



October 5, 2018

Dear Chapter Leaders:

It was announced at Council that Chapters may now accept and process credit card payments through the SPE HQ system. There is no limit on the amount you may process nor the number of transactions. Any Chapter wishing to use this system should do the following:

TO SET UP PAYMENT PROCESSING:

1. Contact Kathy Schacht, kschacht@4spe.org with your request to begin processing credit cards
 - a. Confirm that your Treasurer's information is up-to-date in HQ records, as that is where the remittance payment will be sent
2. Kathy will notify you when the system is ready for you to use, typically within 3 business days

TO PROCESS PAYMENTS:

1. Obtain the following information from your Payor
 - a. Name
 - b. Company Name (Optional)
 - c. Credit card information
 - i. Name (as it appears on their credit card)
 - ii. Card Number (Visa, Mastercard and AmEx only)
 - iii. Expiration date
 - iv. CSC - Card Security Code (3-digit code on the back of the card for Visa and Mastercard, 4-digit code on the front of the card for AmEx)
 - d. Authorized payment amount
2. Go to www.4spe.org/Chapter-Payment (SPE member login required)
3. Select your Chapter name from the dropdown menu
4. Complete the form using the information above
 - a. You may enter comments in the Payment Details field, which will appear on your receipt
5. Submit the form

WHAT HAPPENS NEXT:

1. You will receive a confirmation email with the details of the submitted payment
 - a. It is your responsibility to forward the receipt to your Payor. HQ does not communicate with the parties in these transactions.
2. On about the 1st and 15th of each month you will receive a report from HQ of total payments processed. If your records indicate a different amount, immediately contact Deb Zaengle at dzaengle@4spe.org and copy Kathy Schacht at kschacht@4spe.org
3. Within about a week of the reconciliation HQ will send you a check to the address of record for your Chapter Treasurer, less a 3.5% credit card processor's fee (the fee charged to HQ by the credit card companies).

IMPORTANT NOTICE:

Recently passed laws create significant corporate and personal liability for credit card security. You are reminded to keep any credit card data in your possession completely secure. It is highly recommended that, once a transaction is successfully submitted, any forms containing credit card numbers be immediately destroyed.

QUESTIONS? CONTACT KATHY SCHACHT, KSCHACHT@4SPE.ORG.