

eDues is safe, secure, easy and takes most members less than 5 minutes to set-up!

Enroll with FastTrack: It's as easy as 1-2-3!

Questions? Need more help? Contact UFF at 850-224-8220 or uff@floridaea.org

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Person	al Information		
Teacher	'Instructional First Name * <	Last Name *	

FEA uses Plaid, a well-known account verification system (used by companies like Venmo) that links consumer bank accounts securely with applications. In the following steps you will allow Plaid to connect your bank account to your union's bank account. **Note that your local union and FEA will not have access to any of your bank information; they will only receive your dues payments.**

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G Select Langu Account Information	Jage ▼
Personal Email Address *	*) I
Password * (12 Characters) (10 Number	») ge
Confirm password *	
Membership Agreement I would like to signup for payments using the following payment schedule Bank ACH - 20 (FY 2023-2024)	¢
Read the following agreement carefully :	
CANCEL	B SUBMIT

STEP 1:

Create your eDues account

In the Account Information section in the middle of the form you will create an account for use in the eDues portal.

To do so, enter your home – not work – email address and create a password.

For security, your password must be **12 characters** and include at least:

- · one letter,
- one number and
- · one symbol.

Once you've completed and signed the bottom of the FastTrack form (using your mouse or finger) click the **Submit** button to begin linking your bank account.

Link your bank account

Follow the step-by-step on-screen instructions to link your bank account using one of 2 easy methods:

Method 1 (quickest)

- A Find and select your bank in the searchable list and follow the on-screen prompts.
- B After clicking continue a new window will open and you will be prompted to log into your bank.
- C Follow the prompts from your bank to connect your account to the Plaid system.

(Note: each bank's process is slightly different.)

You're all done! Proceed to Step 4 on the back of this handout.



 Please note: Screen shots are composites; Each bank requires different forms of authentication and utilizes any security features you have enabled for your online banking.

IMPORTANT NOTE! Method 2 involves two steps separated by up to 72 hours. <u>If you do not</u> <u>complete the 2nd step your enrollment is not finalized and you are not yet</u> a union member!

Method 2 (Part 1)

- A Scroll to the bottom of the list and select
 Link with account numbers .
- B You will then be prompted to enter your bank's routing number and your bank account number (checking or savings).



See detailed micro-deposit instructions on the next page ->

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elect your institution			
) Bearch Institutions			Send deposit
USAA		\leftarrow Section \times	\$0.01 deposit and return to FEA Member
www.usaa.com	Link your bank with		Portal in 1 business day to verify using the letter code.
Fidelity			fm Recent transactions
www.fidelity.com	1. Enter your account numbers		BXXX APP NAME ACCTVERIFY \$0.01
Citizens Bank	2. Receive deposit	Enter the routing number for your account	3-letter code Internet bill \$75.02
www.citizensbank.com	3. Return to verify your account		
Huntington Bank		Routing number	
		Incorrect routing number	
Wealthfront www.wealthfront.com/			
Why is Plaid involved?	Continue		Continue
Link with account numbers		· · · · · · · · · · · · · · · · · · ·	
		Continue	
		Get help finding this information	

- A Find the \$0.01 deposit in your bank account (this can take up to 72 hours after you sign up.) Find the three-letter code next to the # and write it down.
- Recent transactions *⋕*XXX FEA MEMBER ACCTVERIFY \$0.01 \$0.01 3-LETTER CODE Sign in to your account Email* Member Portal got my pa Payment Method Customer ID XXXXXXXX-XXXX-XXXX-XXXX-XXXXX1756E Funding Source Status NONE 6 AWAITING VERIFICATION New Account Pending Verification It looks like your payment method is pending verification. The verification should post to your account within one business day but it can take up to days. Once you receive the micro-deposit, click the button to verify account sted On: 5/10/2023 Enter the 3-letter code Look for a \$0.01 deposit in your account ending in •••2813. Your code is the first 3 letters after the #. # β-letter code
- B Return to the membership portal at https://portal.floridaea.org and log into your account using the password you created in Step 1 (on the front page)
- C Click on the Verify Now button.

Enter the three letter code you wrote down from the microdeposit in your bank account (Step A, above) and press continue. You're done!

STEP 3:

You're now enrolled in eDues!

You will know the process is successful when you see the green box in your member portal.

You will also receive a series of confirmation emails as you go through the processes with PLAID, your banking institution, and the FEA Member Portal.

