



DUES AUTO-PAY GUIDELINE

- Paying your Dues online and setting up Auto-Pay allows you to easily manage your dues.
- Allows for a more efficient way for your lodge to process dues.
- You can choose to set up Auto-Pay either monthly or annually.
- To set up Auto-Pay you must be current in your dues and have a zero balance.
- If you select monthly payments, each month your lodge will receive a payment from you and your balance in Grand View will show a positive balance. When your Lodge assess their dues your balance will be applied to that amount. This will be processed before or around Dec 31.
- If you begin monthly Auto-Pay part way through the year the monthly payment amount will be prorated to adjust to your lodge's dues rate to have a full positive balance at the end of the year.
- In Grand View you can track this progress and see your full transaction history. Screenshots in this guide

GRAND LODGE OF SOUTH DAKOTA, A.F. & A.M.

Menu [My Portal](#)

Did you know that Auto-pay payment plans are now available for membership dues? [SIGN UP NOW](#)

Payment Profile

Current Payment Method

~ You have no payment method saved ~

[Add Payment Method](#)

- After you add your Payment Method below this section is the Section to Configure either Monthly or Annual Payments

Auto-pay Settings [Configure](#)

- After setting your Auto-Pay settings please make sure your contact information is correct, include your family information for other contacts, add military information, and appendant body information