#### **Five Easy Steps to Pay for Dues!**

1. Click on “CLICK HERE TO PAY DUES”. This will take you to the Membership Update Center (MUC) login page.
2. Use your advisor’s email address and password that your advisor set up to login (see below for password set-up instructions if you did not pay dues last year).
3. After you’re logged in, enter the club secretary’s information and designate them as such by going to the “Dashboard” tab.
4. At this point, the secretary can log in with his/her own email, access the “Members” tab, and add or edit the information for all members (for example, delete graduated seniors).
5. Your club membership is completely updated, print the invoice by going to the “Finance” tab and mail in a check or submit payment online. Note that not all club members must be paid for at one time. You can generate multiple invoices throughout the year and pay for members as they join the club.

#### **How to Create a Password (completed by the Faculty Advisor)**

1. If your club did not pay dues last year, do not fill in your email or attempt to put in a password. Instead, click Register/Reset Password.
2. Enter the faculty advisor’s email address on record and a hyperlink will be sent to the faculty advisor.
3. Check your email and your spam folder for the email. Note that the response is not necessarily immediate.
4. If an advisor or club secretary is having problems accessing the information, send an email to memberservices@kiwanis.org with the problem AND include all of their contact information for updating (club’s full name, your name, email, phone). This information must be emailed.
5. Clubs can now begin entering members (go to Six Easy Steps to Pay Dues above).