



## Breaking through Barriers

### Membership Pilot Program Frequently Asked Questions

Last updated 5/15/2009 9:11 AM *(This FAQ will be updated as necessary.)*

- **Is there a deadline for branches to opt in to the MPP?**

**There is no deadline for branches to opt in to the MPP.** While your branch may opt in to the MPP at any point throughout the FY 2010 dues payment period, you must allow five days after you opt in for your branch MPP site to be activated, as the bank requires five days to verify the ACH routing information. The process is that when your branch opts in to the MPP, the national office verifies your branch bank account and routing numbers by making a small deposit (less than 25 cents) via ACH to your state/branch bank account. Once that bank transfer is received and verified, your MPP account will be activated for use. Repeat: There is no deadline for branches to opt in to the MPP.

- **How can my branch decide whether to opt in to the MPP?**

At the AAUW convention in St. Louis, Missouri, in June, there will be many “hands-on” opportunities for you to see and use the MPP and learn about the features of this convenient program. **If you would like to consider participating this year but want to see it “in action” before opting in, you can hold on to your national and state dues payments until after your president has had an opportunity to learn more about the MPP advantages at the national convention** and then make your decision. That way, if you decide that it will work for your branch, you will be able to send all three levels of dues payments — branch, state, and national — at once, which is required in order to benefit from this membership management tool.

- **How do branch and state presidents access the MPP now?**

**There are instructions for the state/branch presidents and finance officers who are already participating in the MPP — and for branches presidents who want to opt in.**

The MPP screens became available to branch and state presidents and finance officers on May 1, 2009. The following describes the opt-in process that must be accomplished by branch presidents who want to opt in. There are several participation requirements:

- Branches may participate only if they are in states that have opted in to participate in the MPP ([see listing](#)).
- Branch presidents must opt in for their branches before the branch is considered an MPP participating branch — see the process below.
- Branches that participate must pay all three dues amounts to the national office at once — branch, state, and national; the branch and state portions will be remitted to [them](#).
- There is no deadline for branches to opt in to the MPP ([see details](#)).
- Once your branch has completed the opt-in process as outlined, you may begin entering your dues payment information as follows.

### **Access the AAUW MSD (Member Services Database)**

1. First, go to [www.aauw.org](http://www.aauw.org). Click on the Member Center tab to access the Member Center. The AAUW Member Log In page will display.
2. Enter your member number. (If unknown, click the MEMBER ID LOOKUP link on this same page and enter the information requested to view your member number. Click ENTER MEMBER CENTER to load your member number into the log in window. Click LOG IN.)
3. Once in the Member Center, click the Member Services Database link located in the left column of the page. If you are already an existing user, sign in to the MSD using your MSD login and password. If not, you will need to register before you can use the MSD.

### **Register to Use the MSD**

The MSD page displays with Login Member ID and password fields. Above those fields, see the REGISTER HERE link to register and create a password.

1. Click REGISTER HERE. Enter the following contact details to verify your membership record:

First Name, Last Name, State, First 5 digits of zip code, Last 4 digits of home phone

2. Upon completion, an e-mail will be sent to your e-mail address containing a secure link to complete your registration.

The Membership Pilot Program (MPP) is a menu option located within the Member Services Database.

### **MPP Opt-In Form Process for Presidents**

Branch and state presidents are the authorized users to complete the MPP opt-in form. Branch and state banking details will be needed from the finance officer, so please collect the information below before completing the form. This information is kept both secure and confidential.

1. Click Branch MPP Opt-In Program
2. The MPP opt-in form page provides a quick introduction and explains why the information is needed. You will need the following information to complete the form:
  - Bank name:
  - Account holder:
  - Routing number:
  - Account number:
  - Branch dues (the amount retained by the branch or amount less state and national dues)

- Annual members:
- Paid life:
- Honorary life:
- Associate:
- Student affiliates:
- Branch Federal Tax ID number:

Once your information is submitted, an e-mail confirmation will be sent to the branch president, with a copy sent to the branch finance officer.

Branch and state finance officers of participating branches may use the MPP. They too need only to log in to the MSD (Member Services Database) using their MSD login and password. If they are not already an existing MSD user, they will need to register for the MSD use by creating a login and password. Once inside the MSD, a new menu option for the MPP will be available, along with user guides.

- **How do I add an additional “co-finance officer” so that our branch/state finance officer will have a back up to help manage our branch/state membership business via the MPP?**

The branch/state president may add a co-finance officer to assist in membership record management. This will allow you to have a backup (the president or another member) for the finance officer. At the branch level, this co-finance officer will also have the capability to add, update, and change records in the MPP screen. You have the option to add as many co-finance officers as you need, but please be cautious. **Any co-finance officer you add will have access to all membership and dues information** for your branch/state and, at the branch level, will be able to edit that information.

To add a co-finance officer, sign in to the MPP and go to the State and Branch Officer Listing and click Edit. Then, choose the individual you wish to have co-finance officer privileges from the drop-down menu. Please note that it will take 24 hours for this change to be activated in the system and the new co-finance officer to be able to sign in for full membership management privileges.

- **What is the tax deductibility my dues payment through MPP?**

**Your membership dues deductibility is the same whether you use the MPP or not.** Click here to access the personal tax information related to your membership [dues](#).

**2009 Personal Tax Information\***

Because AAUW is restructuring and our IRS Section 501(c)(3) charitable entity, to be called AAUW, will house our membership, most of your national AAUW membership dues for FY 2010 will be considered by the IRS to be a charitable deduction. Please see the following tax information to assist you with your personal 2009 taxes.

[Effective April 1, 2009:](#)

**AAUW national individual membership dues for fiscal year 2010 are \$49:**

\$46 is tax deductible as a charitable contribution, and \$3 is not (because it supports the AAUW Action Fund's Section 501(c)(4) Lobby Corps and get-out-the-vote activities).

**The AAUW national student affiliate fee for fiscal year 2010 is \$17:**

\$16 is tax deductible as a charitable contribution, and \$1 is not (because it supports the AAUW Action Fund's Section 501(c)(4) Lobby Corps and get-out-the-vote activities).

**AAUW national life membership dues (one-time payment) of \$980 are fully tax deductible.**

Tax-deductibility details for special AAUW membership promotions are specified in the promotion information. ([Read more.](#))

**NOTE:** *Branch members — Full national dues are to be paid through your branch as usual. Individual members (MALs) — [Full dues are payable to AAUW.](#)*

*\*Branch/state membership dues are not tax deductible as a charitable contribution unless your branch/state is classified under the Section 501 (c)(3) entity by the Internal Revenue Service. Consult your branch/state finance officer to verify status.*

- **Who can participate in the MPP?**

Any state could have opted in to participate in the MPP. A state must opt in first in order for their local branches to be able to opt in. Thirty-five states are participating for the 2010 fiscal year. Now, branch presidents in participating states can opt in through the Member Services Database (MSD). The process for opting in is clearly spelled out once the branch president goes into the MSD site. Branch presidents and finance officers of participating states will be contacted periodically by e-mail and provided information about the opt-in process. The opt-in process will remain open indefinitely. Branches should take the time to educate themselves about this tool through the [MPP briefing](#) and presentations at the state and biennial conventions.

- **Which states are participating in the MPP?**

[Click here](#) to review the list of participating states and branches. Branches within states that have already opted in to the MPP continue to have the option to participate in the MPP.

- **What is the MPP designed to provide for branches?**

The MPP has been developed in response to branch requests for an easier online membership tracking and dues payment management tool. It is a voluntary program for the convenience of branches with finance officers who prefer working with online financial transactions and membership information management. The MPP is a dependable online tool that makes dues collection and tracking simple and transparent. Finance officers who prefer paper-based member management will likely continue with the traditional dues process option (Branch Dues Report [BDR]). The MPP is entirely voluntary and available for those who desire such flexibility.

- **What is needed from branches to participate in the MPP?**

Once a state/branch has decided to participate in the MPP, the state/branch president must opt in to the MPP by accessing the MSD and selecting the **State/Branch MPP Program Opt-in** screen. There, the officer will submit the branch banking information (account and

routing numbers) and the current branch dues amounts (clear instructions are posted in the user guide to assist you in the submission).

- **What is ACH and how does the MPP use this banking tool?**

ACH means Automated Clearing House. It is a secure mechanism for transferring funds from one bank account to another. ACH is the same process that is used for the “bill pay” feature on most online banking sites.

Opting in to the MPP requires the branch president to enter the branch banking information into the secure online Branch MPP Program Opt-in screen. The accuracy of the banking information is electronically verified through ACH. The national office will test this by making a small deposit (less than 25 cents) into your branch account to verify the deposit information. This verification ensures that when dues are received and processed, the remitted amounts will be securely transmitted directly into your state/branch bank accounts. ACH is a one-way feature of the MPP and **funds can only be deposited in accounts. No funds will be debited (removed from your account via ACH).**

- **Why does MPP participation require simultaneous payment of all three levels of dues — national, state, and branch?**

The only way to verify the payment status of each member and credibly reflect the data is for the dues payments to flow through the national office accounting system. The branch membership screen that reflects this data is central to the MPP and is a convenient, transparent way of seeing and tracking the membership and dues payment status of all your branch members simultaneously. Invoices can be printed for any or all branch members that accurately reflect each individual’s current branch, state, and national dues payment information. Having a membership management tool that is accessible 24/7 with secure and accurate membership information for each AAUW member is a key advantage of the MPP.

- **How do the names of branch members and their membership status get displayed on the MPP?**

The MPP tool interfaces with the MSD, which enables the MPP screens to be pre-populated with branch membership data from the AAUW database. The Branch MPP Dues Payment Entry screen shows each current member’s dues payment status, membership category, name, membership ID#, membership expiration date, and contact information. If there is a change (for instance, a member has moved), it is easy for the finance officer to make that change. Any challenges can also be easily resolved by an e-mail or a call to the national office.

- **What are the branch options for dues payment in the MPP?**

Group payments — check or credit card. Branches may collect the dues payments of their members and send the national office a group payment by branch check or submit a payment by branch credit card.

Collected individual check payments. Alternatively, the branch finance officer may collect the individual checks of members and mail them along with the printout of the dues submission in an envelope to the national office.

Whichever method is selected, the finance officer using the MPP must select the names of those whose dues payments are being sent through the Branch MPP Dues Payment Entry screen. As soon as this data is entered and submitted, the summary screen reflects the information, and a copy of the submission screen should be printed out (instructions will be visible on the screen as well as in the user guide). If the payment is by check(s), one copy of the printout should be kept by the branch finance officer, and another is to be enclosed with the payment(s) and mailed to the national office. Once the payment is received and processed at the national office, the State/Branch Dues Summary screen will automatically be updated to reflect the receipt of payments, and a confirmation of receipt will be sent by e-mail (if the e-mail addresses are on file) to the branch finance officer and president and the state finance officer and president.

- **Can participating MPP branch members make personal credit card payments?**

The convenience of using a personal credit card to pay dues is available to all members of branches participating in the MPP. These members must pay all three levels of dues when using this payment option. Immediately upon submission of the credit card payment, the individual's personal membership screen will reflect the payment, and the branch State/Branch Dues Summary screen, accessible only by branch and state finance officers, will reflect the payment. The paying member will receive an e-mail confirmation of the payment, and the branch and state finance officers and the branch and state presidents will also receive an e-mail confirmation.

- **How can we track the payment process?**

Throughout the payment process, the MPP State/Branch Dues Summary screen will show the current payment status of each member of each MPP branch on a consolidated screen. Only the branch and state finance officers and the branch and state presidents will have access to this screen. Each of these officers may track the current status of the payment online. Through the screens, they can see the payment status of each branch member, when the payment was made, when the payment was received, and when the remittance was transmitted to the branch and state.

Additional inquiries may be sent to [connect@aauw.org](mailto:connect@aauw.org).