

UFF eDues Sign Up Instructions

Watch Video here: <https://bit.ly/UFFeduesvid>

STEP 1: Search for centralsmembershipsysteem@floridaea.org in your inbox for your personalized secure link. You may need to check your spam folder.

You will not be able to join eDues without your personalized secure link. If you did NOT receive an email, please contact Service Unit Director Lauren Byers at lauren.byers@floridaea.org

STEP 2: Click the secure link.

STEP 3: Create a secure password.

Step 4. Connect your bank account to set up eDues payments.

Option A: Log into your bank from our portal.

Option B (if you use USF Federal Credit Union): Use a routing and account number. This option takes multiple days to complete.

1. Scroll to the bottom of the bank options and enter your routing and bank account numbers.
2. Verify 1-2 microdeposits within 48 hours.
3. Log back into the portal to confirm a **3-letter code** provided by your bank.

Appointment	1st eDues Deduction
12-month appointment	July 2023
10-month appointment	August 2023
9-month appointment	August 2023
Early Enrollment for New Members	August 2023

**UFF dues will maintain our previous deductions process, 1% of base salary, coordinated with payroll cycles at your institution. Your base salary and 9,10, or 12 appointment schedules were provided to us by the administration. If you have any questions or concerns about the salary, appointment, or dues amount, please reach contact Service Unit Director at lauren.byers@floridaea.org*

Our vendors are secure and ISO compliant, named Dwolla and Plaid.

**AFTER YOU CREATE YOUR LOGIN ACCESS
THE MEMBER PORTAL AT:**

<https://feacms.floridaea.org/portal/>