

Online Dues/DRF Submission Instructions

- 1 Ensure DRF file for entire Department (or non-Department Chapter) is ready to upload from current computer or device. Once payment is made via PayPal you will be routed back to amvetsridersnational.org to upload the DRF. **You will not be able to return to this step later.**
- 2 Navigate to amvetsridersnational.org/dues and enter password if required (dues16).
- 3 From DRF, tally up total number of renewing riders, renewing supporters, new riders and new supporters. New riders/supporters are those that have never been submitted to National. Each type will be added separately to the PayPal cart.
- 4 Select the first type from the drop down box to the right. Enter Department or State/Chapter and click "Add to Cart".

Type
Rider - Renew \$12.00 USD ▾
Department OR State/Chapter
Missouri
[Add to Cart](#)

- 5 The PayPal shopping cart will open in a new window. Adjust the quantity for the membership type based on counts calculated in step 3 and hit "Update".

Your Shopping Cart

Description	Item price	Quantity	Amount
Dues Type: Rider - Renew, Department OR State/Chapter: Missouri	\$12.00	165 Update Remove	\$1,980.00
Item total:			\$1,980.00

[Continue Shopping](#) [Check Out](#) OR [Check out with PayPal](#)
The safer, easier way to pay

- 6 Click "Continue Shopping" from PayPal to return. Repeat steps, adding each additional membership type as needed.
- 7 Once all membership types have been added and quantities verified, confirm that total amount due listed on the PayPal website matches total amount due per DRF (\$12 per member for 2016.)

Your Shopping Cart

Description	Item price	Quantity	Amount
Dues Type: Rider - Renew, Department OR State/Chapter: Missouri	\$12.00	165 Update Remove	\$1,980.00
Dues Type: Supporter - Renew, Department OR State/Chapter: Missouri	\$12.00	22 Update Remove	\$264.00
Dues Type: Rider - New, Department OR State/Chapter: Missouri	\$12.00	2 Update Remove	\$24.00
Item total:			\$2,268.00

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- 8 If your Department or Chapter has a PayPal account you may check out via PayPal. If not, click "Check Out" and then select the "Pay with a debit or credit card" link.

Your order summary	
Descriptions	Amount
Dues Item price: \$12.00 Options: Type: Rider - Renew, De... Quantity: 165 Update Remove	\$1,980.00
Dues Item price: \$12.00 Options: Type: Supporter - Renew... Quantity: 22 Update Remove	\$264.00
Dues Item price: \$12.00 Options: Type: Rider - New, Depa... Quantity: 2 Update Remove	\$24.00
Item total	\$2,268.00
Total \$2,268.00 USD	

Pay with my PayPal account
Log in to your account to complete the purchase

Email

PayPal password

This is a private computer. [What's this?](#)

[Log In](#)

[Forgot email or password?](#)





Pay with a debit or credit card, or PayPal Credit
(Optional) Join PayPal for faster future checkout

- 9 Enter payment information and click "Pay" to complete dues remittance.

Debit or Prepaid Gift Card
Credit Card
PayPal Credit Special Offer

The secure way to use your debit card online
\$0 liability on unauthorized PayPal transactions.

Debit or Prepaid gift card number

Payment types    

Expiration date mm / yy

CSC
[What is this?](#)

Billing information

First name

Last name

Address line 1

Address line 2 (optional)

City/State

ZIP code

Shipping address Same as billing address

Contact information

Phone type [Why is this needed?](#)

Phone number 555-555-1234

Email

Add special instructions to Treasurer: [Add](#)

Click **Pay** to complete your purchase. Please review your information to make sur correct.

[Pay](#)

- 10 You will be routed back to amvetsridersnational.org to submit DRF file (You may be required to enter the site password again, dues16). Complete all required fields and choose DRF file to upload.

Submit Dues Remittance Form

Name of Person Submitting Form *

Phone Number *

 - -

Email *

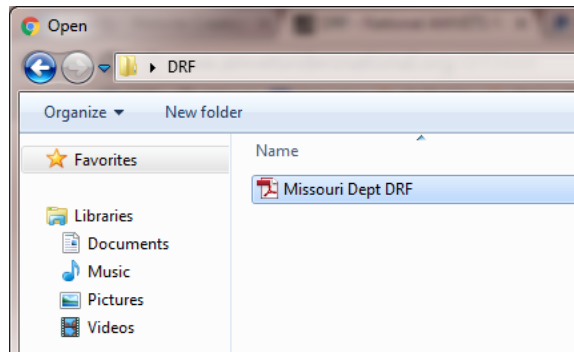
Department or State/Chapter *

Comment

Upload DRF * 

 No file chosen

Max file size: 5MB



Upload DRF * 

 Missouri Dept DRF.pdf

Max file size: 5MB

11. Once your file is selected, submit the form. Form and file will be routed to the Riders National Secretary. You will receive a confirmation message on the following page.

Any questions, please contact Kelly Webber
admin@amvetsridersnational.org
(218) 349-5717