ENF Electronic Remittance Instructions

Use for Donations with Dues Only

Submit donor information to the ENF electronically via a CLMS Remittance Sheet for faster processing time! **This process may only be used for transmitting donations given with dues payments**. Other donations collected throughout the year should be sent using separate ENF reports or by providing a list of donors with their member numbers or addresses. Visit *www.elks.org/enf/chairmen/remittance.cfm* to access the online remittance form for non-dues donations.

To transmit information about ENF donations given with dues payments, sign into CLMS2 and follow these instructions.

Set Up Your CLMS Account to Accept Donations with Dues Payments

If you don't have the option to enter donations to the ENF with dues payments, follow these instructions. If you're CLMS account is already set up to accept ENF donations, scroll to page 3: **Send Donations to the ENF**.

1. Select **Options** tab from the CLMS Main Menu. Check the **Enable Expert Mode** checkbox and click the **Submit** button.

2. Select the **Accounting** tab from the CLMS Main Menu.
3. Click the link labeled **Edit Rates**.
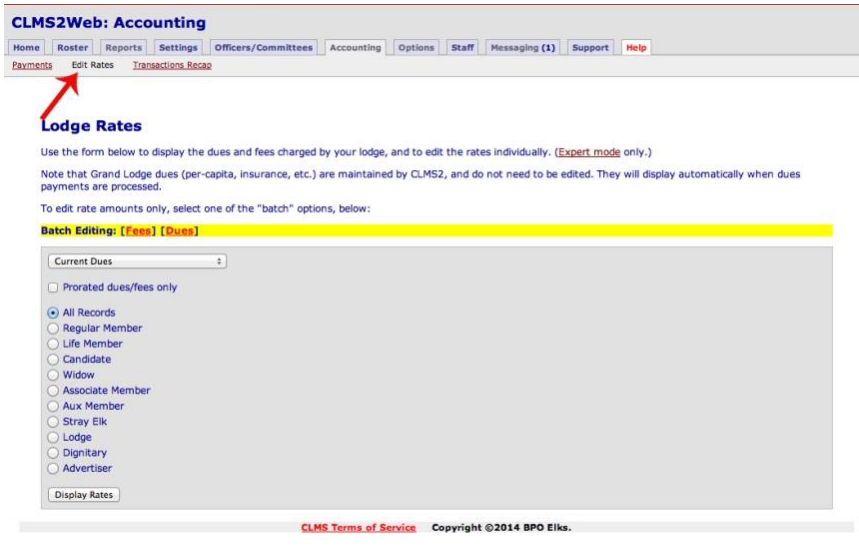
4. From the drop down menu, select the option labeled, **Optional Dues, Fees and Donations**. Click the button labeled, **Display Rates**.

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5. Click the link for the first available **TranCodeID** that lists the Amount at 0.00.

6. On the **Description** line, enter a description to remind you that this field is for ENF donations, such as "ENF Donation." On the **Amount** line, enter an amount greater than zero to display on the dues payment form. This will be the default amount that is displayed on the form, so choose the most common donation amount. Lodge Secretaries can adjust this amount on individuals' Dues Payment screens. Leave the Minimum Amount at $0.00. Update the **Account** to match the Account you've set up to receive ENF donation. See **First Time Transmission** information on page 4 for details on setting up this account.

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7. Click the **Update** button.

Your ENF Donation prompt will now be included on your Dues Payment screen, and on the Optional Payments Wizard.

Send Donations to the ENF

Once you've entered donations through your Dues Payment screen or Optional Payments Wizard, follow the steps below to remit them to the ENF.

For First Time Transmission

1. If this is your first Electronic Remittance, you must select an account for ENF donations before generating the report.
    a. From the CLMS Menu options, select **Settings**.
    b. Click on the **Other** tab.
    c. Under **ENF Account Settings**, use the drop-down menu to select the account from which to draw ENF donations. Note: This account will be saved for future remittances. To select a different account in the future, repeat this step.
    d. Proceed to Step 2.

For First Time and Subsequent Transmissions

2. From the CLMS Menu options, select **Reports**.
3. Click on the **ENF** tab.
4. Under ENF Reports, choose **ENF Remittance Sheet**.
    a. Input the date range for the transactions you'd like to include in your remittance, or you may select a Lodge year from the drop down menu to include all donations for a given year. Click the **Display Payments** button.
        (Be sure you only include donations that have not already been transmitted to the ENF).
    b. Once you've confirmed the accuracy and total of the donations displayed, click the button labeled **Transmit Data to ENF**.
    c. After transmitting your data, your Remittance Sheet will be displayed with a special Batch ID. Print this Remittance Sheet for verification.
5. So the ENF can verify these donations, and to launch the import process on our end, the printed CLMS Remittance Sheet with Batch ID **must be** mailed with a check to cover the amount to the Elks National Foundation.
    a. If the check does not exactly equal the amount listed on the accompanying CLMS Remittance sheet, please indicate how the additional funds should be credited.

Thank you for your role in building stronger communities!