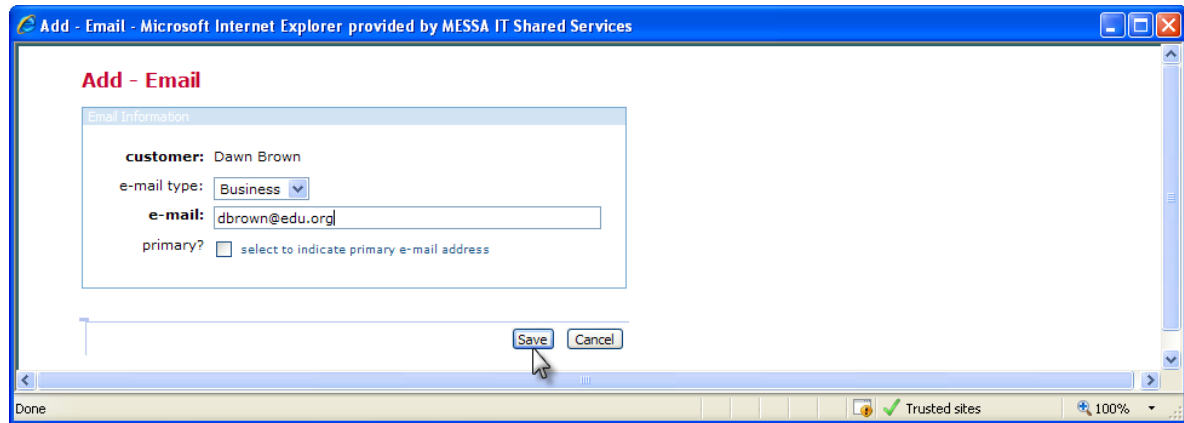
Note: To put an address on hold, check the on hold check box. You will be required to enter an on hold from date and a on hold type.

Note: Do **NOT** change a members **PAC** address.

Adding Email Addresses

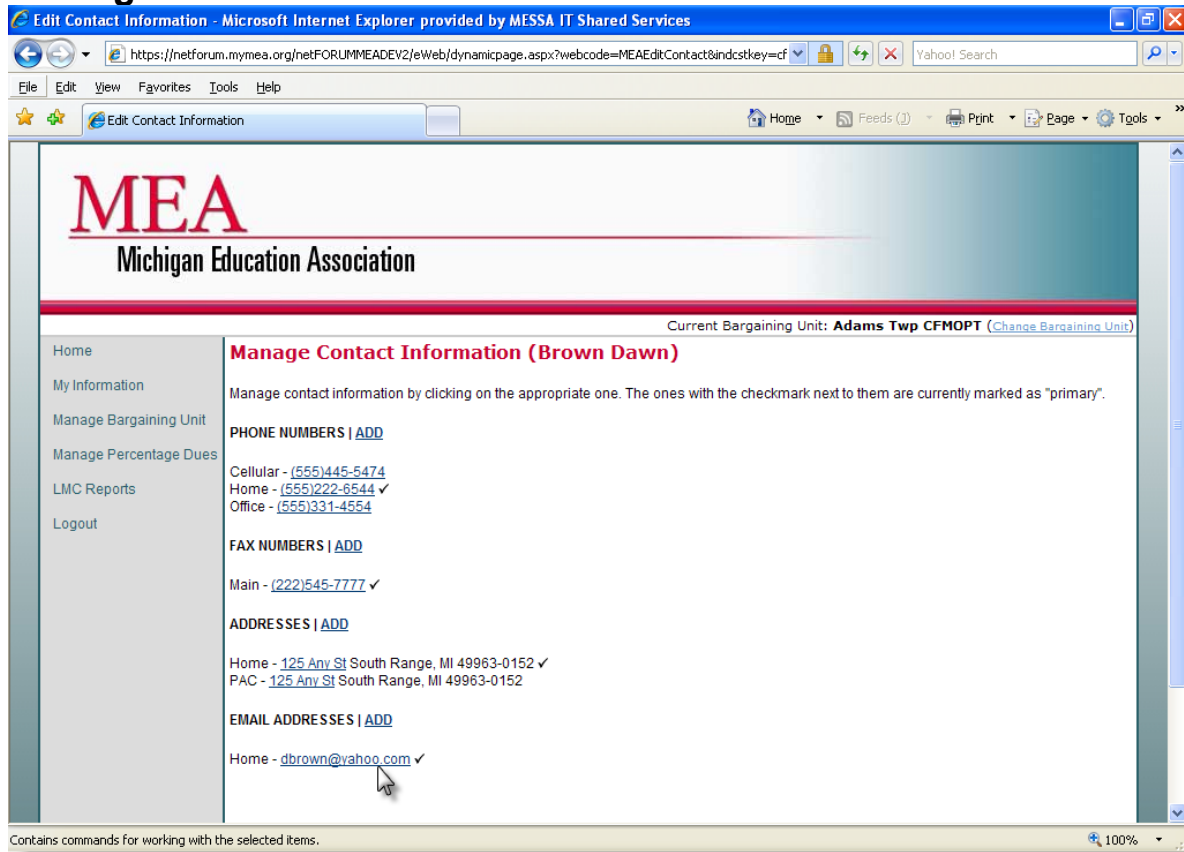


1. Select the **ADD** link next to **Email Addresses**

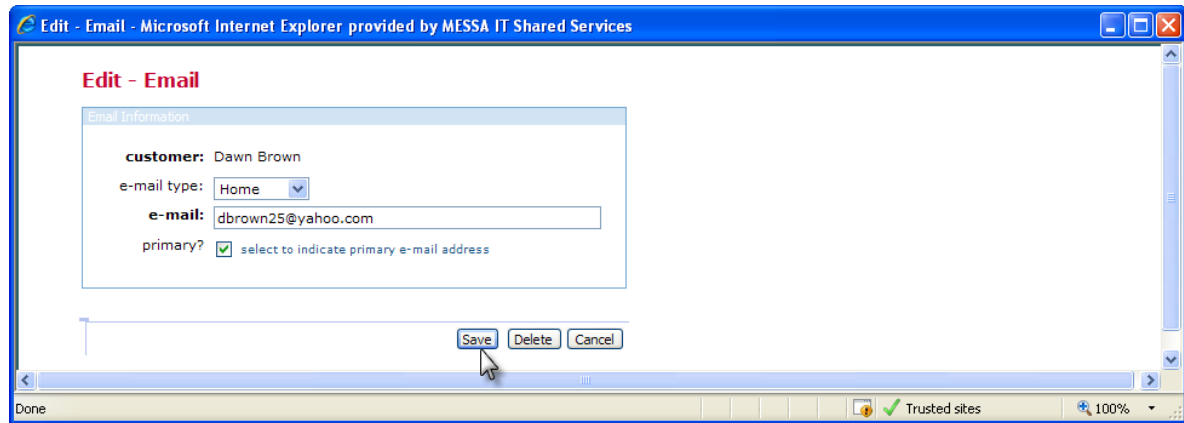


2. Select the **Email Type**
3. Enter the **Email Address**
4. Select the **Save** button

Editing Email Addresses



1. Select the Email address that needs to be edited



2. Edit the **Email Address**
3. Select the **Save** button

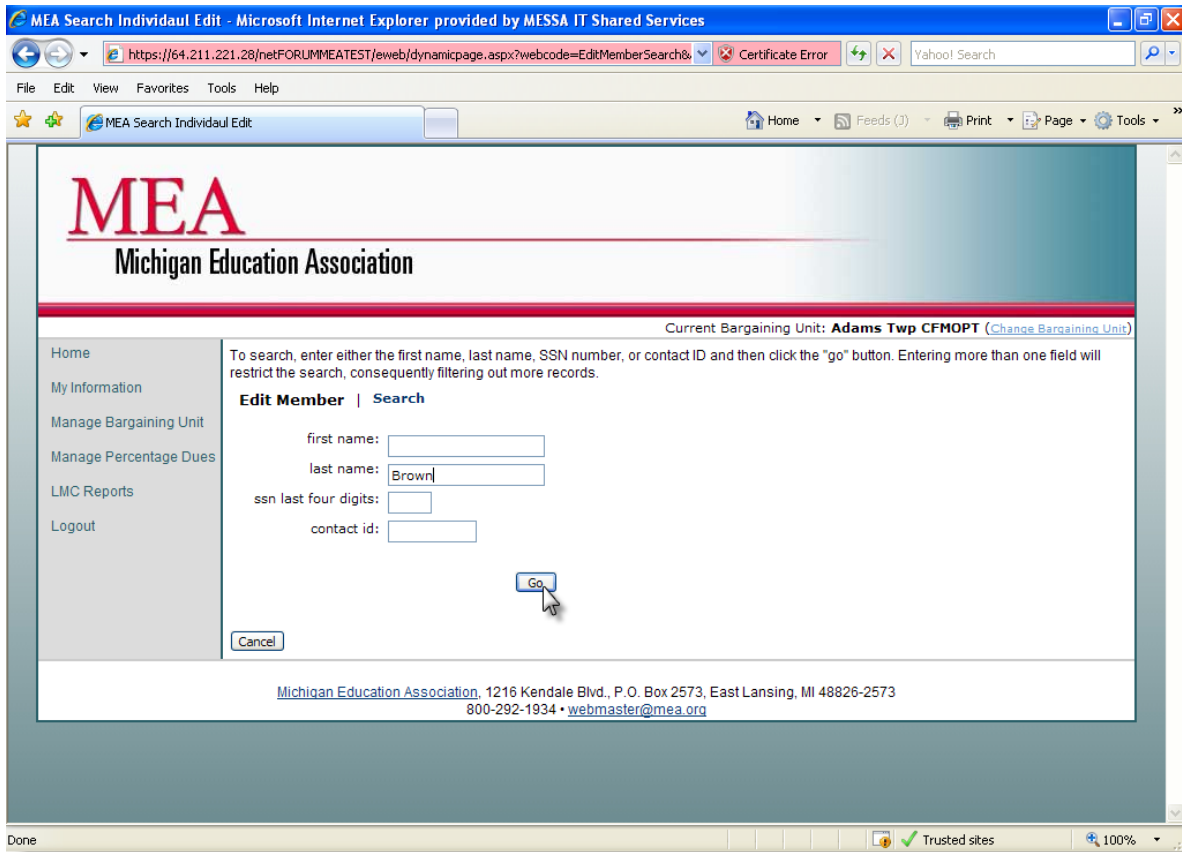
4.3 Terminating Bargaining Unit Members

TERMINATING A MEMBER DURING THE YEAR

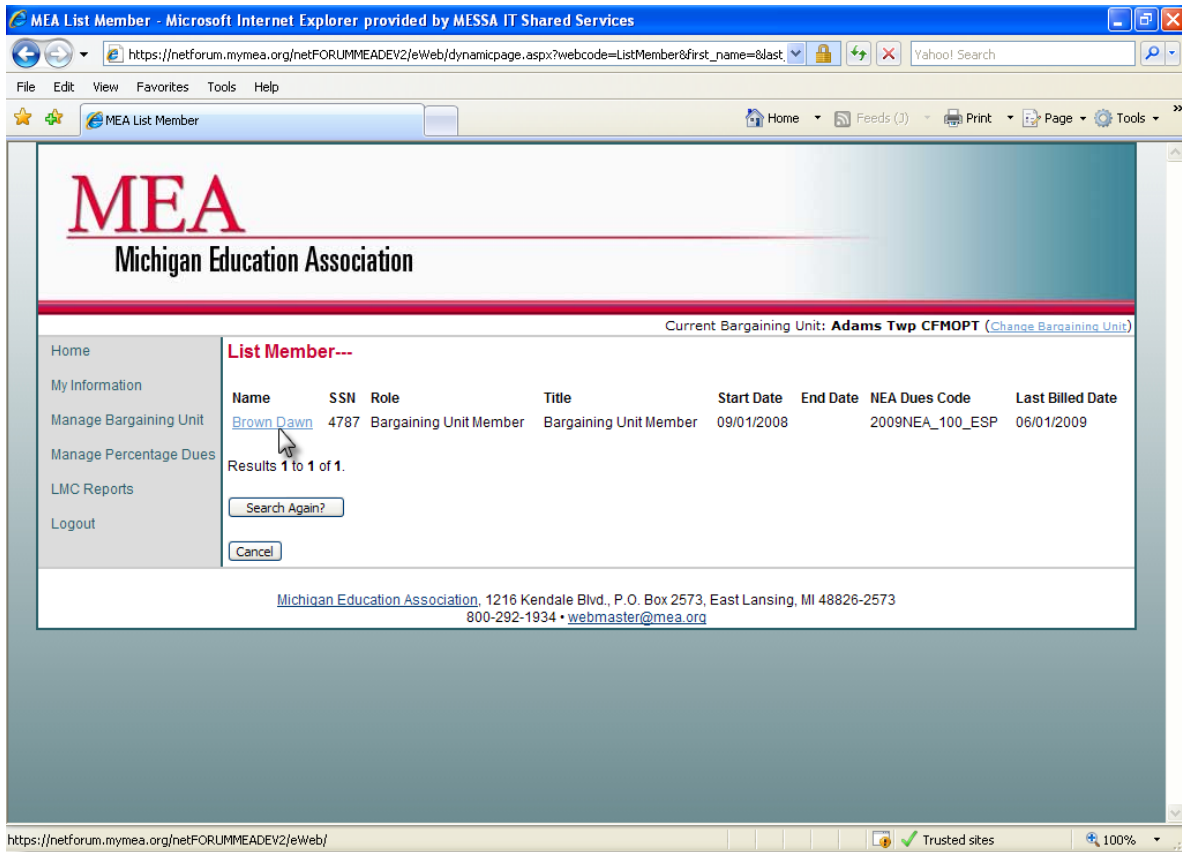
Members who leave the district during the year will need to have their membership terminations reported to the Uniserv office. If a member terminates membership but returns during the current school year, please re-add using the procedure outlined in the Dues Code Adjustments section. Terminations are limited to the current school year and one previous year.



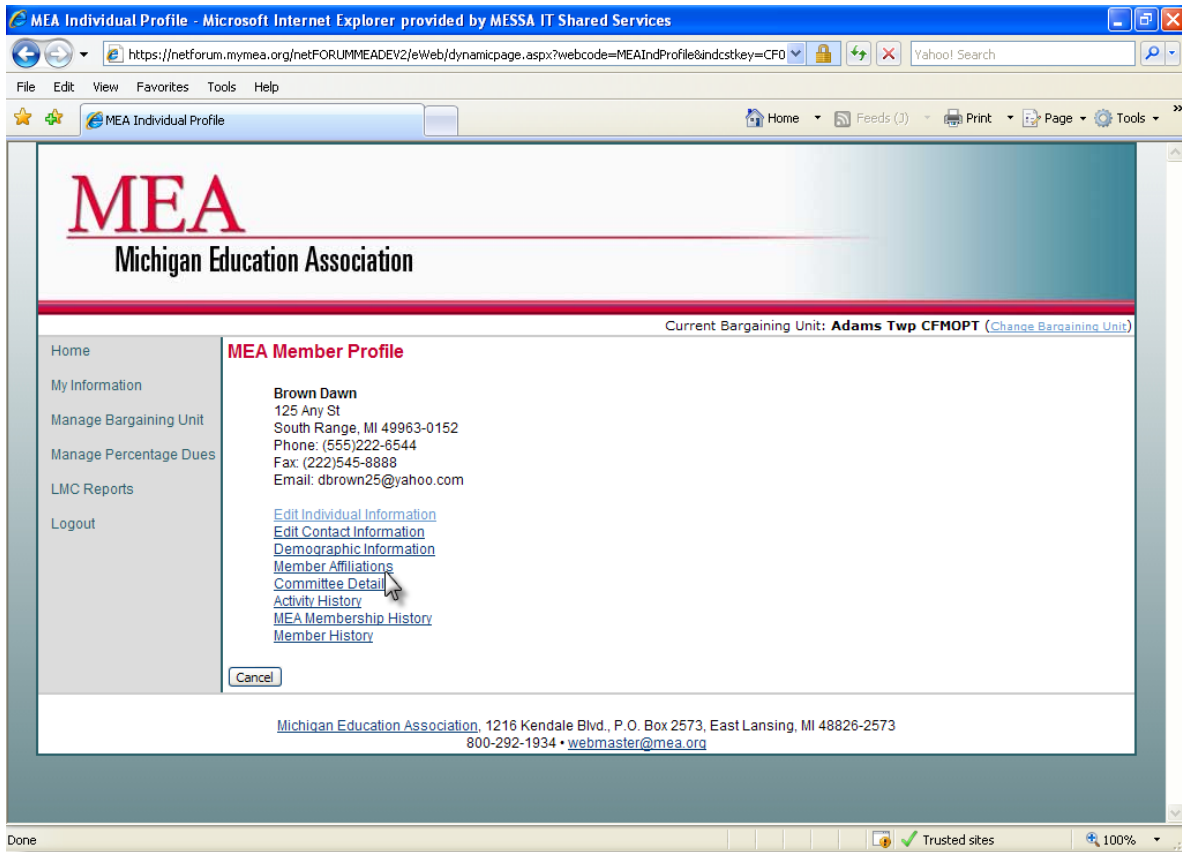
1. Select the **Manage Bargaining Unit** link
2. Select the **Edit Member** link



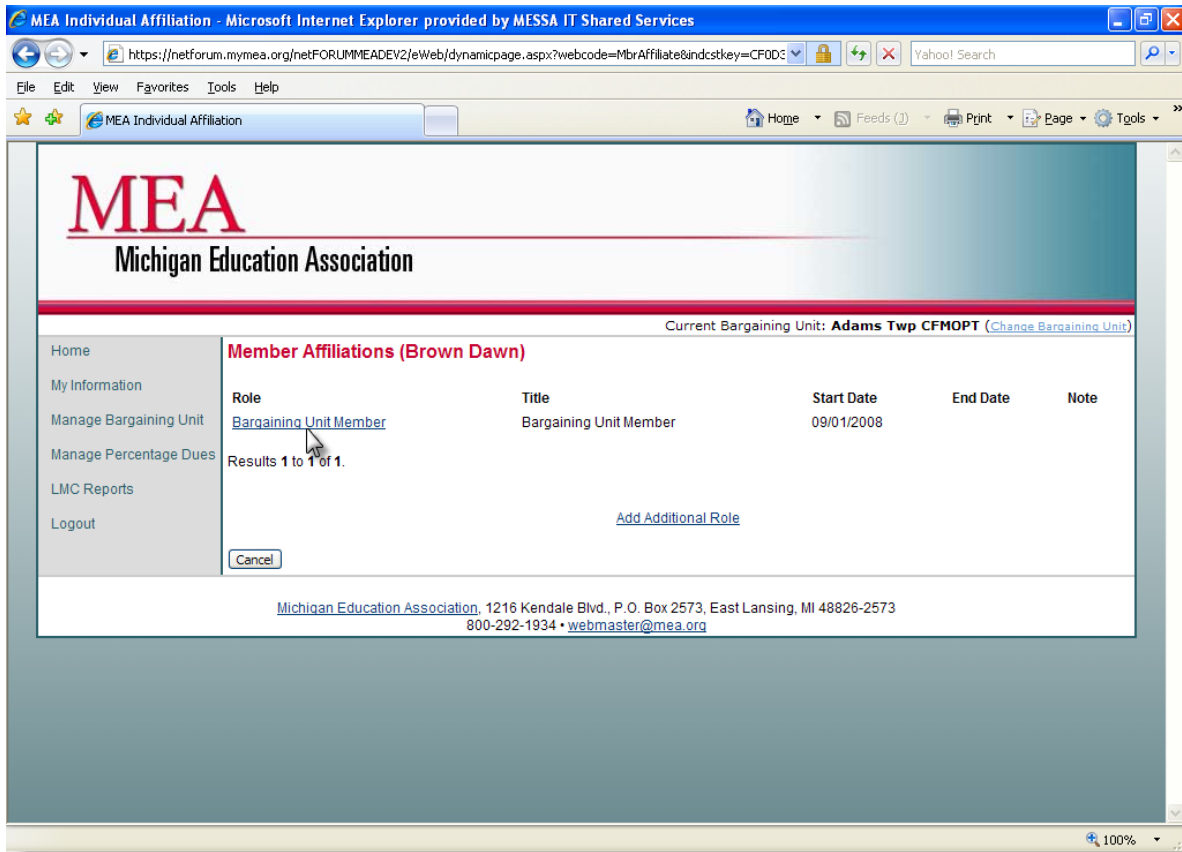
3. Search for the member by entering one or more of the following:
 - a. First Name
 - b. Last Name
 - c. SSN (last 4 digits)
 - d. Contact Id
4. Select the **Go** button



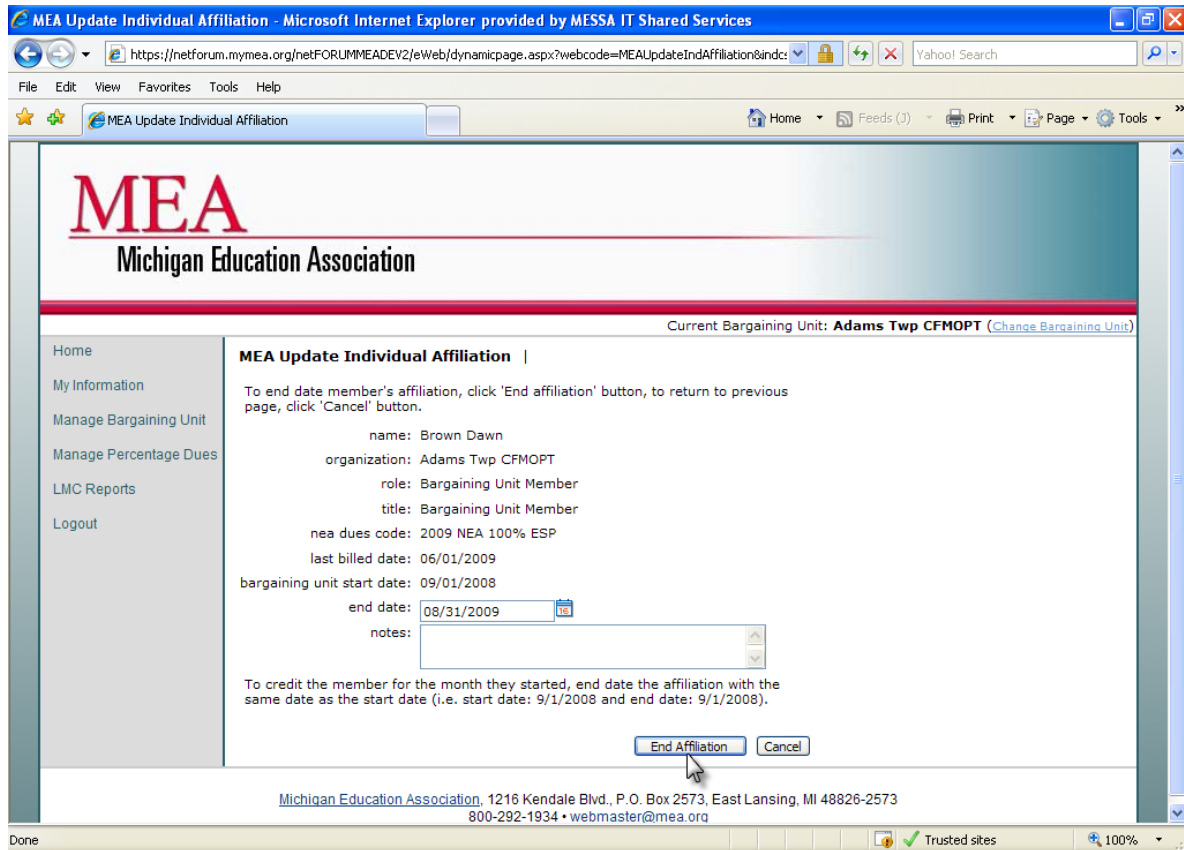
5. Select the **Member's name** from the list



6. Select the **Member Affiliations** links



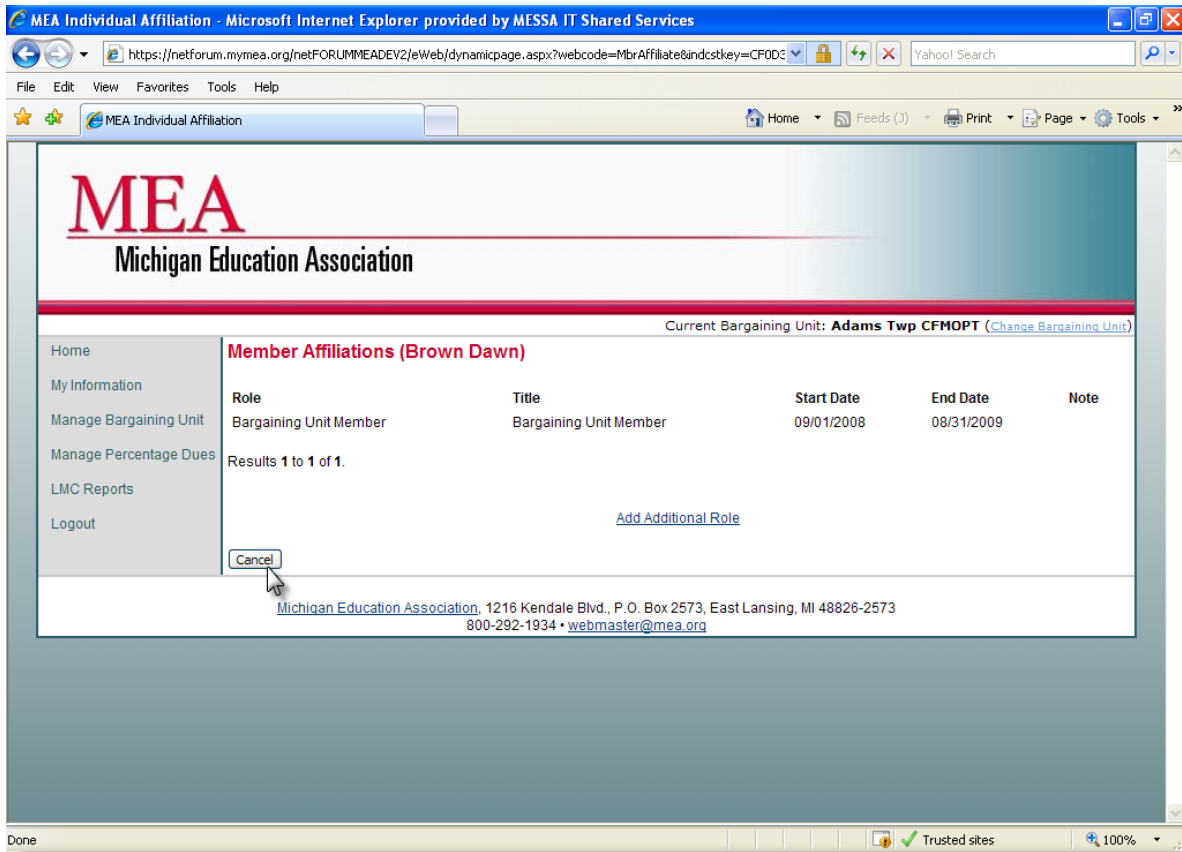
7. Select the **Bargaining Unit Member** link



8. Enter the **End Date**

- a. The End Date should be the last day of the month
- b. To give the bargaining unit credit for all months billed, enter an end date that is **EQUAL** to the start date (i.e. start date is 09/01/2008 and the end date is 09/01/2008). Doing this allows the system to credit the unit for the month of September.
- c. If the member is terminating in the month of June, always use 08/31 as the end date. This process can be done after the August billing statements are generated.
- d. The member will stay active in the bargaining unit until the end date has passed.

9. Select the **End Affiliation** button



10. Select the **Cancel** button or Choose **Manage Bargaining Unit Member** to process another members record

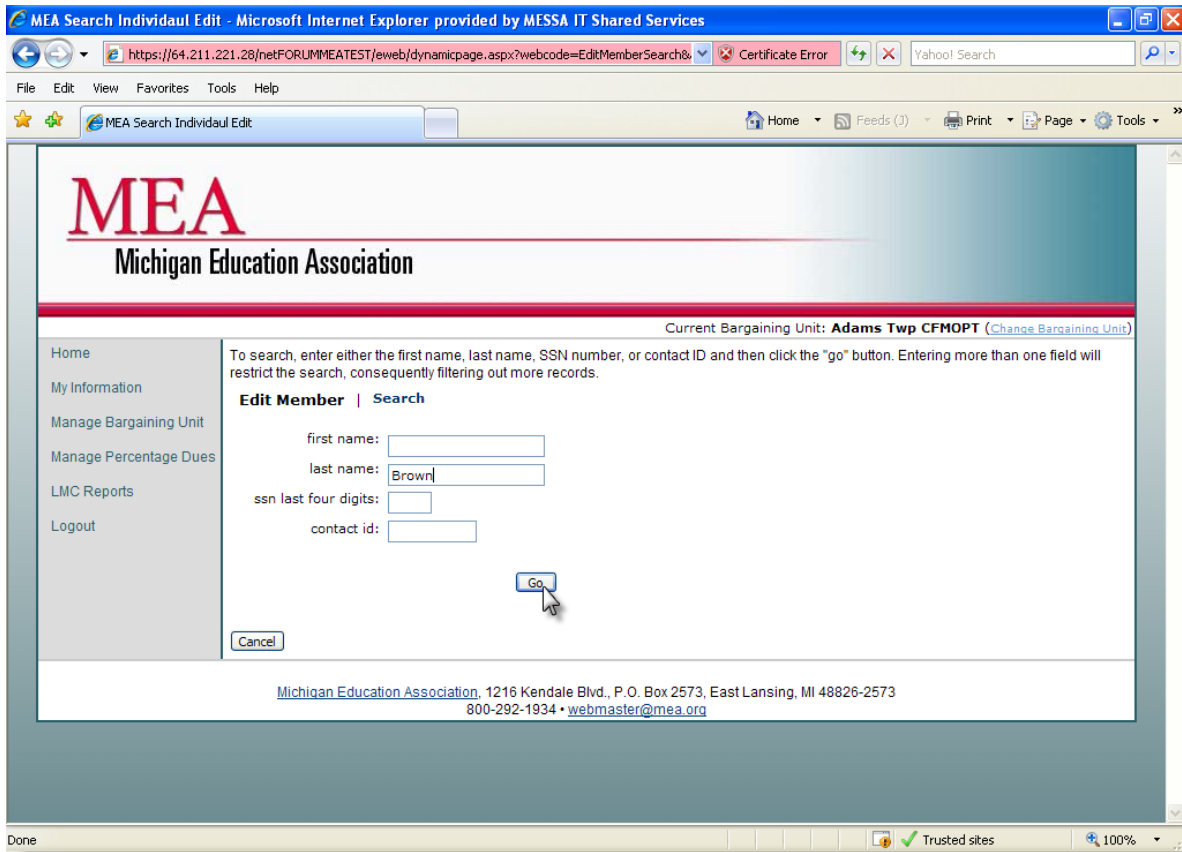
Note: Deceased Members – Terminate the member following the steps above and mark the member’s address on hold within the Contact Information link.

4.4 MEA and NEA Dues Adjustments

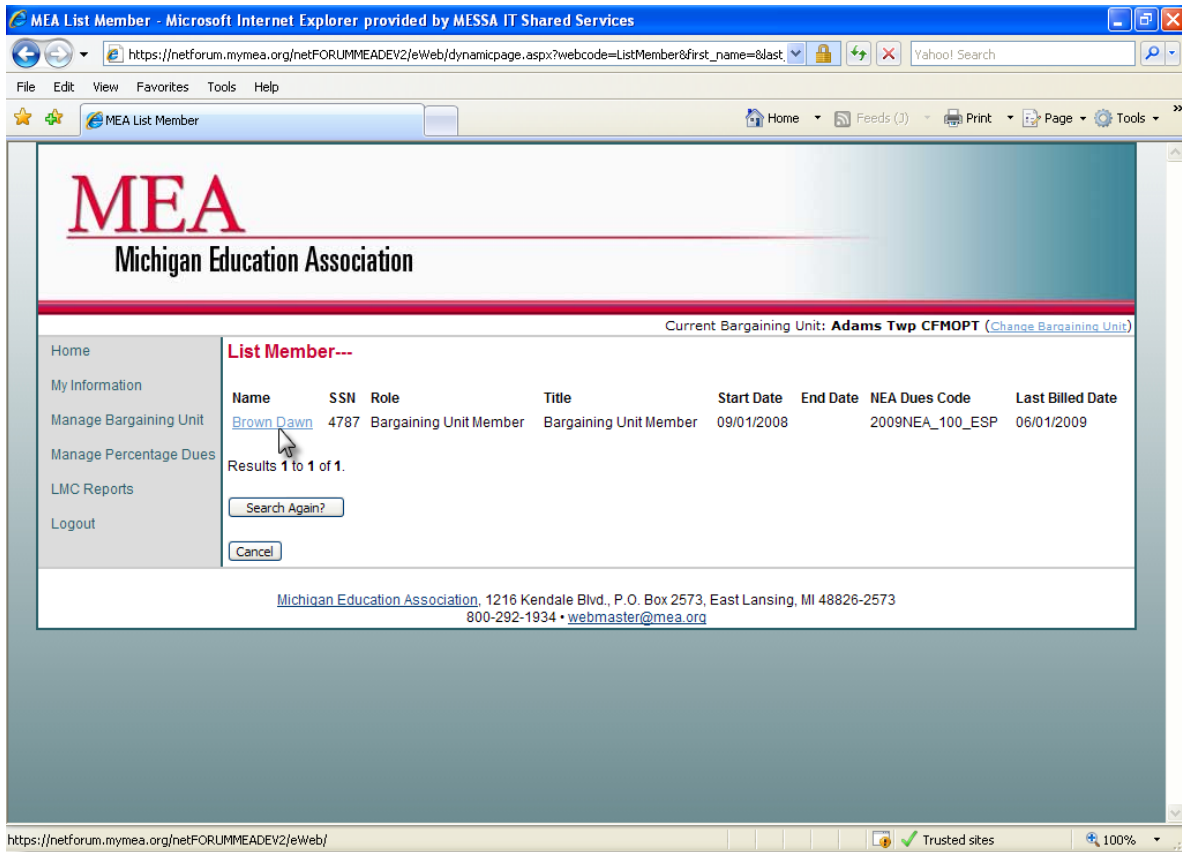
When a member changes employment status (e.g., from full-time to half-time), it should be reported to the Uniserv office by the Local Membership Chair. The LMC should inform you of the new NEA dues code, bargained wages and the start date. If a member goes on leave or is laid off, he or she has the option of retaining membership and paying dues from the leave/layoff category or terminating their membership. If the member chooses to retain membership, please treat this as a dues code change. Upon return, the dues code should be changed back to the appropriate status



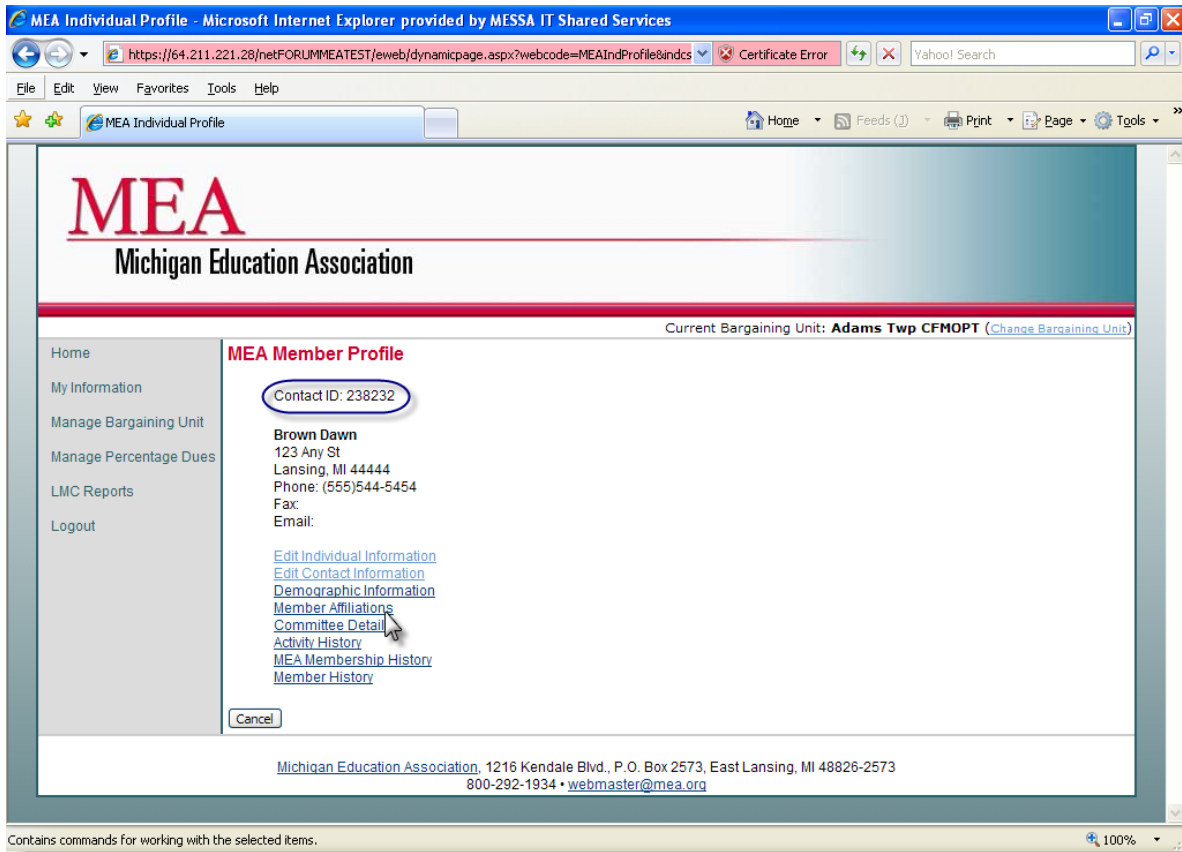
1. Select the **Manage Bargaining Unit** link
2. Select the **Edit Member** link



3. Search for the member by entering one or more of the following:
 - a. First Name
 - b. Last Name
 - c. SSN (last 4 digits)
 - d. Contact ID
4. Select the **Go** button

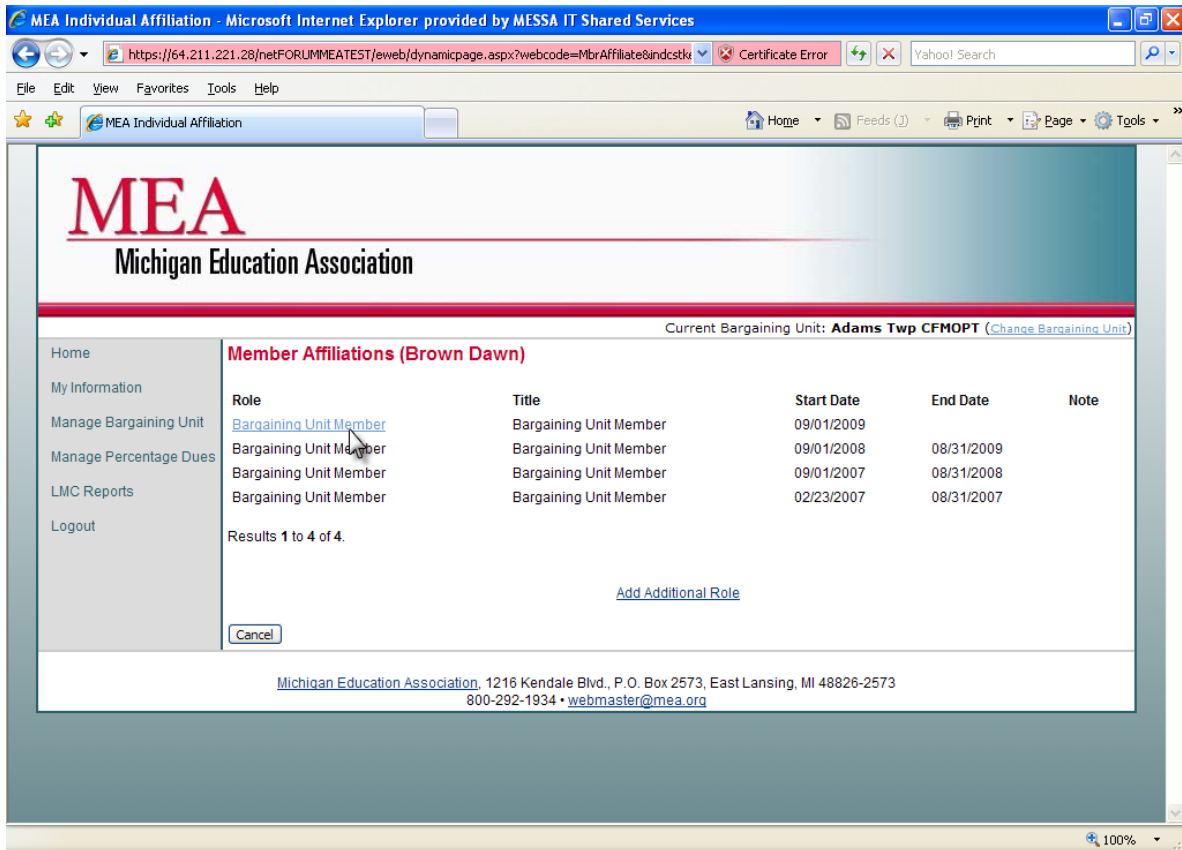


5. Select the **Member's name** from the list

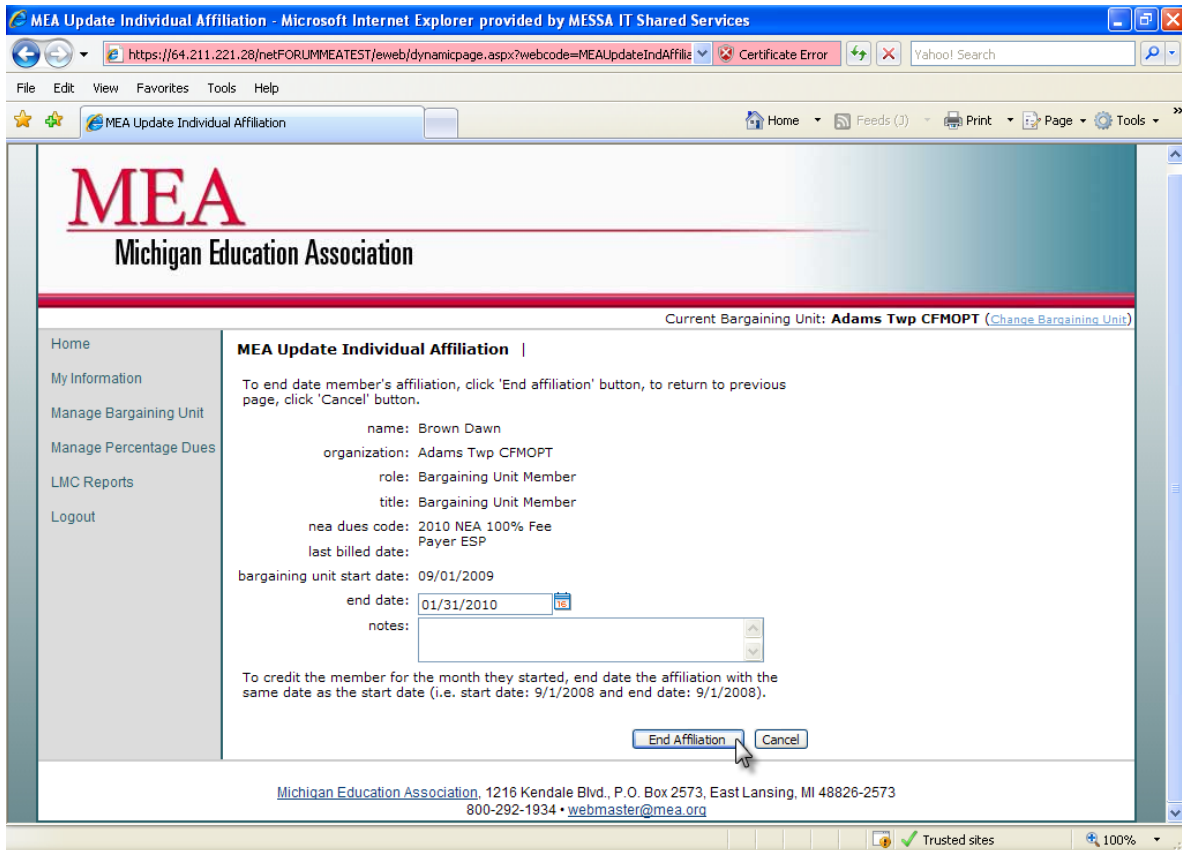


Note: Write down the Contact ID to use later when re-adding the member.

6. Select the **Member Affiliations** links



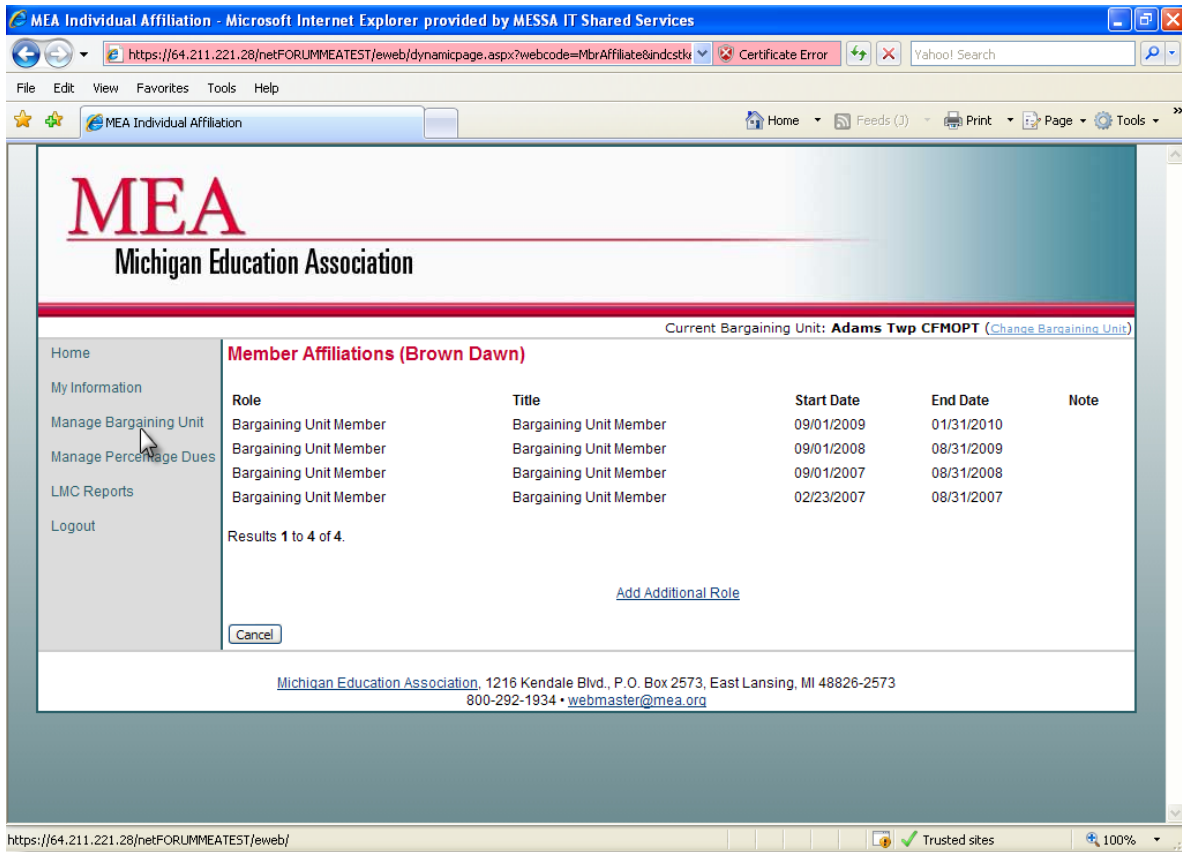
7. Select the **Bargaining Unit Member** link



8. Enter the **End Date**

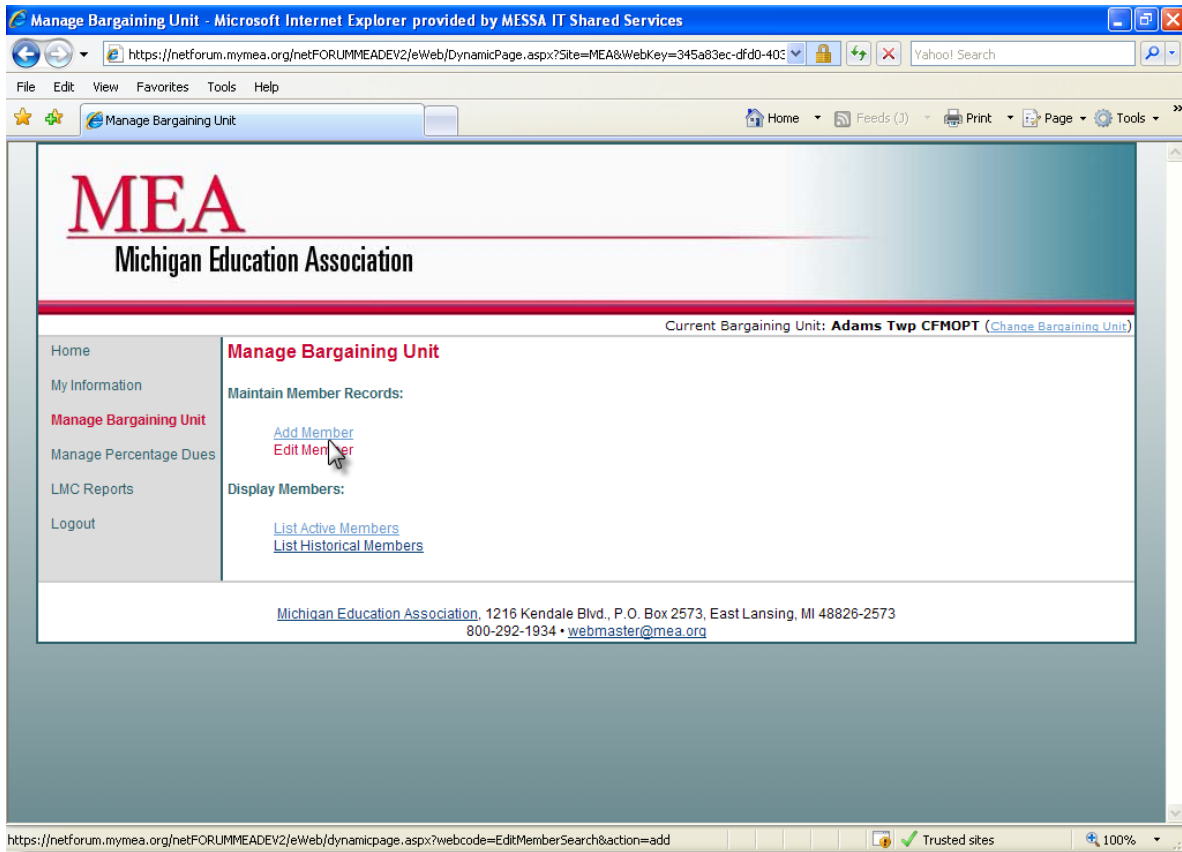
- e. The End Date should be the last day of the month
- f. To give the bargaining unit credit for all months billed, enter an end date that is **EQUAL** to the start date (i.e. start date is 09/01/2008 and the end date is 09/01/2008). Doing this allows the system to credit the unit for the month of September.
- g. If the member is terminating in the month of June, always use 08/31 as the end date. This process can be done after the August billing statements are generated.
- h. The member will stay active in the bargaining unit until the end date has passed.

9. Select the **End Affiliation** button

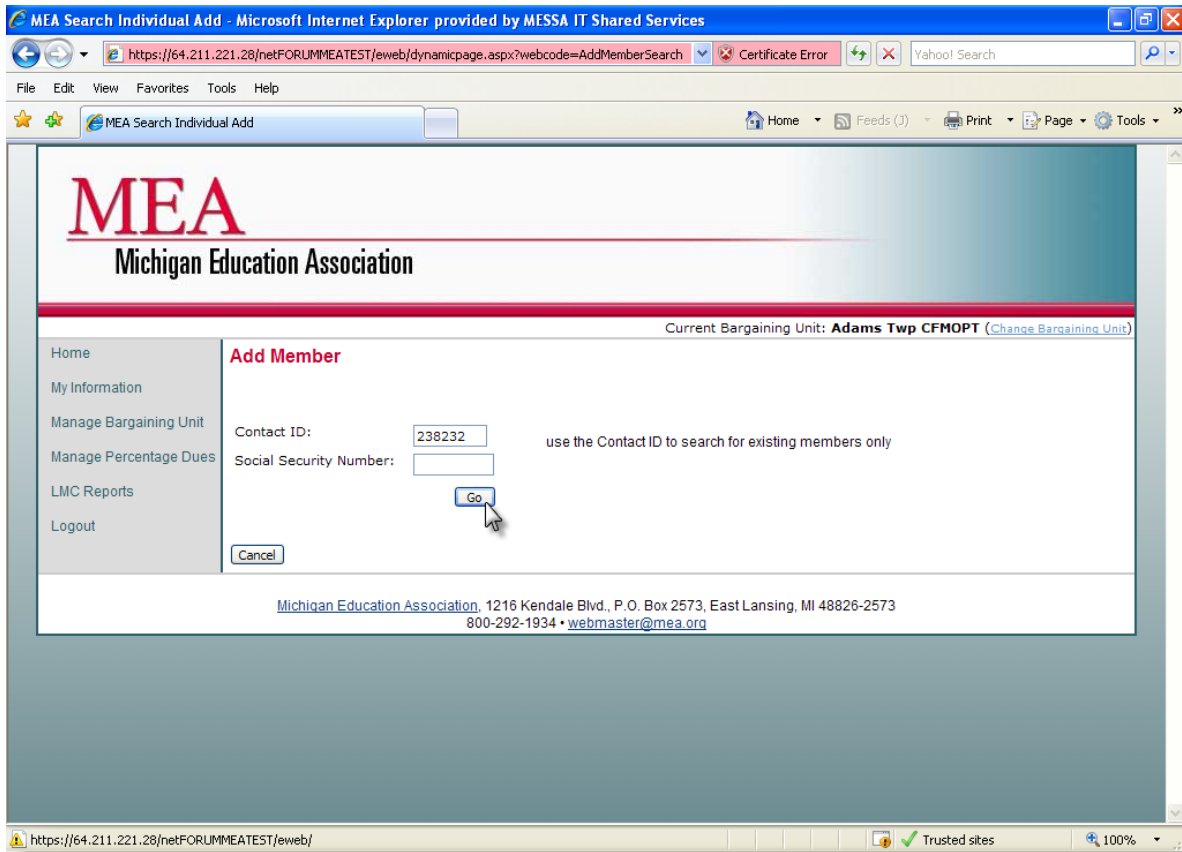


Note: Do NOT select the **Add Additional Role** link to add another bargaining unit role. This link is to add officers only.

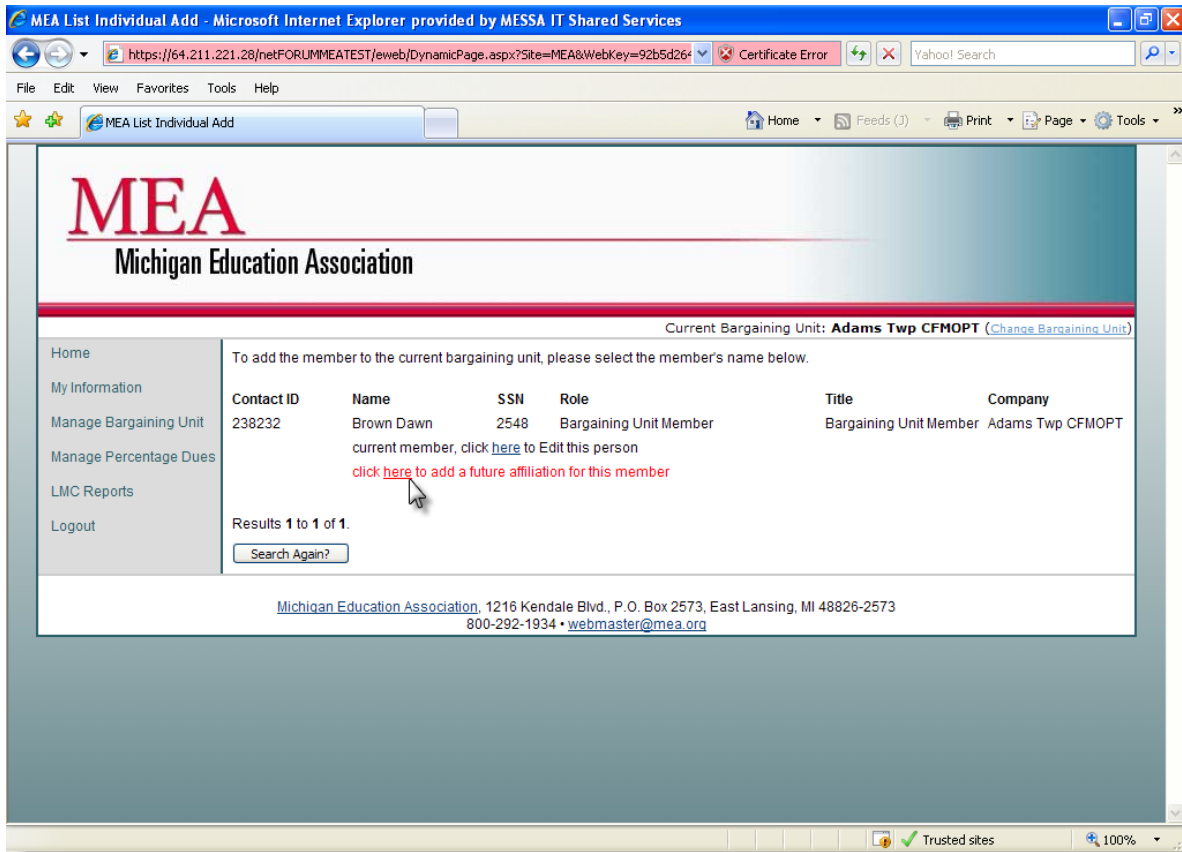
10. Select the **Manage Bargaining Unit Member** link



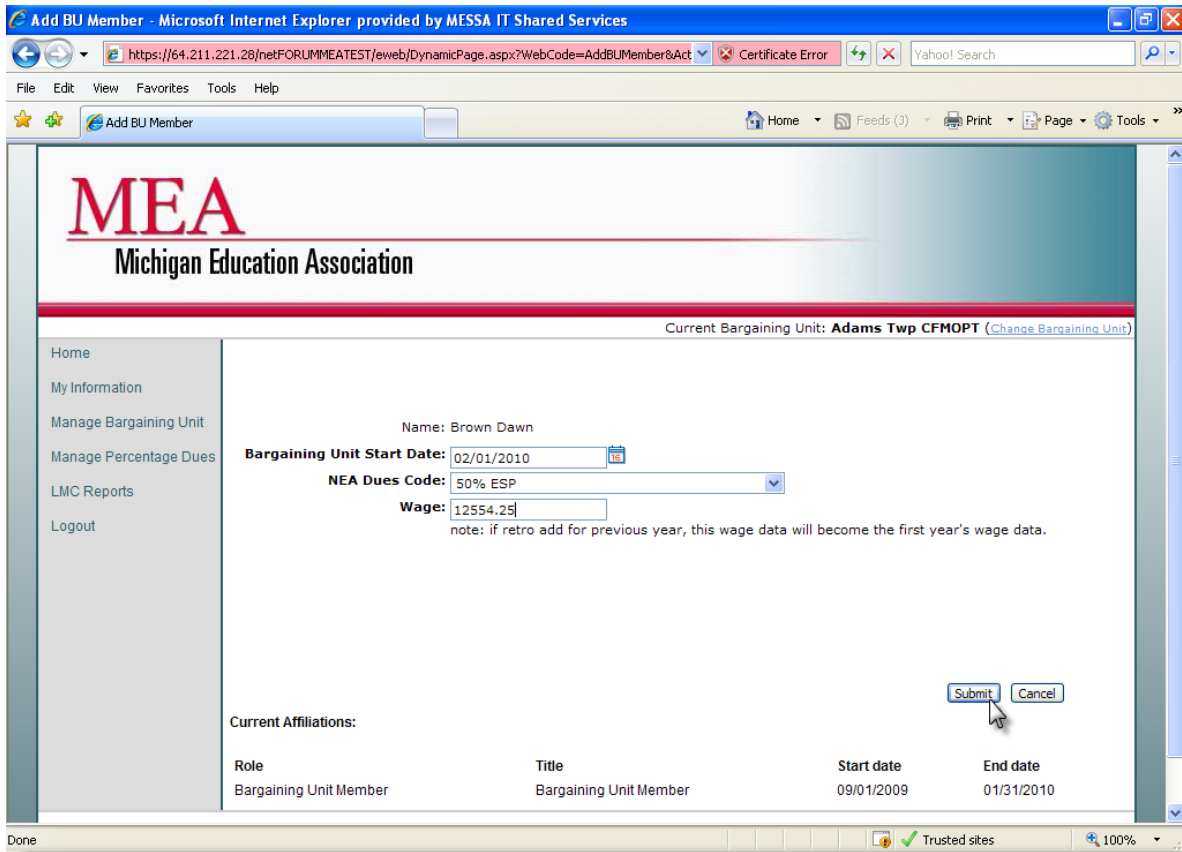
11. Select the **Add Member** link



12. Enter one of the following to search for the member
 - The Contact ID (can be found under the List Historical link)
 - The member's 9 digit SSN
13. Select the **Go** button



14. Select the **here** icon next to the add a future affiliation to this member



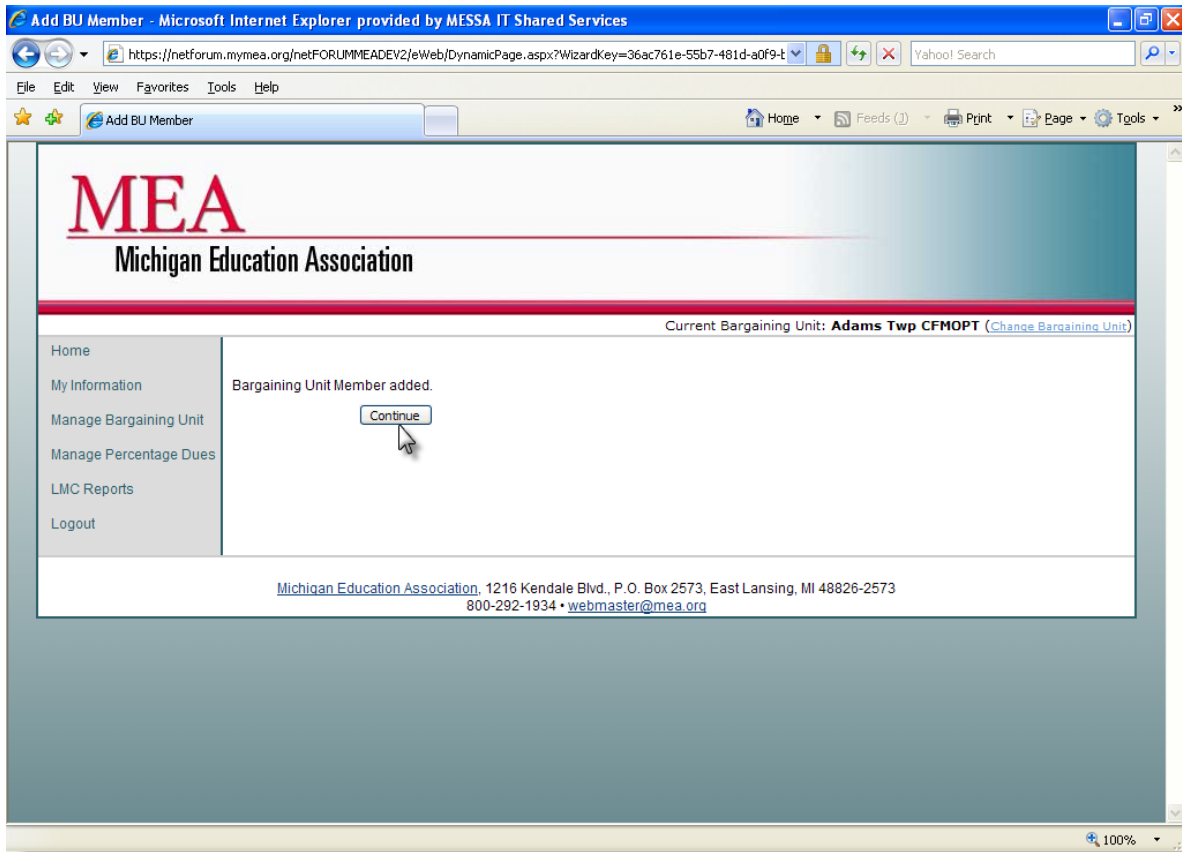
15. Enter the **Bargaining Unit Start Date**

- a. Start Dates should always be the 1st of the month
- b. Only start members between September and June

16. Select the **NEA Dues Code**

17. Enter the **Annual Wage**

18. Select the **Submit** button



19. . Select the **Continue** button or Select **Manage Bargaining Unit** to process another record

5 Managing Officers

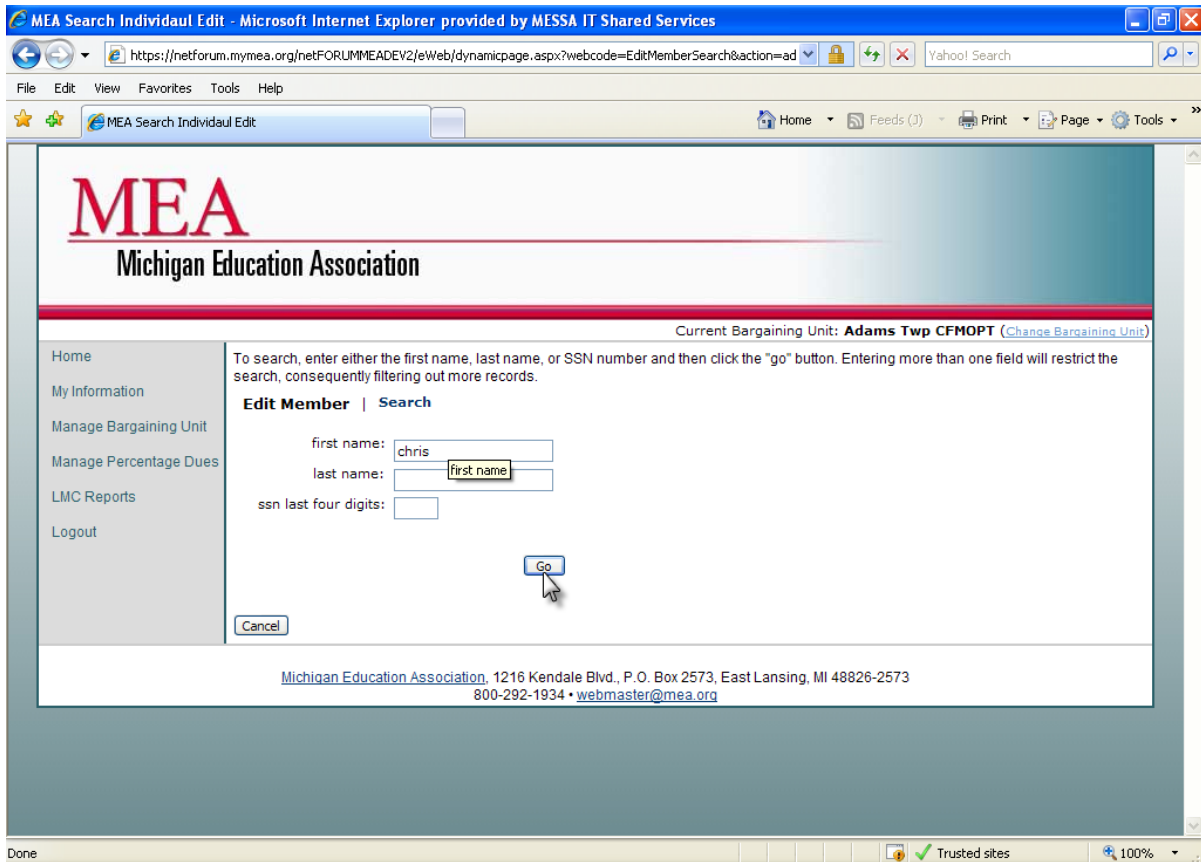
The following section explains how to add and terminate officer roles. Any elected officer position requires the individual to also be a bargaining unit member. If a member terminates their bargaining unit role, the officer role must also be terminated. Elected positions include the following: President, Vice-President, Secretary and Treasurer. Officer roles that are not elected positions are Membership – Chair (LMC) and Summer Supply Recipient.

5.1 Adding Officers

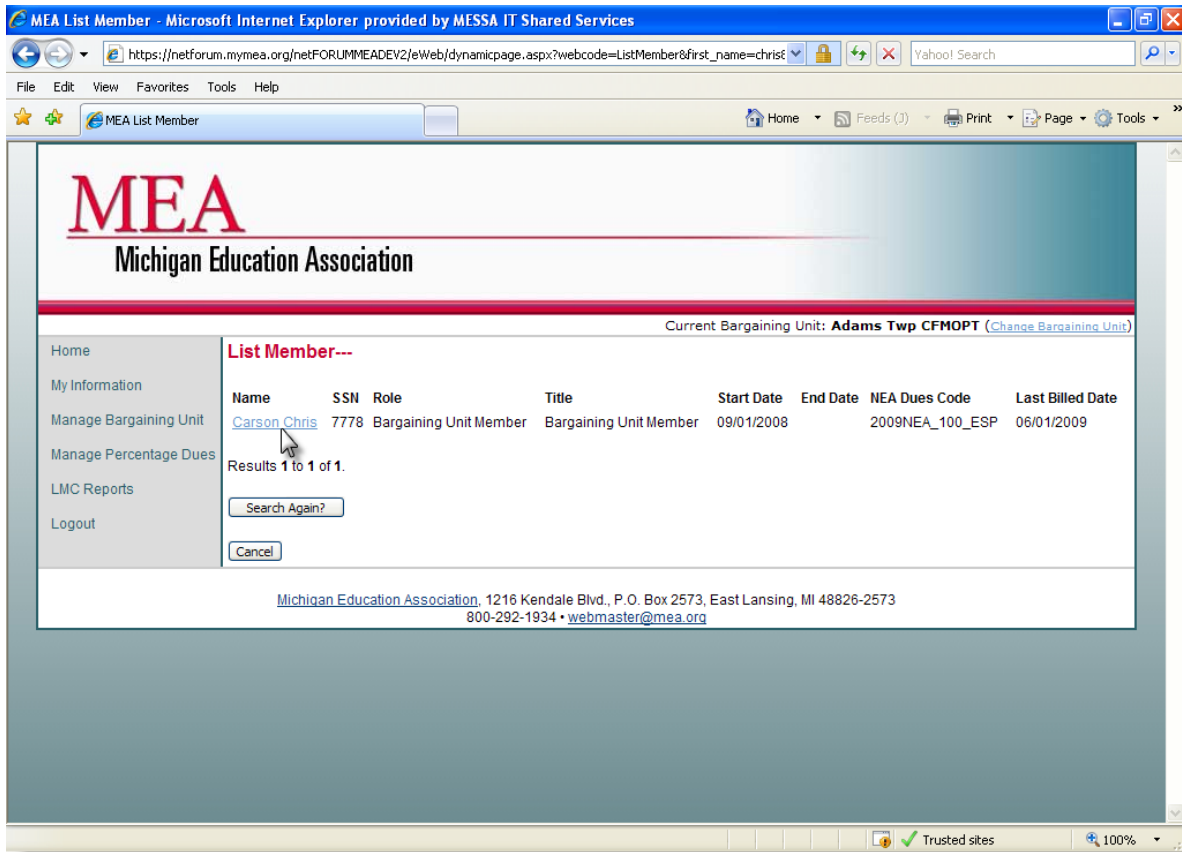
Prior to adding an officer, verify that the member is not already listed as the current officer. If they are currently listed there are no changes that need to be made. After adding officers, send a copy of the official election form to MEA Membership.



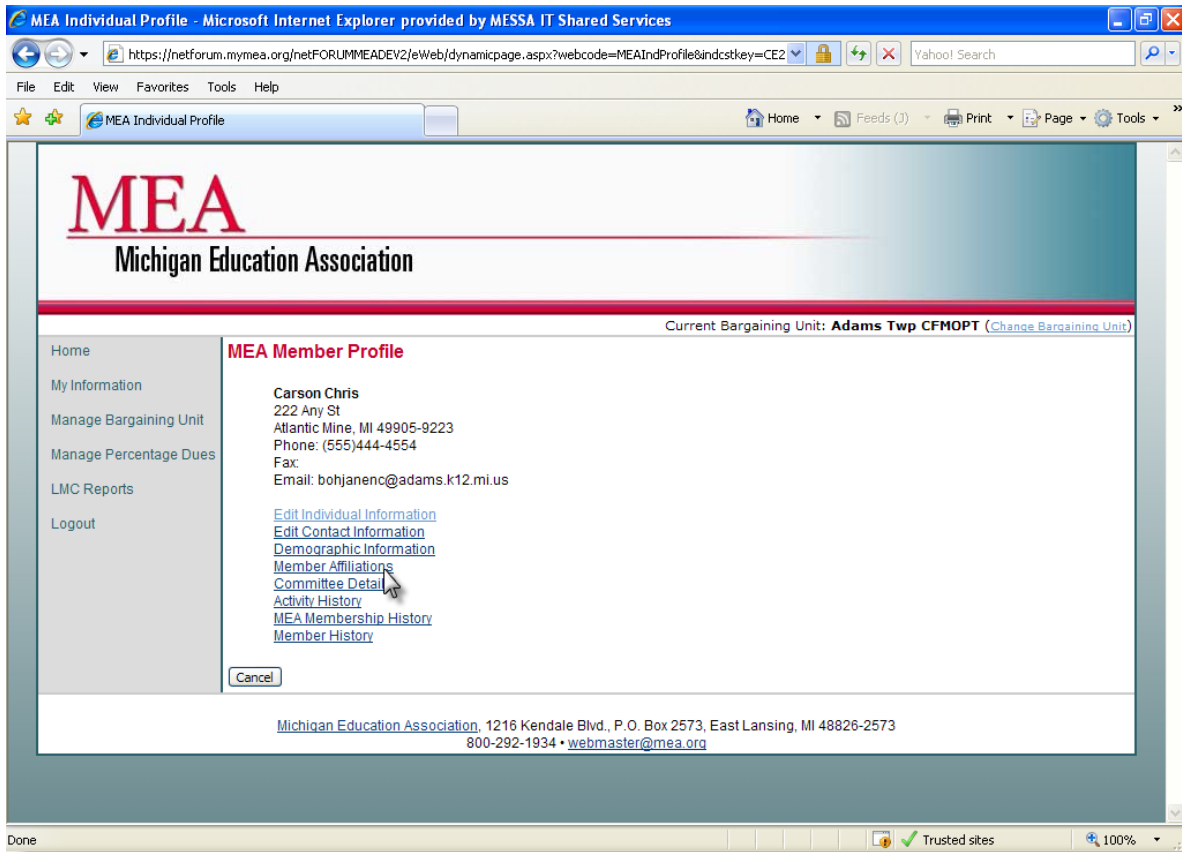
1. Select the **Manage Bargaining Unit** link
2. Select the **Edit Member** link



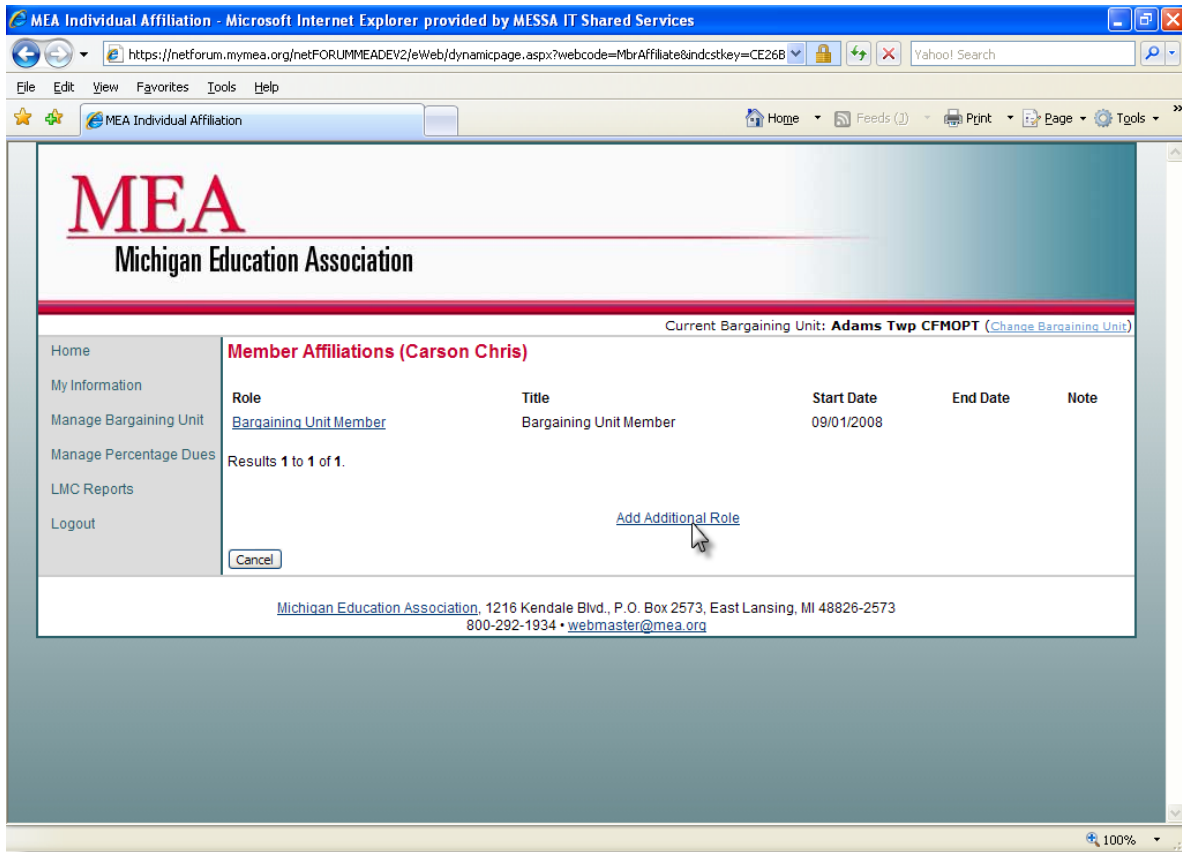
3. Search for the member by entering information in one or more of the search fields
4. Select the **Go** button



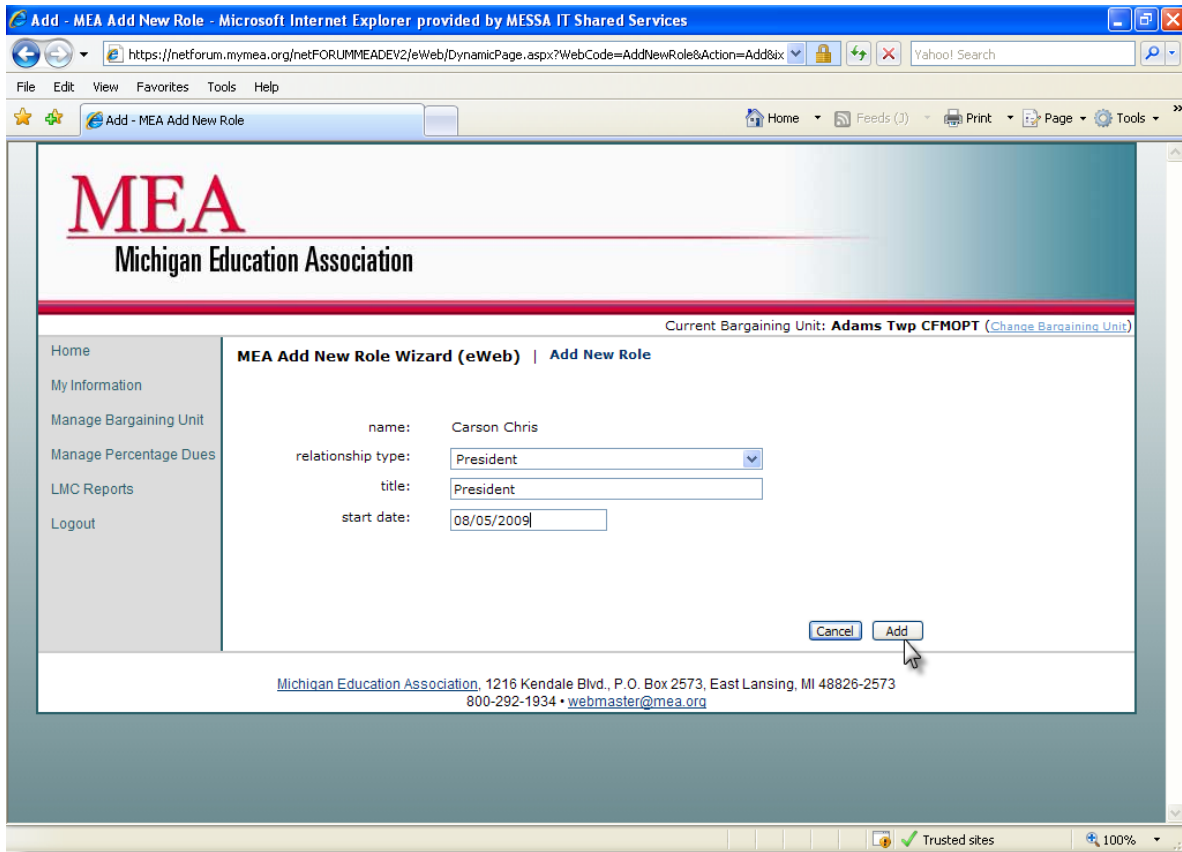
5. Select the member's name



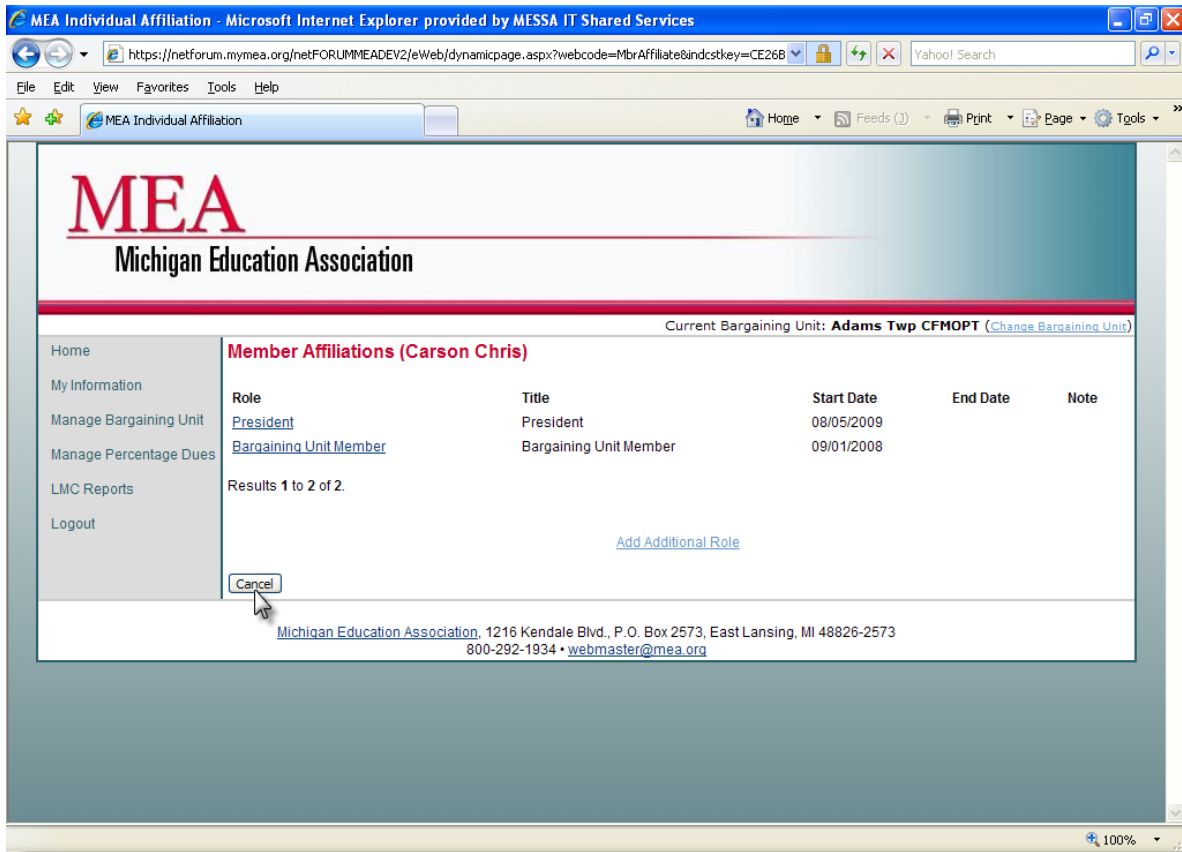
6. Select the **Member Affiliation** link



7. Select the **Add Additional Role** link



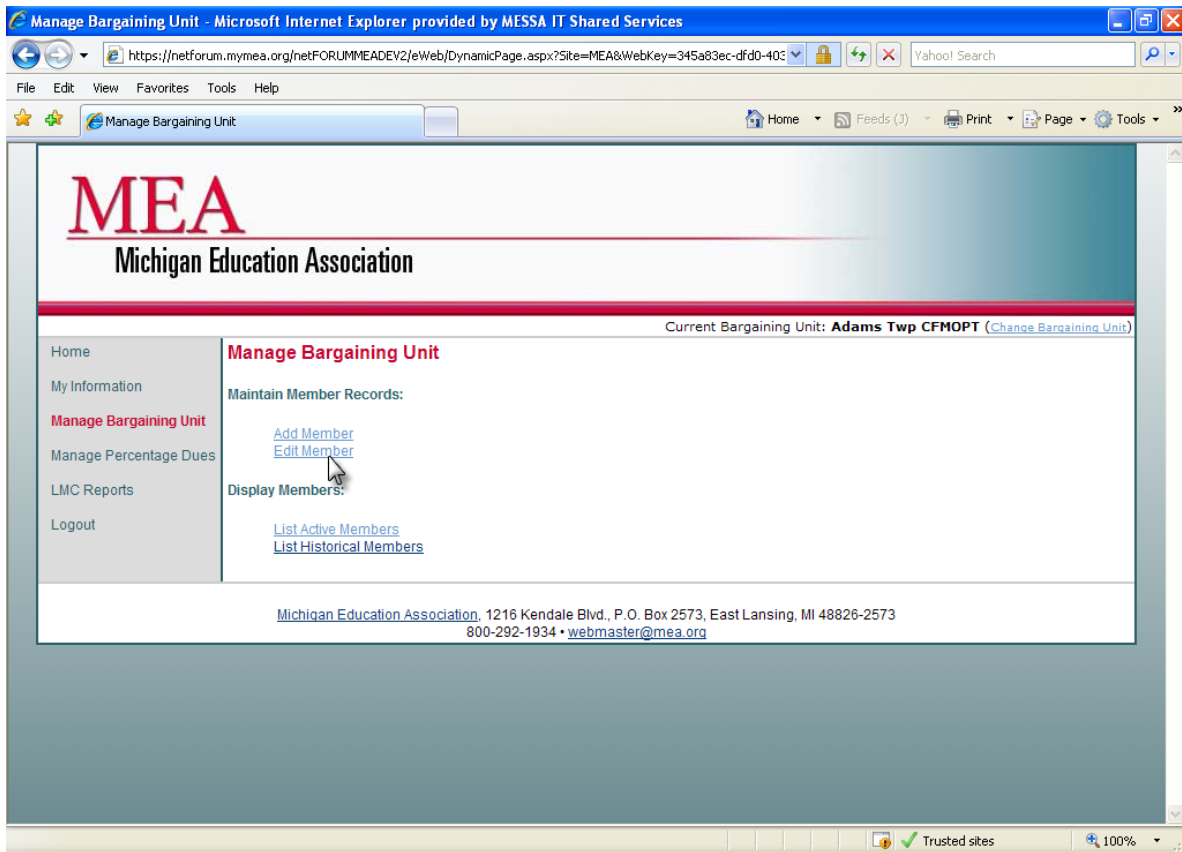
8. Select the officer role from the **Relationship Type** dropdown list
9. Enter the **Start Date**
10. Select the **Add** button



11. Select the **Cancel** button or the **Manage Bargaining Unit** link to process another record

5.2 Terminating Officers

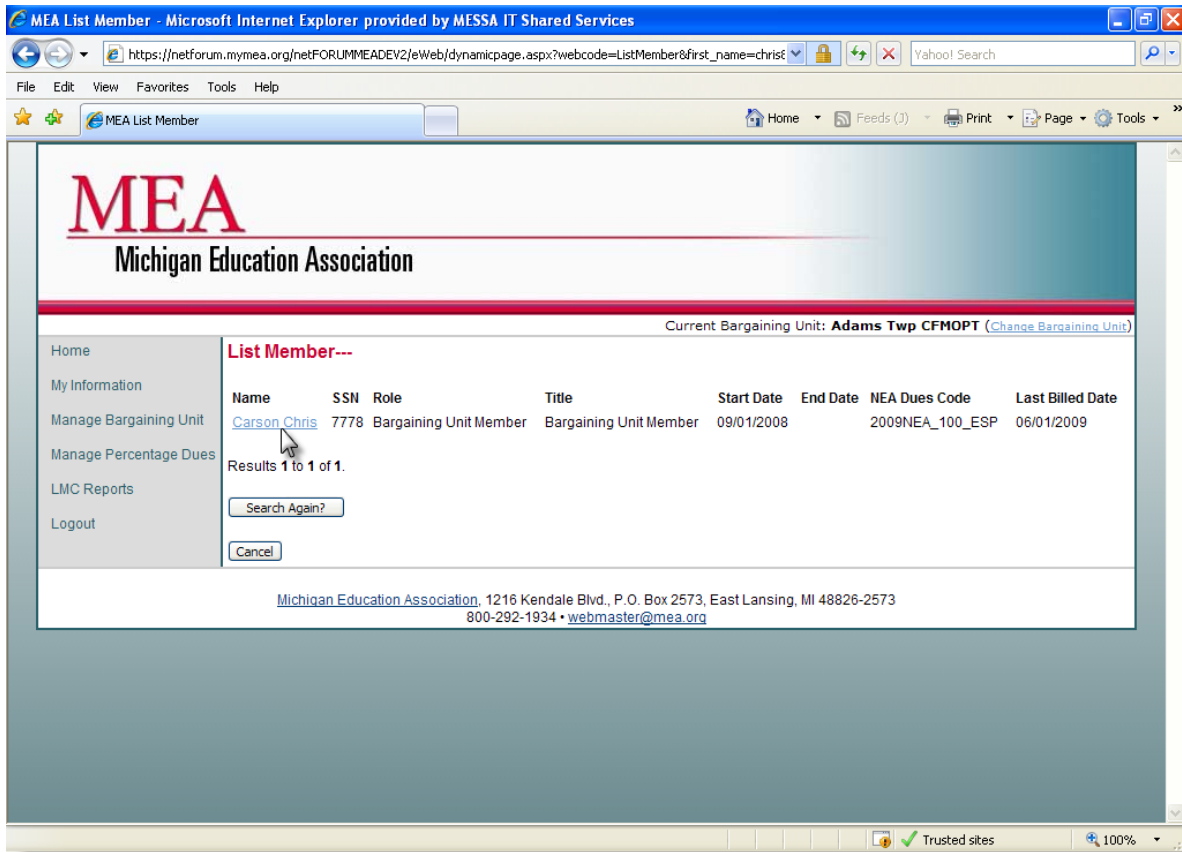
The following section explains how to terminate an officer role. If the officer is terminated and a new officer is not entered, there is a possibility of the bargaining unit not receiving needed mailings or supplies.



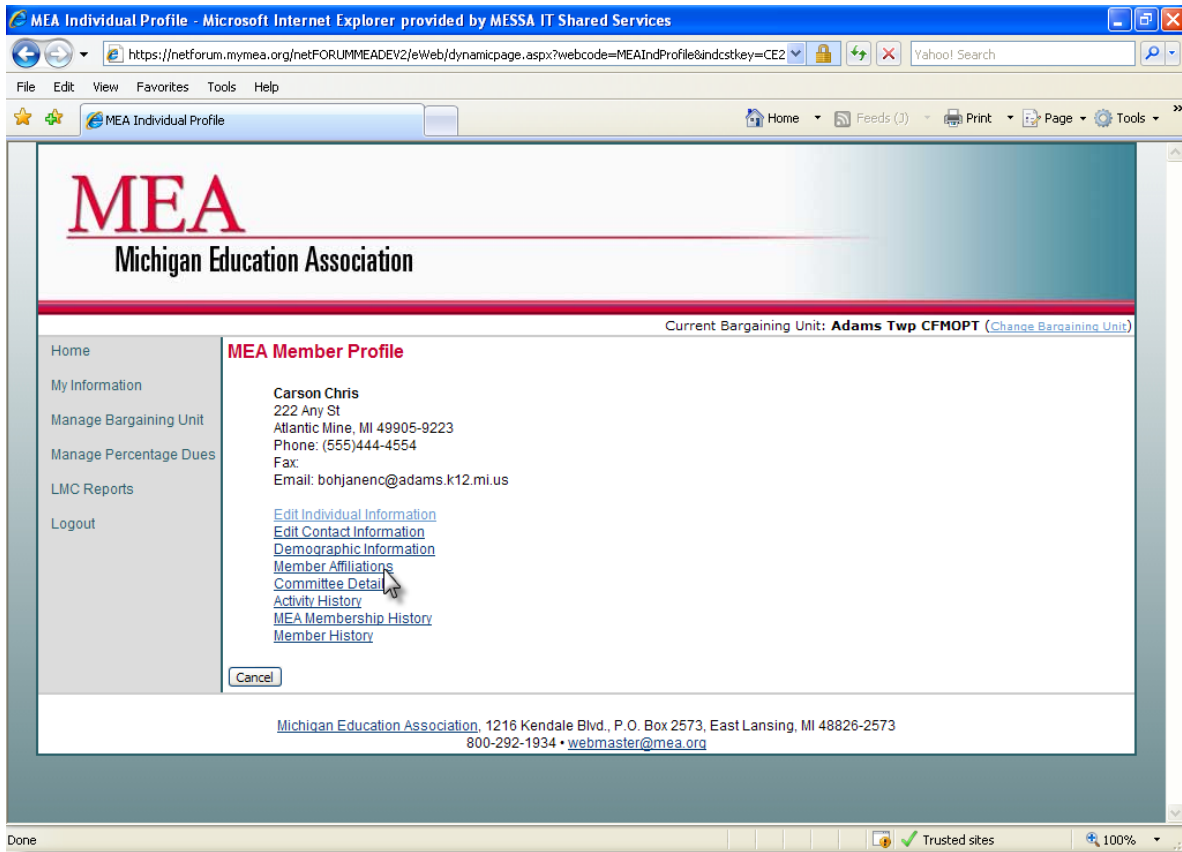
1. Select the **Manage Bargaining Unit** link
2. Select the **Edit Member** link



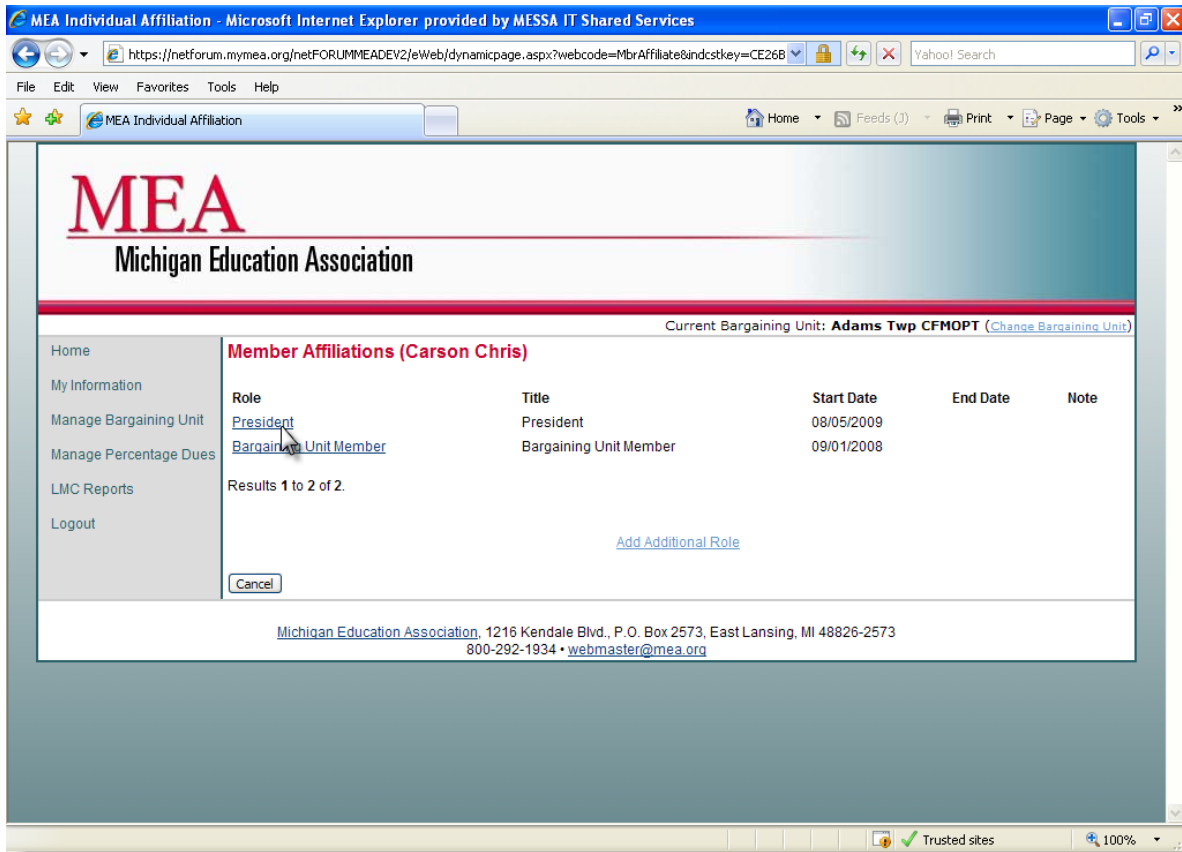
3. Search for the member by entering information in one or more of the search fields
4. Select the **Go** button



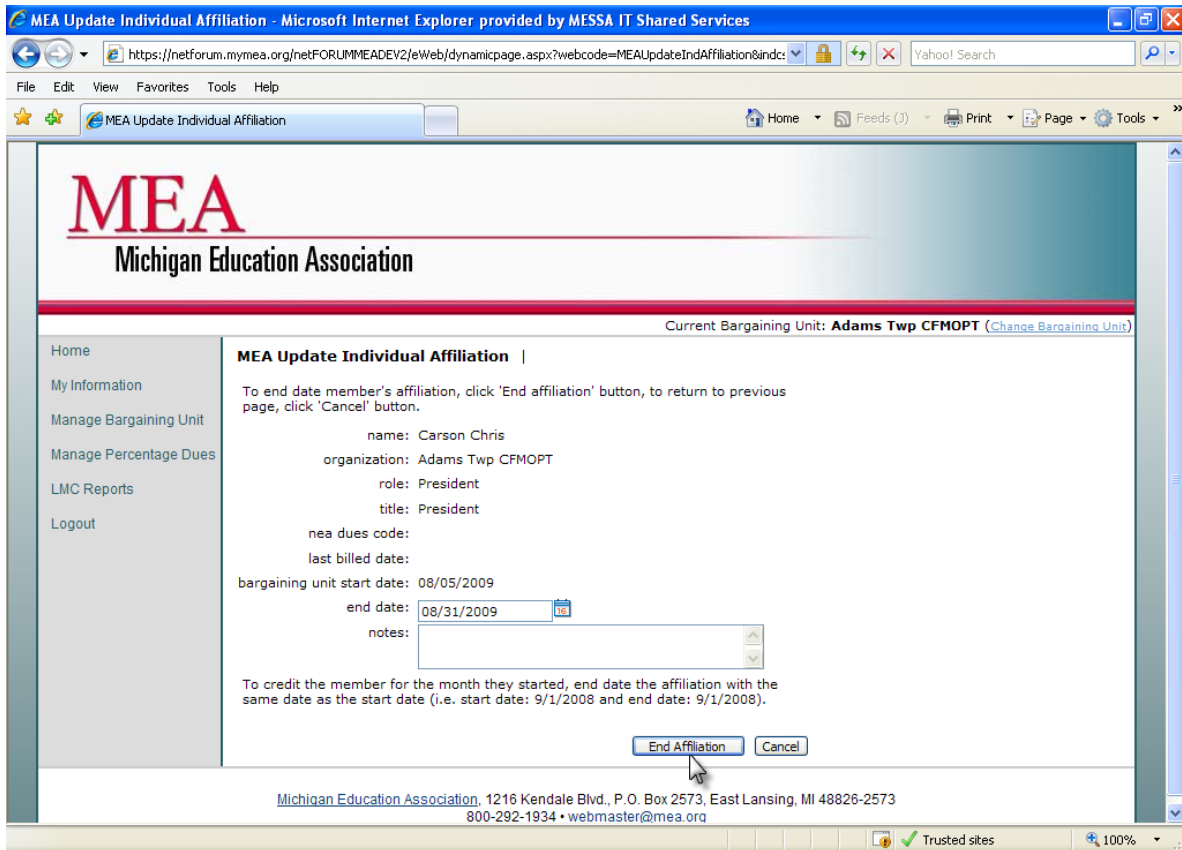
5. Select the member's name



6. Select the **Member Affiliation** link



7. Select the **Officer Role**



8. Enter the **End Date**
9. Select the **End Affiliation** button



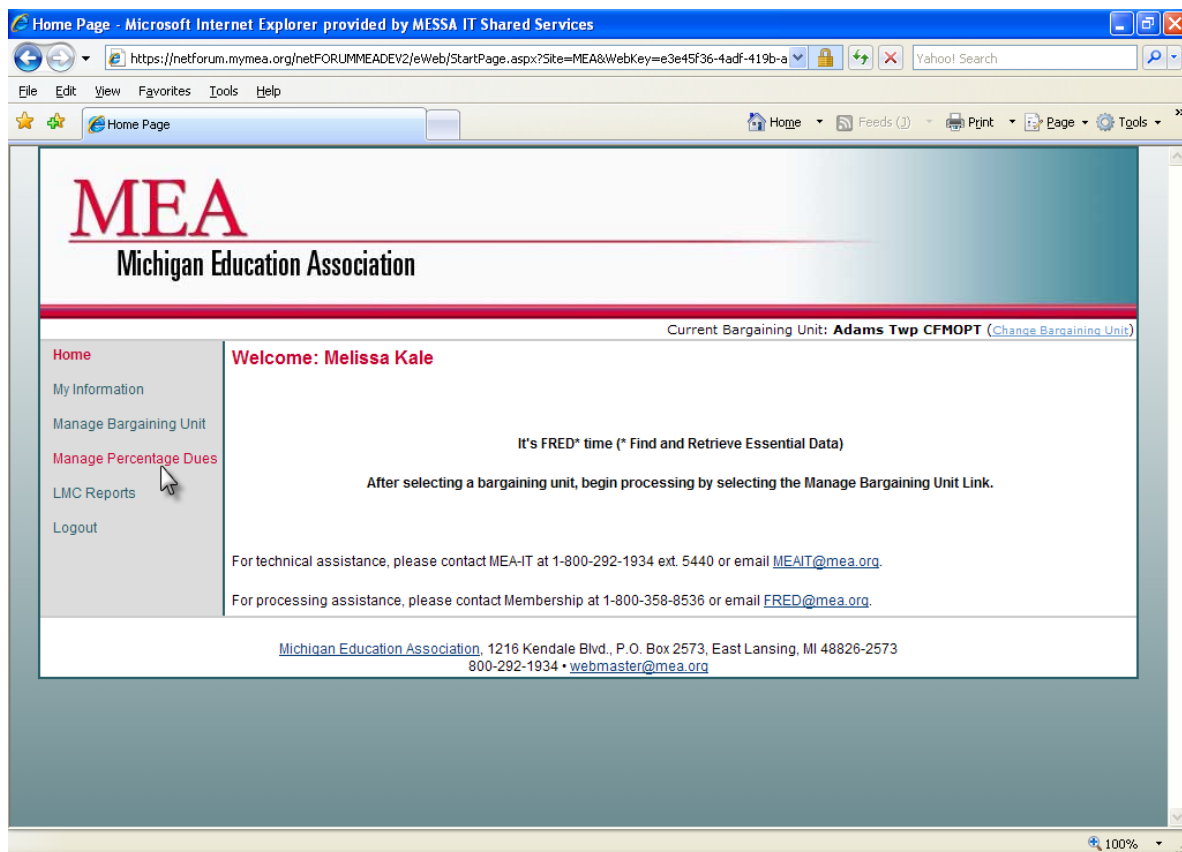
10. Select the **Cancel** button or the **Manage Bargaining Unit** link to process another record

6 Managing Percentage Dues

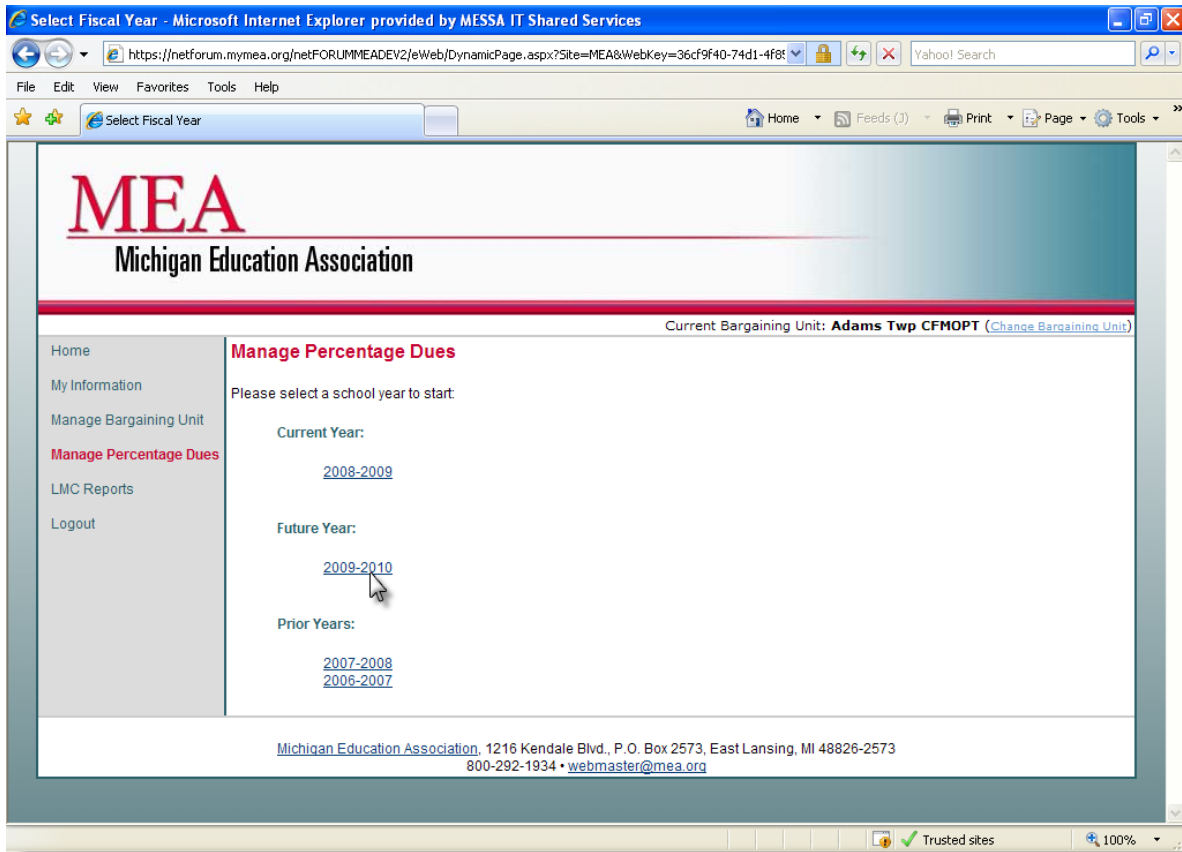
The following section explains how to manage percentage dues data. The wage data entered is used to determine the annual MEA dues rates for each member.

6.1 Percentage Dues Overview

The following section is an overview of what is contained on the mass update and individual update screens that will be used during processing. The website allows access to input wages for the current year, future year, and prior years.



1. Login to the **netFORUM eWeb** application
2. Select a **Bargaining Unit** from the **Choose Bargaining Unit** link
3. Select the **Manage Percentage Dues** link



4. Select the **2009-2010** school year



5. Select the **List Member** link

Manage Dues - List Member - Microsoft Internet Explorer provided by MESSA IT Shared Services

https://netforum.mymea.org/netFORUMMEADEV2/eWeb/dynamicpage.aspx?webcode=DuesListMbr&m01_key=8c0c7

Manage Dues - List Member

Manage Percentage Dues 2009-2010 Adams Twp CFMOPT Members

Name	Bargained Wage	MEA Dues	AIM	NEA Dues	Region/ Other 1 Dues	MABO/ Other 2 Dues	Local Dues	Total Dues	Total Dues Deducted Per Pay Period
Brown Dawn	\$25,000.00	\$375.00		\$52.00	\$0.00	\$0.00	\$0.00	\$427.00	\$21.35
Carson Chris	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Carson Emily	\$36,598.21	\$548.97	\$20.00	\$93.50	\$0.00	\$0.00	\$0.00	\$662.47	\$33.12
Dawson Christine A	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Hall Michele	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Henderson Kyle A	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Hill Maqoy	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Johnson Sandra	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Kamp Diane	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Lawson Sandra J	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Miller Steven	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Miller William	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Parks Chandler	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Payne Dyane	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68
Smart Nelly	\$0.00	\$0.00		\$93.50	\$50.00	\$0.00	\$0.00	\$143.50	\$7.18

Results 1 to 15 of 15.

[B](#) [C](#) [D](#) [H](#) [J](#) [K](#) [L](#) [M](#) [P](#) [S](#)

Mass Update

[Mass Update Percentage Dues](#)

6. The List Member pages displays the following columns:

- a. Name
- b. Bargained Wage
- c. AIM
- d. NEA Dues
- e. Regon/Other1 Dues
- f. MABO/Other2 Dues
- g. Local Dues
- h. Total Dues
- i. Total Dues Deducted Per Pay Period

7. To edit the wage data, do one of the following:

- a. Select the **member's name** – used to update one at a time
- b. Select the **Mass Update Percentage Dues** link – use to update all wages



8. At the bottom of the **List Member** page, the **Missing Wage Data** section appear
 - a. This section shows members that have missing wage for prior school years
 - b. The prior year wages must be updated before updating the current years wage
9. Use the chart below for detailed information regarding each column on the Mass Update page

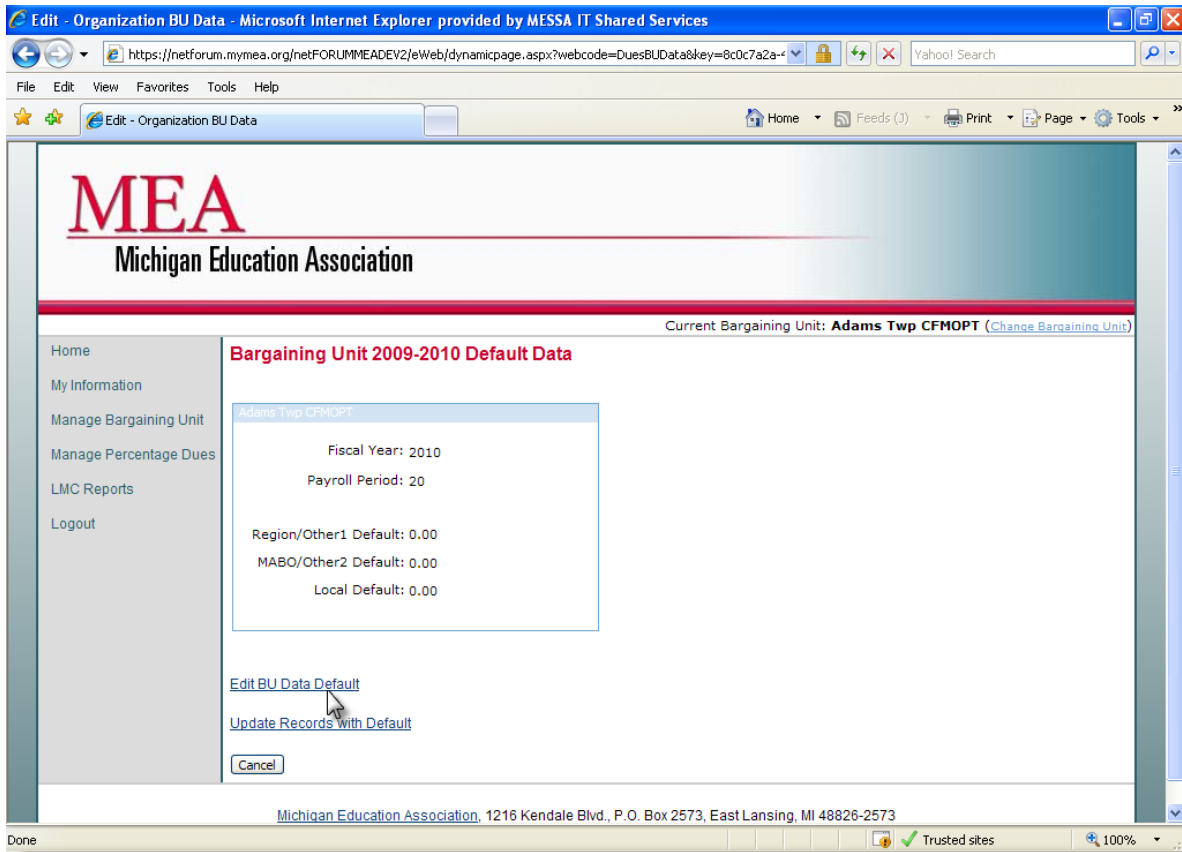
Column Title	Column Description	Editable Yes or No
Member's Name	Last Name, First Name, Middle Name	No
Member's Last 4 Digits of the SSN	Last 4 SSN	No
Prior Year Bargained Wage	Wage from the previous school year	Yes
MEA Dues	Percent of the Bargained Wage, not to exceed the CAP for that year	No
AIM	MEA-R annual amount	No
NEA Dues Code	NEA Dues Code	No
NEA Dues	NEA Dues annual amount (only shown after 08/01)	No
Region/Other 1 Dues	Optional annual dues amount that is determined by the user. (note: will not be reflected on the MEA Bill)	Yes
MABO/Other 2 Dues	Optional annual dues amount that is determined by the user. (note: will not be reflected on the MEA Bill)	Yes
Local Dues	Optional annual dues (note: will not be reflected on the MEA Bill)	Yes
Total Dues	Total of all dues added together	No
Total Dues Deducted Per Pay Period	Total dues divided by the amount of pay periods	No

6.2 Bargaining Unit Defaults

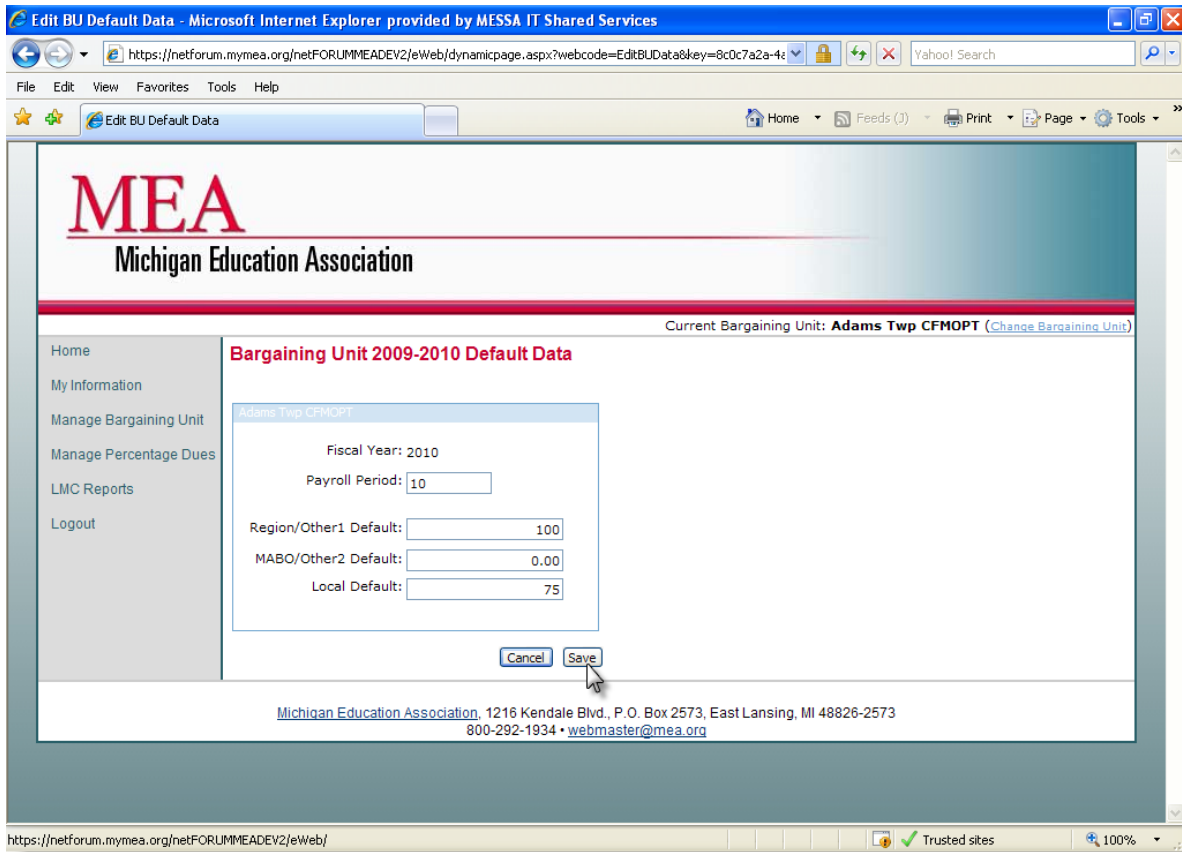
Prior to adding the member's wages, the defaults for the Region/Other 1, MABO/Other 2, Local Dues, and the Number of Payroll Deduction Periods amounts should be filled out. Each member's record will automatically populate with the default amounts. If a member has an amount due other than the default, the fields can be manually updated. The amount shown in the Total Dues Deducted per Pay Period field is determined by the number of payroll periods that are entered into the Number of Payroll Deduction Periods field.



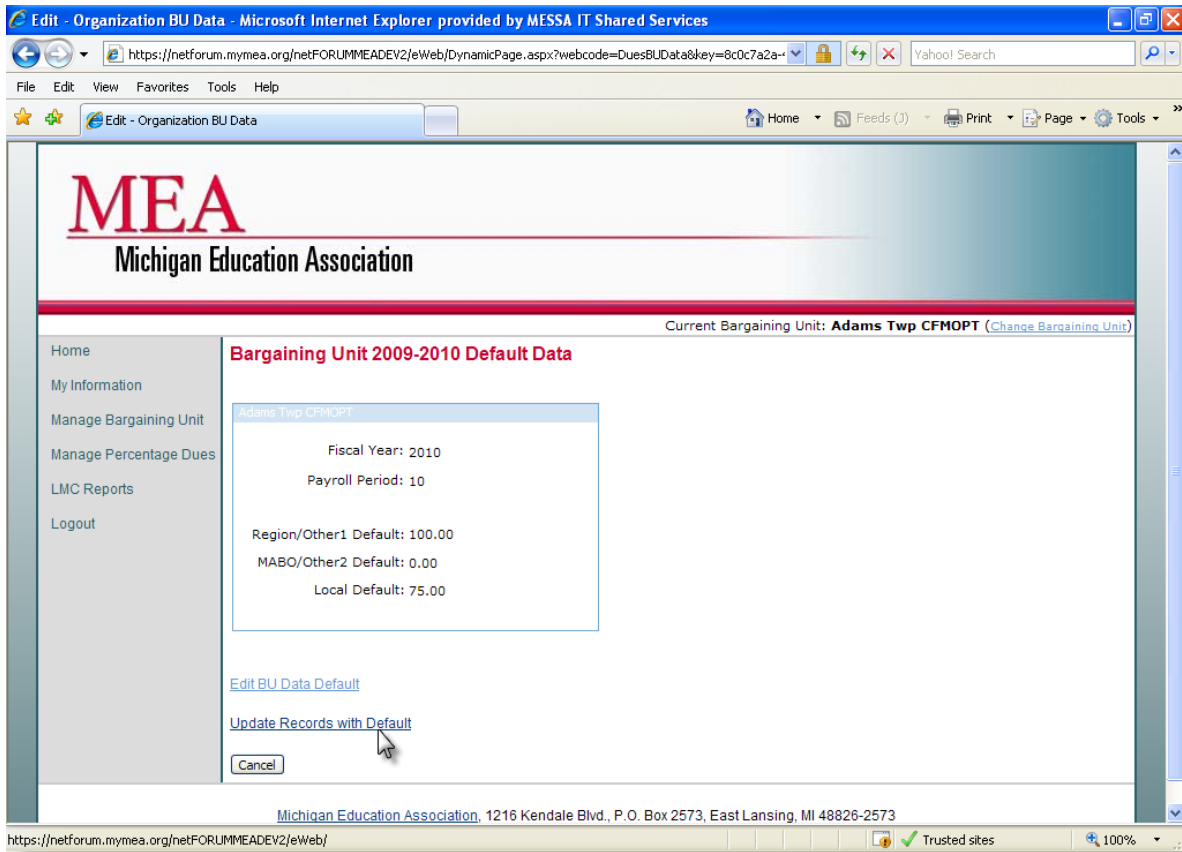
1. Select **Manage Percentage Dues** link
2. Select **2009-2010 School Year** link
3. Select the **BU Data Default** link



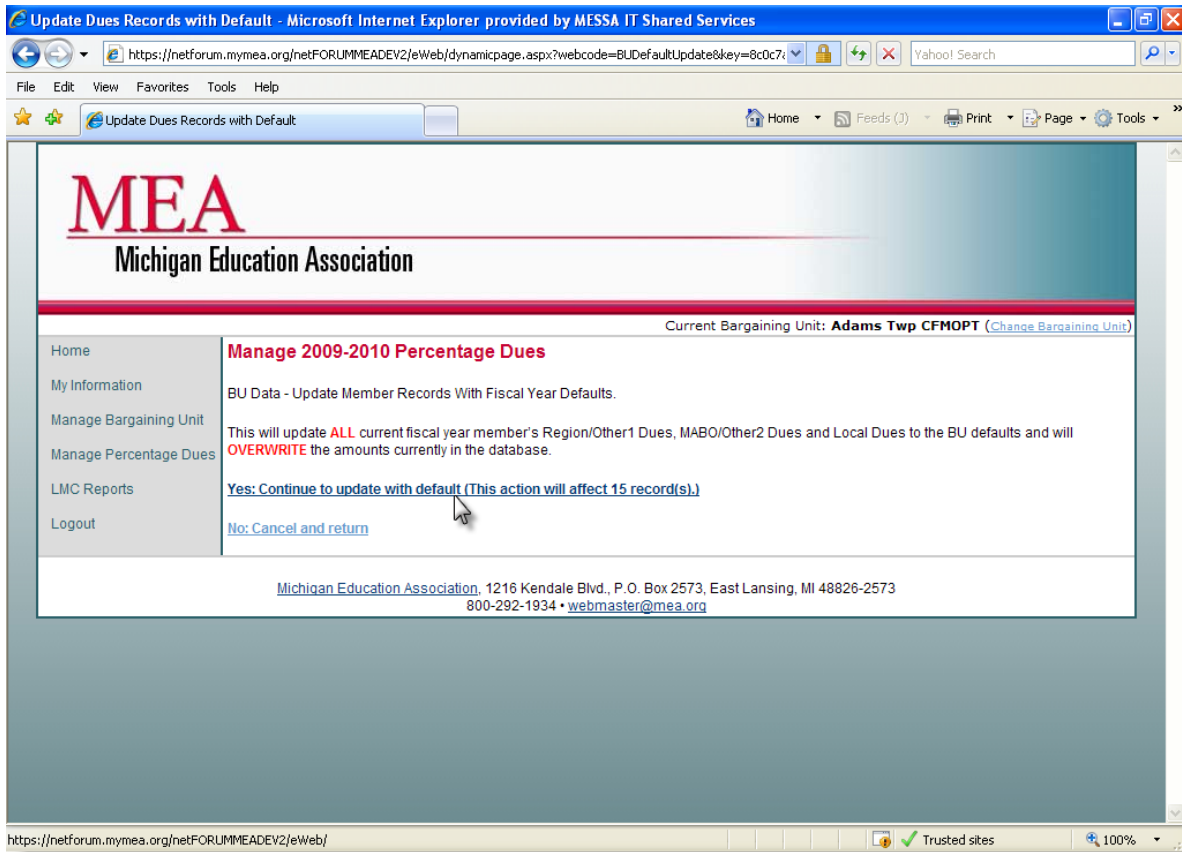
4. Select the **Edit BU Data Default** link



5. Enter the number of **Payroll Periods**
6. Enter the Annual **Region/Other1 Default** amount
7. Enter the Annual **MABO/Other2 Default** amount
8. Enter the Annual **Local Default** amount
9. Select the **Save** button



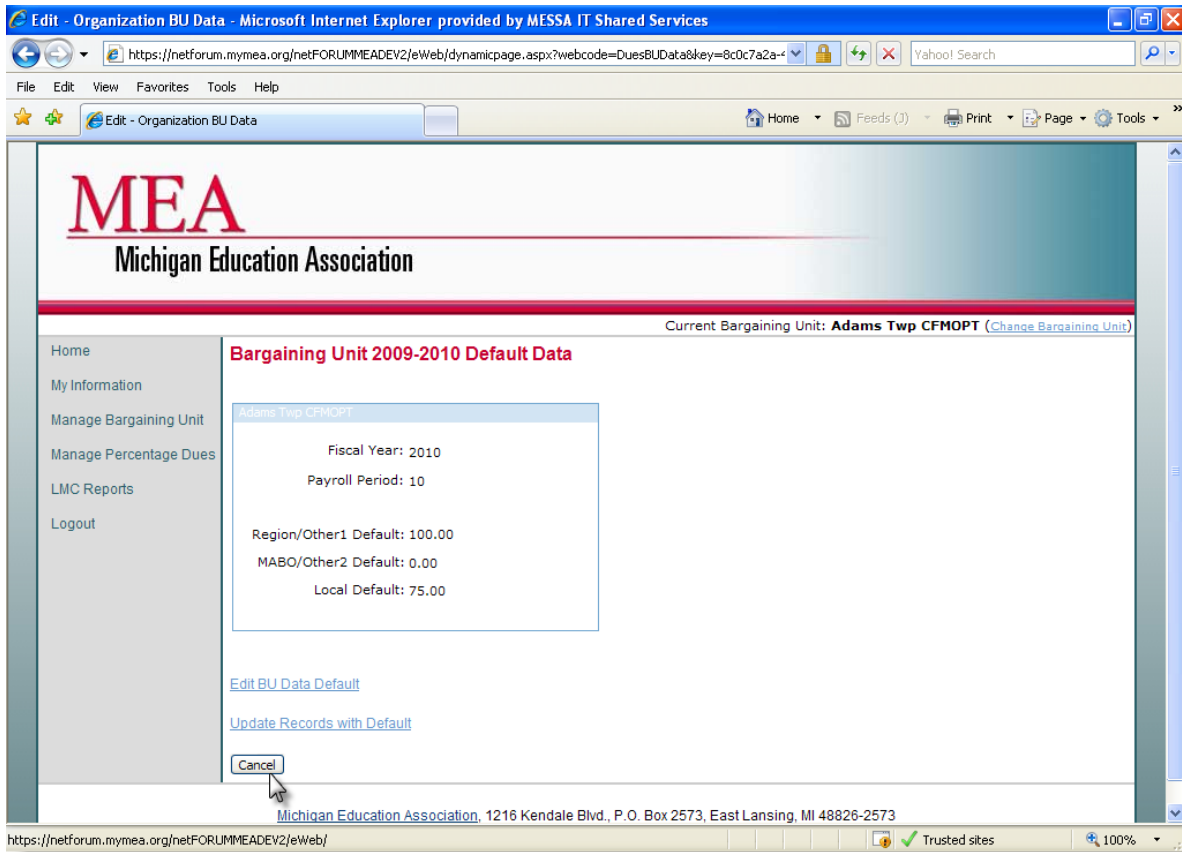
10. Select the **Update Records with Default** link



11. Select the **Yes: Continue to update with default** link



12. Select the **Continue** link



6.3 Updating Wages

Adding the member's wages can be done multiple ways. Users can choose to find a group of member to update by clicking the Find Members link. This allows the user to bring open a small selection of the members in the bargaining unit. This method is recommended for slower internet connections or computers with a limited amount of memory.

The second method of updating wages is to open the List Member link. This finds all members within the bargaining unit. Either way that is chosen, it will be required to click the Mass Update Percentage Dues link to get to the edit screen. It's also possible to click the Mass Update link on the main page of the Percentage Dues screen.



1. Select **Manage Percentage Dues**
2. Select the **2009-2010 school year**
3. Select the **List Member** link

Manage Dues - List Member - Microsoft Internet Explorer provided by MESSA IT Shared Services

https://netforum.mymea.org/netFORUMMEADEV2/eWeb/dynamicpage.aspx?webcode=DuesListMbr&m01_key=8c0c7

Hill Maqoy	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Johnson Sandra	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Kamp Diane	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Lawson Sandra J	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Miller Steven	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Miller William	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Parks Chandler	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Payne Dyane	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Smart Nelly	\$0.00	\$0.00		\$93.50	\$100.00	\$0.00	\$75.00	\$268.50	\$26.85

Results 1 to 15 of 15.

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Mass Update

[Mass Update Percentage Dues](#)

Missing Wage Data

Name	School Year
No records found.	

Michigan Education Association, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48826-2573
800-292-1934 • webmaster@mea.org

4. Select the **Mass Update Percentage Dues** link

MEA
Michigan Education Association

Wage Data | Update Wage

Mass Update Percentage Dues

Adams Twp CFMOPT 2009-2010 Wage Data - Mass Update

MEA Dues Rate: **1.50%** of Bargained Wage not to exceed **\$620.00**. Fee Payer Rate **0.00%** of the MEA Dues Rate

Region/Other1 Default: 100.00 MABO/Other2 Default: 0.00 Local Default: 75.00 Number of Payroll Deduction Periods: 10

Member Name	Four Digit SSN	Prior Year Bargained Wage	MEA Dues	AIM	NEA Dues Code	NEA Dues	Region/Other1 Dues	MABO Dues/Other2 Dues	Local Dues	Total Dues	Total Dues Deducted Per Pay Period
Brown Dawn	7777	50000	\$0.00		2010NEA_50_ESP	\$52.00	\$100.00	\$0.00	\$75.00	\$227.00	\$22.70
Carson Chris	7778	25444.2	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Carson Emily	7878	45777	\$0.00	\$20.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$288.50	\$28.85
Dawson Christine A	0710	22151	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Hall Michele	1777	0.00	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Henderson Kyle A	5026	0.00	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Hill Maggy	9835	0.00	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Johnson Sandra	9225	0.00	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85

5. Enter the member's **Prior Year Bargained Wage**
6. Use the Tab key to move the cursor to the next wage field

Michigan Education Association, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48826-2573
800-292-1934 • webmaster@mea.org

7. Select the **Calculate Dues** button
8. Select the **Save** button

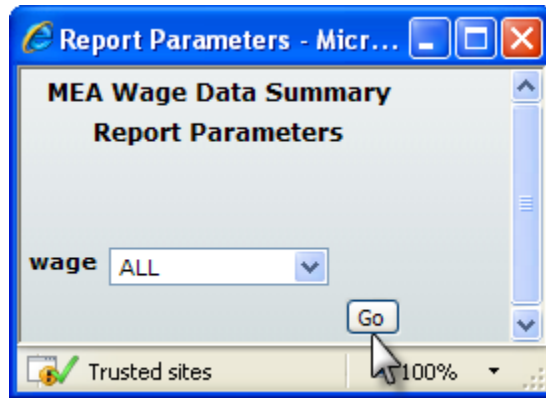
Note: All units will show 15 members per page. Select the **Next** button to move to the next 15 members. The **calculate dues** button can be clicked after entering all wages or before moving to the next page.

6.4 Web Report

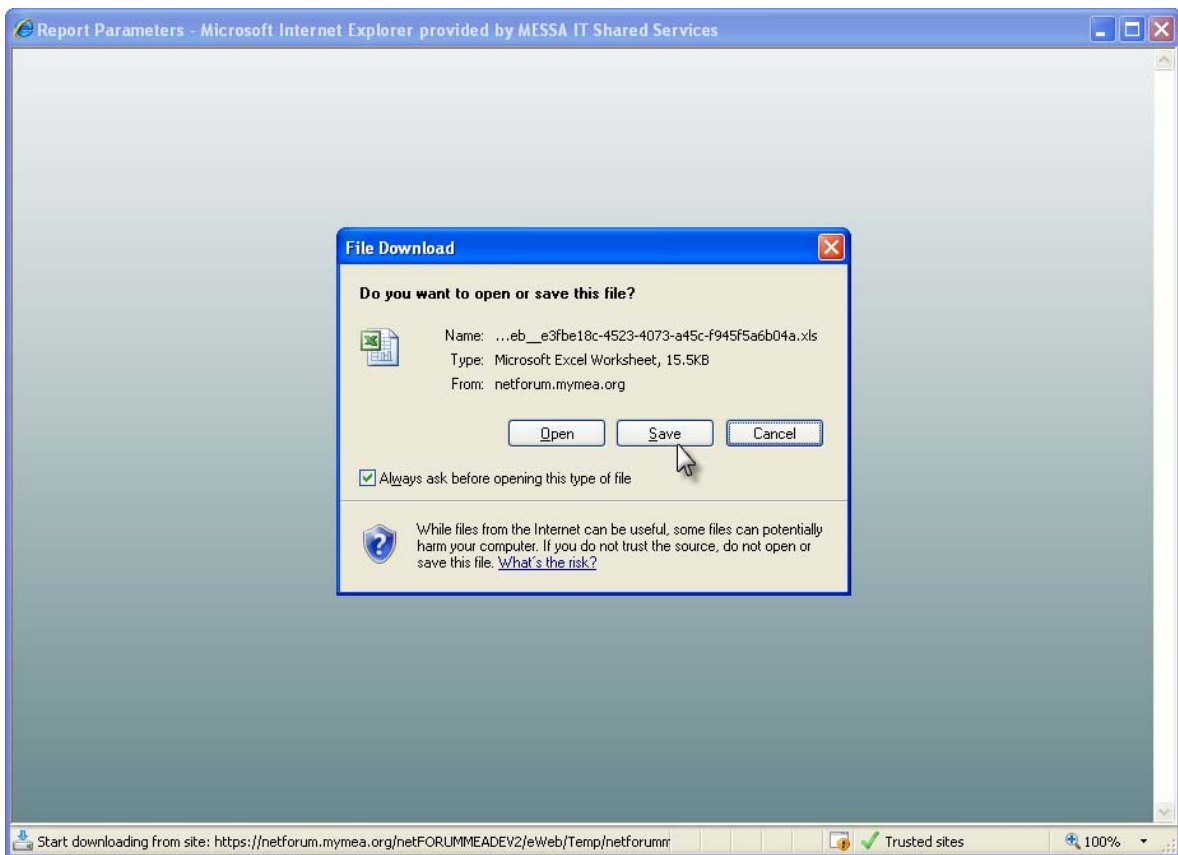
The web report is the wage data report that should be submitted to the payroll department. The payroll department can use this data to enter the amount of dues to deduct per pay period.

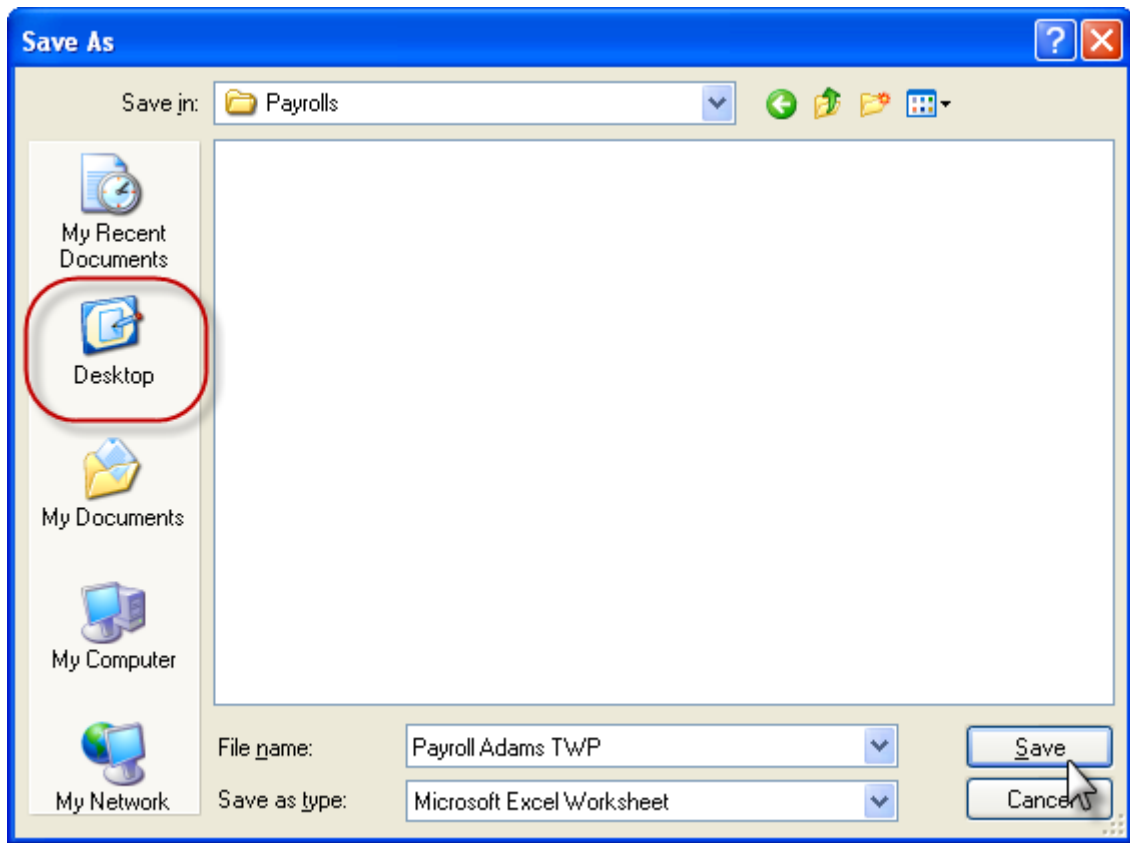


1. Select the **Wage Report** link



2. Select the appropriate parameter
 - a. All
 - b. With Wage Only
 - c. No Wage Data
3. Select the **Go** button





Microsoft Excel - Payroll Adams TWP

File Edit View Insert Format Tools Data Window Help Adobe PDF

08/08/2009 3:52:14 PM Page 1 of 1

Adams Twp CFMOP Bargaining Unit Members

2010

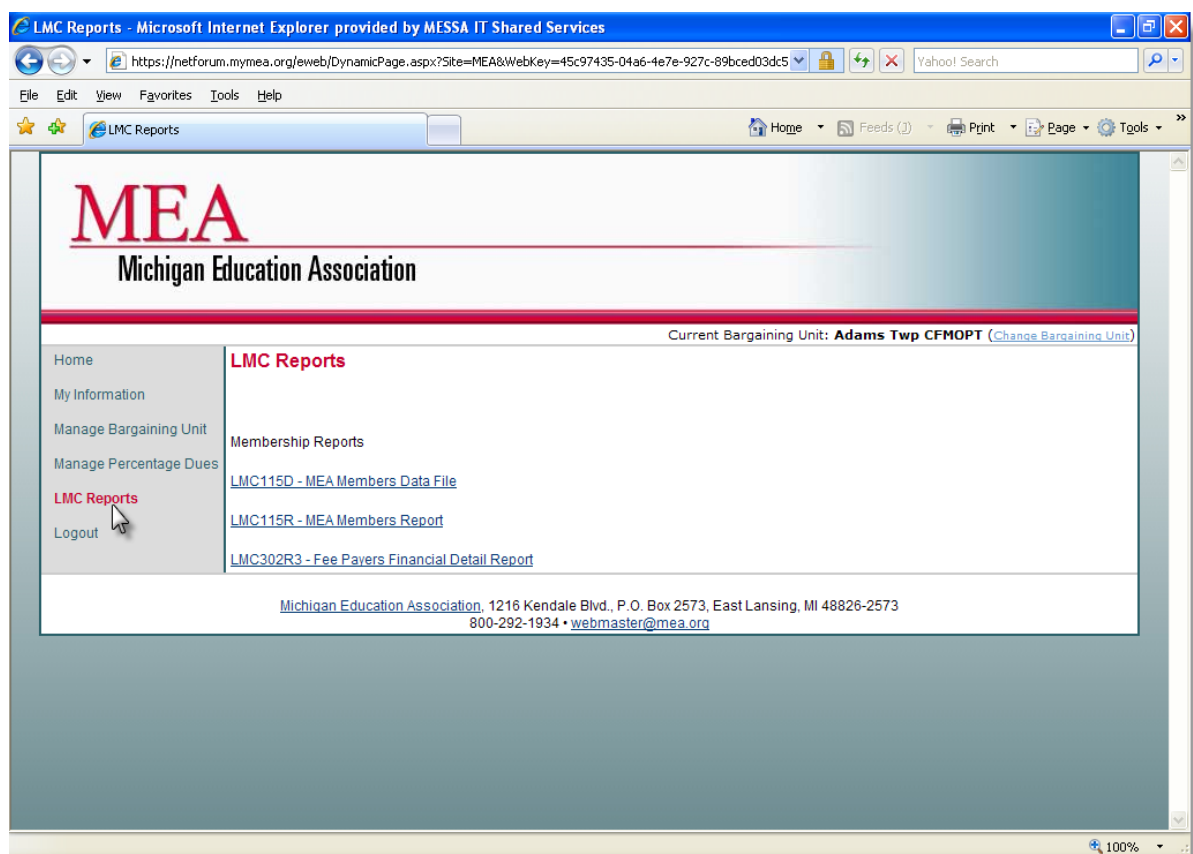
Name	Four Digit SSN	Bargained Wage	MEA Dues	AIM	NEA Dues	Region/ Other 1 Dues	MABO/ Other 2 Dues	Local Dues	Total Dues	Total Dues Deducted Per Pay Period
Brown Dawn	7777	\$50,000.00	\$620.00	\$0.00	\$52.00	\$100.00	\$0.00	\$75.00	\$947.00	\$84.70
Carson Chris	7778	\$25,444.21	\$381.66	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$660.16	\$66.02
Carson Emily	7878	\$45,777.00	\$620.00	\$20.00	\$93.50	\$100.00	\$0.00	\$75.00	\$908.50	\$90.85
Dawson Christine A	0710	\$22,151.00	\$332.27	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$610.77	\$61.08
Hall Michele	1777	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Henderson Kyle A	5026	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Hill Maggy	9835	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Johnson Sandra	9225	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Kamp Diane	1035	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Lawson Sandra J	5492	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Miller Steven	2345	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Miller William	3323	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Parks Chandler	2436	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Payne Dyane	4933	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85
Smart Nelly	8971	\$0.00	\$0.00	\$0.00	\$93.50	\$100.00	\$0.00	\$75.00	\$268.50	\$26.85
15 records.		\$143,372.21	\$1,953.93	\$140.00	\$1,361.00	\$1,500.00	\$0.00	\$1,125.00	\$6,079.93	\$608.00

netforummeadev2CustomReportsrptclientmeavlistduesmemberweb_e3fbe18c-452

7 LMC Reports

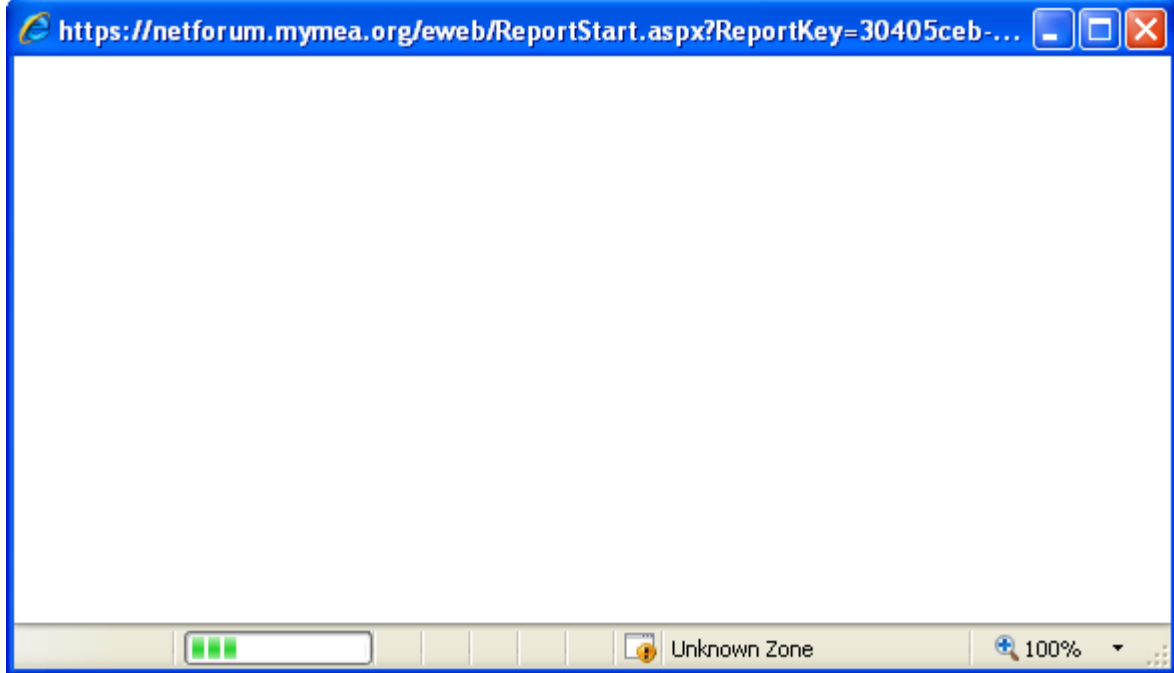
The LMC Reports link contains additional reports that can be used for data regarding the members in your bargaining unit only. To access the reports, follow the steps below.

7.1 Running/Saving/Printing Reports

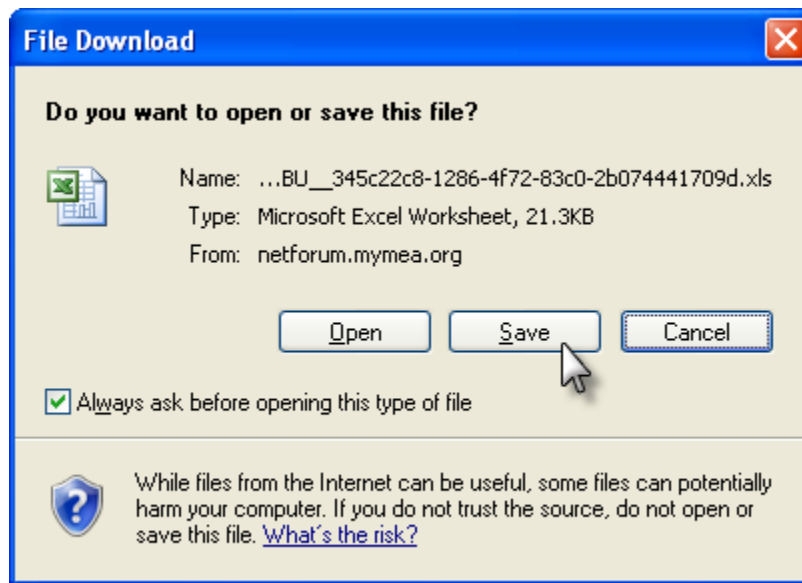


1. Select the **LMC Reports** link
2. Select one of the Membership Reports

Report Name	Description
LMC115D – MEA Membership Data File	Membership listing – output is an Excel file
LMC115R – MEA Members Report	Membership listing – output is an PDF file

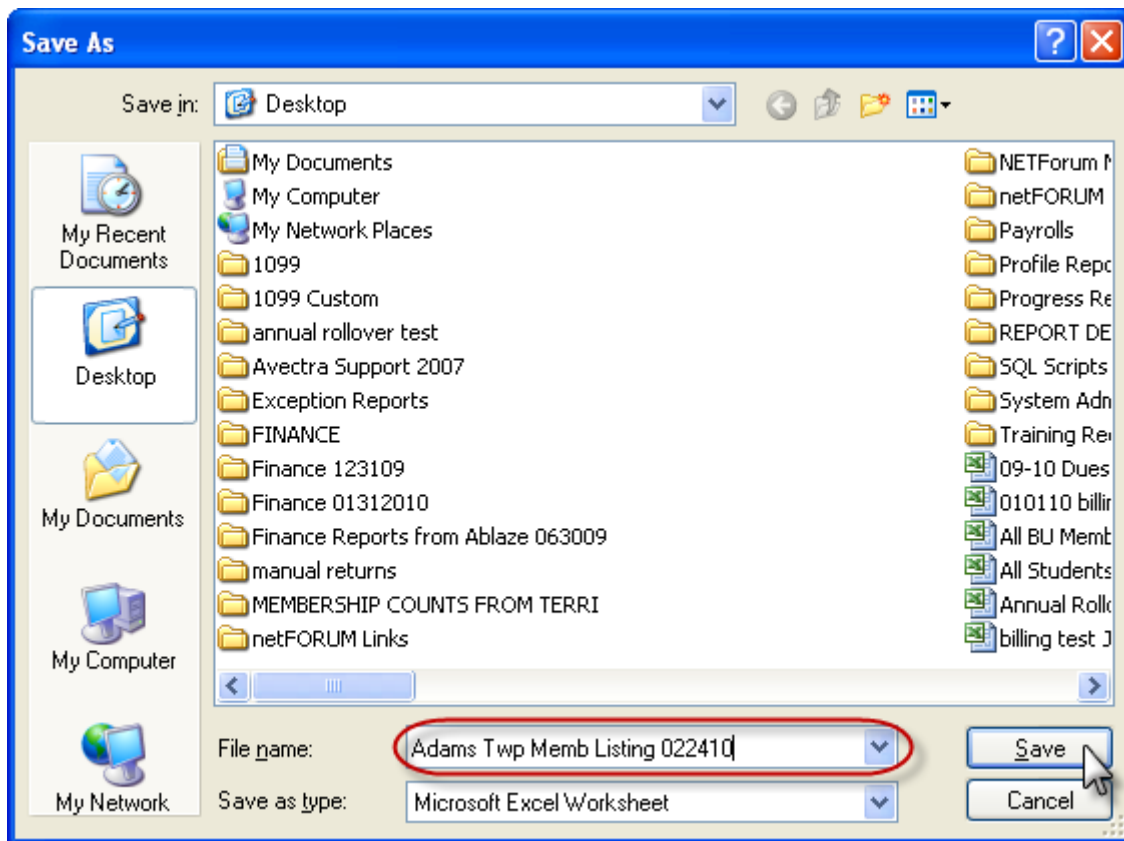


3. The report will run in a new window – (the report will take a few minutes to run)



Note: If the reports output is an Excel file, the file download screen will ask to either open or save the file. For Excel 2003 users, it's recommended that the save option is selected. If the reports output is a PDF file, the report will automatically open in a new window.

4. Select the **Save** button



5. Select an area to on your computer to save the file (i.e. Desktop)
6. Change the **File Name**
7. Select the **Save** button

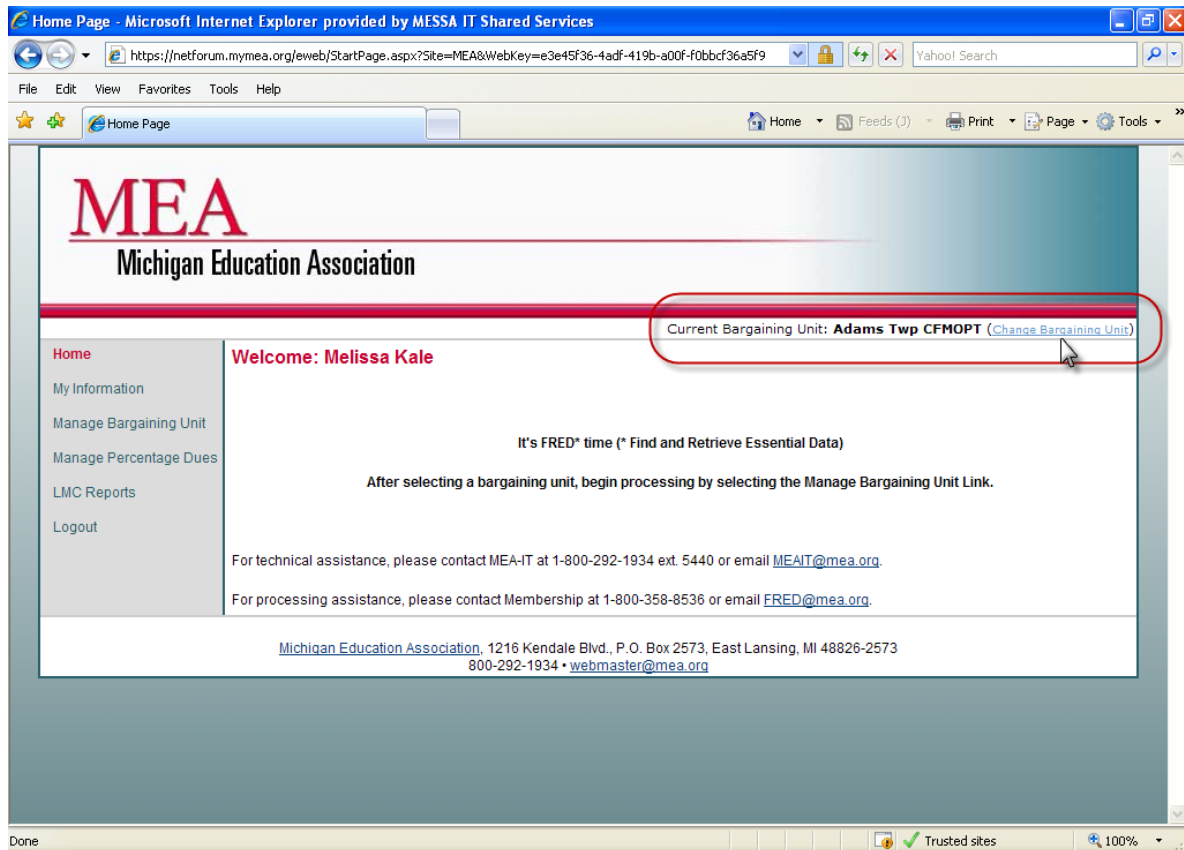
	B	C	D	E	F	G	H	I	J	K	L
1	PerPrefix	PerSuffix	PerFName	PerMName	PerLName	DateOfBirth	DeceasedYN	Gender	Ethnicity	AlternateEmail	HomeEmail
2	Mr		Chris	F	Barnes	03/25/1951	N	Male	Caucasian		cbarnes@yahoo.com
3	Mrs		Michele	R	Harris	07/24/1965	N	Female	Unknown		
4	Mr		Kurt	A	Harvey	06/04/1953	N	Male	Unknown		khurvey@yahoo.com
5	Mrs		Phyllis		Grey	09/19/1946	N	Female	Caucasian		
6	Mrs		Sandra		Johnson	03/13/1963	N	Female	Unknown		sjohnson@acd.net
7	Mrs		Sandra	J	Larson	12/17/1950	N	Female	Unknown		
8	Ms		Diane	Lynn	Miller	10/07/1968	N	Female	Unknown		
9	Mr		Ronald	S	Outwater	08/29/1968	N	Male	Caucasian		
10	Mr		Chester		Parker	07/04/1949	N	Male	Unknown		
11			Norma	Jean	Smith	11/27/1952	N	Female	Caucasian		
12											
13											
14											
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8. **Open** the file
9. Select the **Printer** icon to print the report

Note: If you are using the Excel file to create mailing labels, remove any members that have invalid addresses first by sorting on the AddrHoldYN column. If there is a “Y” in the column the address should be corrected or removed from the file.

7.2 Billing Summary Report

The billing summary report is located in a separate area. To access this report follow the steps below.



1. Select the **Change Bargaining Unit** link

Select Bargaining Unit - Microsoft Internet Explorer provided by MESSA IT Shared Services

https://netforum.mymea.org/eweb/dynamicpage.aspx?webcode=SelectBU

IEA
Michigan Education Association

Current Bargaining Unit: **Adams Twp CFMOPT** ([Change Bargaining Unit](#))

Select a Bargaining Unit

BU ID	Bargaining Unit	Start Date	End Date	Billing Summary
100001	Adams Twp CFMOPT			100001 (100228)
100002	Adams Twp E			100002 (100228)
361493	Addison CT			361493 (100228)
103455	Addison E			103455 (100228)
103458	Adrian College E			103458 (100228)
103456	Adrian E			103456 (100228)
103457	Adrian FP			103457 (100228)
103459	Airport CM			103459 (100228)
103460	Airport E			103460 (100228)
410403	Airport OP			410403 (100228)
101165	Airport T			101165 (100228)
103461	Akron-Fairgrove E			103461 (100228)
426656	Akron-Fairgrove T			426656 (100228)
100306	Alanson CFMOPT			100306 (100228)
100307	Alanson E			100307 (100228)

Note: You will only have access to your bargaining units billing report.

2. Scroll to the right side of the page
3. Select the **Billing Summary** link

Michigan Education Association
February 2010 Membership Billing Summary
Adams Twp CFMOPT

Billing Unit Number: 100001
Adams Twp CFMOPT
18-A Copper County EA
Membership Chair: Jane Doe
Address 1: 123 Any St
Address 2:
City, State Zip: Atlantic Mine, MI, 49905-9068
For questions contact: MEA Membership Department
Phone: 1-800-359-8536

Balance Forward \$409.48
January 2010 Activities

	MEA/NEA Dues	Exp Fund	MEA-R	MEA-PAC	NEA Fund	Credits	Total
Balance Forward	\$409.48	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$439.48
Payments Received	\$(409.48)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$(409.48)
Credits Applied	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adjustments	\$0.00	\$0.00				\$0.00	\$0.00
Refunds						\$0.00	\$0.00
Write-Offs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Reversals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MEA-R/PAC Transfer In			\$0.00	\$0.00	\$0.00		\$0.00
MEA-R/PAC Transfer Out			\$0.00	\$0.00	\$0.00		\$0.00
Interest	\$0.00						\$0.00
February 2010 Billing	\$409.48	\$0.00	\$0.00	\$0.00	\$0.00		\$409.48
Total amount due:	\$409.48	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$439.48

Please indicate payment distribution:
 Total Other:

PAC must be sent in on a check separate from dues.
 Total PAC:

FOR MEMBERSHIP USE ONLY: CHECK #

4. The report will open in a new window as a PDF file
5. Select the **Printer** icon to print the report