

Create a Transfer – NAR Dues Remittance

Receiving Association ID: *

Or

Receiving Association Name:

[Association Search](#)

You will be asked to entering the Receiving Association's Association ID. If you are sending monies to NAR, our Association ID is 1. Enter that and tab.

For associations who have more than one Bank ID, perhaps your Bank ID 1 is Association and Bank ID 2 is Dues, you will see a drop down box for Bank ID so you can select.

Then

Transfer Amount: * \$.

NAR Dues?: * Yes
 No

Comments: *

Enter the Transfer Amount. Notice the dollar and cents boxes are separate.

If you are sending NAR dues money to NAR, select Yes for the NAR Dues? field. When you do so, the following pop up appears:

	2017	2018	2019
# of Renewing Members	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Non-Member Salesperson	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in JAN	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in FEB	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in MAR	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in APR	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in MAY	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in JUN	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in JUL	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in AUG	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in SEP	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in OCT	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in NOV	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in DEC	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save and Close](#)

You will need to enter the breakdown you would have already calculated when you came up with the amount you are sending.

Please be sure to watch the columns – 2017, 2018 and 2019 – and enter the numbers in the appropriate column.

Let's say the amount you are sending is for 2 new members in December 2017, 130 renewing members for 2018, and 5 Non Member Salesperson assessments for 2018.

In that case you would fill out your chart like this

	2017	2018	2019
# of Renewing Members		130	
# of Non-Member Salesperson		5	
# of Members joined in JAN			
# of Members joined in FEB			
# of Members joined in MAR			
# of Members joined in APR			
# of Members joined in MAY			
# of Members joined in JUN			
# of Members joined in JUL			
# of Members joined in AUG			
# of Members joined in SEP			
# of Members joined in OCT			
# of Members joined in NOV			
# of Members joined in DEC	2		

[Save and Close](#)

When done, click Save and Close and you will see the Comments are filled out automatically.

NAR Dues?:* Yes No [Open NAR Dues Form](#)

Comments:*
2017 Dues: 2 @ \$10, and 2 @ \$35.
2018 Dues: 135 @ \$120, and 130 @ \$35.

* Required Fields

[Create Transfer](#)

If you need to make any corrections before you click Create Transfer, just click the Open NAR Dues Form and the chart will come back up. When done, click the Create Transfer link.

The screen will then display the EFT so you can look everything over one more time. When done, click the Confirm link.

If your board has been set up so that the creator and approver is the same role, when you click Create and then Confirm, the EFT will go on its way.

If your creator and approver are separate, once the creator clicks Create and Confirm, the approver then needs to log in to Ecommerce to go to the Approve Transfer link. Until they approve, the EFT will just sit.