

## ONLINE DUES PROCESSING – 1<sup>st</sup> Time Users

### Overview:

- MUST use a personal checking or savings account (you will need your bank information)
- You CAN NOT use a credit card or debit card
- You can only pay 3 months, 6 months or 12 months. You cannot pay monthly.
- **You can set up recurring payments**, either quarterly (every 3 months), semi-annually (every 6 months), or annually (every 12 months) and our system will send you a reminder email notifying you of your upcoming payment. **YOU MUST BE PAID THROUGH THE CURRENT MONTH BEFORE STARTING RECURRING PAYMENTS.**

### Helpful Hints:

- It's best to use a computer or tablet / ipad. Our online dues system is NOT AN APP so it doesn't work as good on a phone.
- If using a computer CHROME online system works best. Safari works best too if you have an iphone.
- Once logged in, the online dues system has you select a date for the payment and the only options are the 10<sup>th</sup> or the 25<sup>th</sup> of the month. This is the date that the **FUNDS COME OUT of your bank account** not the date you receive credit.
- **ONLINE PAYMENTS MADE AFTER 25<sup>th</sup> of month will NOT be credited until 1<sup>st</sup> of following month.**

### Instruction for 1<sup>st</sup> Time Users:

Once you click on Local 445. This screen will appear.

#### dPAY - Dues Payment System

UBC #

Password:

Welcome to the UBC Local Union 445 Scranton Dues Payment System

dPAY (Dues Payment System): To gain access to the dPAY application for your local union, please enter your full UBC Number (U-XXXX-XXXX) and PASSWORD given to you by your local union administrator.

1. Enter your UBC # with the – (hyphens)
2. Enter your password. Your 1<sup>st</sup> time password is your date of birth with the / so you would enter mm/dd/yyyy
3. Once logged in you will then have to create a NEW password and select 3 security questions in case you forget your password.
4. You will then have to log on again this time using your NEW PASSWORD that you just created.
5. Once logged in select ONE TIME PAYMENT or RECURRING PAYMENT – the system **will give you a message stating that your profile is incomplete**. This just means you have to enter your bank account information. You will need your bank routing number AND your bank account number. See example below.

Account Information

Account Type: Checking  Savings

Name on Account: \*

Account Number: \*

Routing Number: \*

Your Name  
Your Address  
DATE \_\_\_\_\_ 1035

PAY TO THE ORDER OF \_\_\_\_\_ \$

\_\_\_\_\_ DOLLARS

Your Bank Name  
MEMO \_\_\_\_\_

123456789 987654321 1035

Routing Number Account Number Check Number

**6. Enter your bank information and click on PROCESS to save your bank info.**

You will not need to do this next time unless you switch banks or close your accounts.

Once your bank information is entered and saved, you can now proceed with your online dues payment.

CLICK HERE <https://dpay.kmldues.org/index.htm> to proceed to the dpay Online Dues System