

FINDING, PRINTING, AND SENDING DUES REMINDERS FROM MALTA

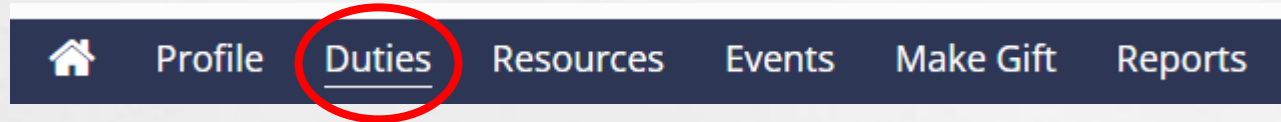
TRAINING



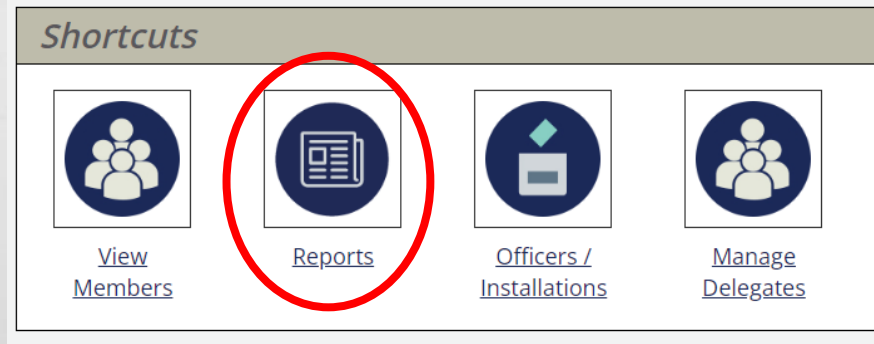
PRINTING DUES REMINDERS (1)

- **SIGN INTO MALTA *(PRESIDENTS, SECRETARIES, AND TREASURERS)***
 - ***NOTE: ONLY THE ABOVE POSITIONS WILL HAVE ACCESS TO THIS FUNCTION***

- **GO TO DUTIES ON YOUR HOMEPAGE**

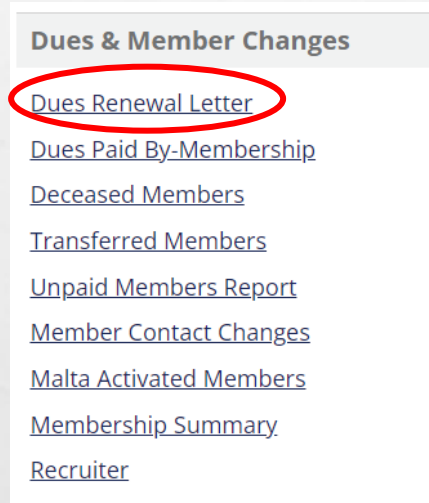


- **CLICK ON REPORTS UNDER SHORTCUTS**

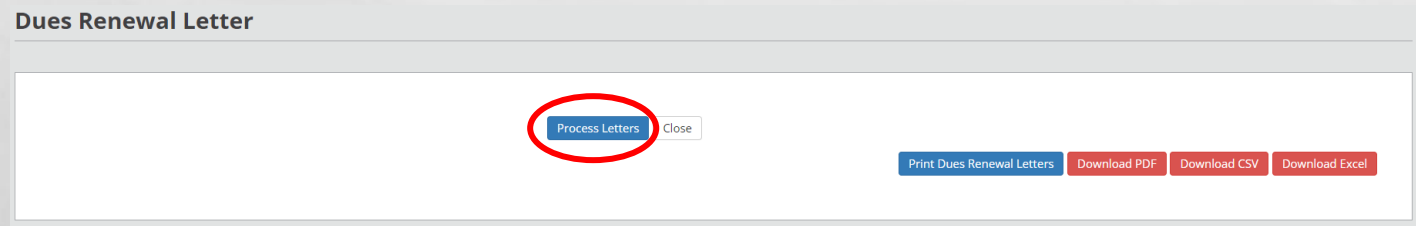


PRINTING DUES REMINDERS (2)

- **UNDER DUES & MEMBER CHANGES > CLICK ON DUES RENEWAL LETTER**

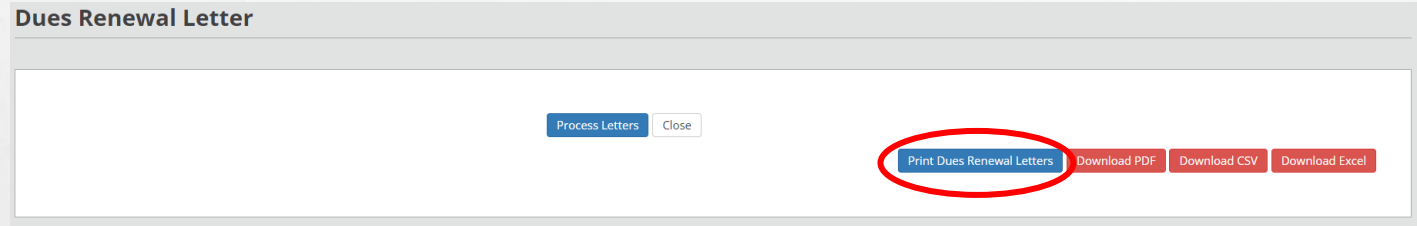


- **CLICK ON PROCESS LETTERS**

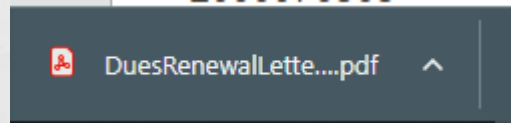


PRINTING DUES REMINDERS (3)

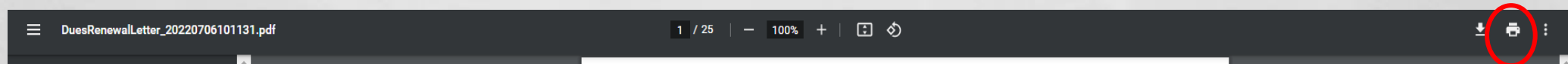
- **CLICK ON PRINT DUES RENEWAL LETTERS**



- **A DOWNLOAD DOCUMENT WILL OPEN ON THE BOTTOM OF YOUR SCREEN > CLICK ON THAT TO OPEN**

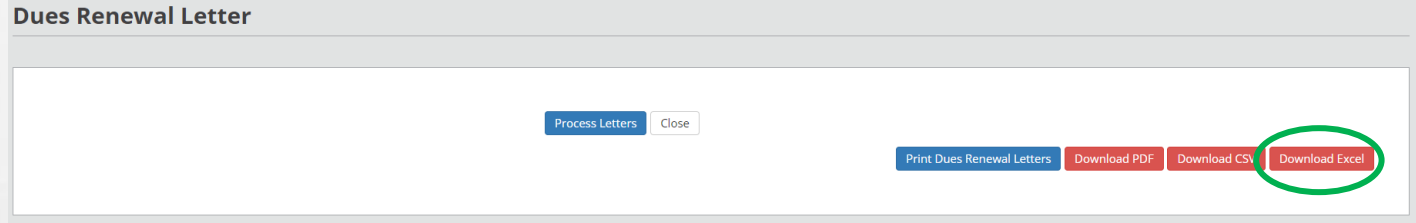


- **ONCE YOUR DOCUMENT OPENS, YOU CAN PRINT YOUR LETTERS USING THE PRINT OPTION OR PRINTER PICTURE FROM THE WEB**

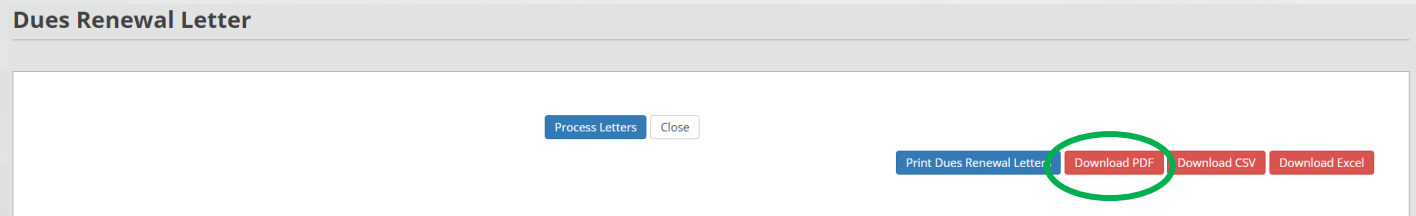


SENDING DUES REMINDERS (1)

- **IF YOU ARE PRINTING LABELS THROUGH A LABEL MAKER OR APP, MAKE SURE TO DOWNLOAD EXCEL TO BE ABLE TO IMPORT YOUR MAILING LIST**



- **IF NOT USING LABELS, MAKE SURE TO PRINT YOUR LIST BY DOWNLOADING THE PDF VERSION SO YOU DO NOT NEED TO LOOK AT THE COMPUTER WHILE ADDRESSING ENVELOPES**



- **BE SURE TO USE THE TREASURERS ADDRESS AS THE RETURN ADDRESS SO THOSE RECEIVING REMINDERS CAN SEND DUES BACK!**

SENDING DUES REMINDERS (2)



**drop or place
in
mailbox for
pick-up!**

