

# ONLINE REMITTANCE FORM

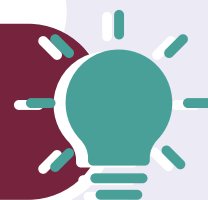
## INSTRUCTIONS

**CLICK HERE FOR THE ONLINE  
REMITTANCE FORM**

### » HOW DO I USE IT?

- 1 Choose a donor's name from the drop-down menu, then click "select donor."

The donor's name, member number, and ENF Donor ID number are already filled in—you'll just need to select a fund (if specified by donor) and input the donation amount.



- 2 If the donation is from a new donor, select **[Add New Donor: Individual]** from the top of the drop-down menu.



Be sure to enter the donor's full name and member number. Your spelling will appear on the donor's ENF record and future correspondence.

- 3 If the donation is the initial payment on a new pledge, click "yes" and enter the total pledge amount.

A **pledge** is when someone commits to donate a specific amount over time. Do not start a pledge unless specified by the donor.



- 4 Repeat steps until all donations are entered.

- 5 Click **"Submit Remittance form to ENF."**

#### **The ENF is here to help!**

Let us know about deceased donors, Lodge transfers or demits, name misspellings, and duplicate records.

Remittance form questions?

[pledges@elks.org](mailto:pledges@elks.org) | 773/755-4764

### » HOW DO I SEND IT TO THE ENF?



**You're almost done! For your work to count, a printed copy of the form or the Batch ID Number must be included with the payment.**

- The Batch ID Number can be written on a quick note if mailing a check or included in the comments section of an online payment.
- Handwritten corrections can be made to the form after printing.
- The payment amount should match the remittance total.