

# How To Complete Bond Application Online

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## My Transactions

Unpaid Bonds							2.	4.
Invoice Number	Organization	From	Thru	Total Bond Amount	New Amount per Office	Invoice Total	Pay	
24483229	Department of Missouri	09/01/2012	08/31/2013	\$1,000,000.00	\$500,000.00	\$3,460.00	<input type="checkbox"/>	
<input type="button" value="Update Bonds"/> <input type="button" value="Select All"/> <input type="button" value="Unselect All"/> <input type="button" value="Add to Cart"/>								

Purchased Bonds						3.	5.
Organization	Organization Type	Bond Year	Invoice Code	Date Purchased			
MO	Department	2010	23261994	06/09/2009			Certificate
MO	Department	2011	23688226	03/26/2010			Certificate
MO	Department	2012	24111049	07/08/2011			Certificate

Products			
Invoice #	Product Name	Product Price	Returned/Cancelled

Memberships						
Association	Type	Status	Effective On	Expires On	Joined	Terminates On

6.

7.

1. Browse to "My Transactions".
2. Change bonding amount per office as needed. The amount must be at least \$10,000. The bond may be increased in increments of \$1,000. There is an added charge of \$3.50 for each additional \$1,000 in coverage per officer. If you would like to view the prior year's bond amount for reference, please click on the prior year's certificate (Step 7).
3. Click "Update Bonds" after value is changed
4. Select the bond to be paid by placing a check in the "Pay" check box to the right of the "Invoice Total"
5. Click "Add to Cart" to continue through the payment process. The Bond can be paid with a Credit Card (Discover, MasterCard or Visa) or by ACH (ACH is a method of using your bank account number and bank routing number to do a direct withdrawal from your bank for payment).
6. If you cannot pay online and wish to mail in a payment, you can click on the "Invoice Number" to print the mail in form.
7. To print the certificate of a purchased bond, click "Certificate" on the corresponding bond in the "Purchased Bonds" area. You can print the bond certificate immediately after payment has been received. You will receive an email confirming payment.

\*\* Bonds are processed the same for all organizations. If the bond is for a Auxiliary, District, County Council or Department, the payment steps are the same. You must be a current Treasurer of the organization you are wanting to pay for.

# How To Complete Bond Application Online

**Centralized Shopping Cart** | [View](#)

Shopping Cart Items									
	item	quantity	price	discount	tax	shipping	net	-total	balance
X	24481696	President's Bond	<input type="text" value="1.00"/>	1,730.00	\$0.00	\$0.00	\$0.00	\$1,730.00	\$1,730.00
X	24481696	Treasurer's Bond	<input type="text" value="1.00"/>	1,730.00	\$0.00	\$0.00	\$0.00	\$1,730.00	\$1,730.00

Discount:   discounts applied: **total:** \$3,460.00

Source Code:   **balance:** \$3,460.00

1. Confirm your order and press the "Check-Out" button to continue.

## Centralized Shopping Cart | Billing & Shipping Information

Continue

### Customer Information

customer name: Smith Jane C  
phone: (816)561-8655 (35)  
fax: (816)931-4753  
email:

### Billing Information

bill to: Smith Jane C  
billing contact: Smith Jane C  
**billing address:** Billing: 406 W 34Th St  
mailing label: Jane C Smith  
406 W 34Th St  
Kansas City, MO 64111-2778

### Shipping Information

**shipping address:** Billing: 406 W 34Th St  
mailing label: Jane C Smith  
406 W 34Th St  
Kansas City, MO 64111-2778

Continue

1. Verify your information and press the "Continue" button.

## Centralized Shopping Cart | Payment

Continue

**Payment Information**

payment amount: **3,460.00**

**payment method:** Mastercard/Visa ▾

**cardholder's name:** Jane Smith

**credit card number:** 5555555555554444

**expiration date:** 2012/06 ▾

CVV: 123 [what is the CVV?](#)

street address: 406 W 34th St

city/state/zipcode: Kansas City MO 64111

email: jsmith@ladiesauxvfw.org

invoice total: \$3,460.00

Continue

1. Select your payment method
  1. ACH
  2. Discovery
  3. MasterCard/Visa
2. Enter your payment information
3. Click the "Continue" Button

# How To Complete Bond Application Online

## Centralized Shopping Cart | [Confirm your order](#)

[Edit Payment](#)[Submit Order](#)

item	quantity	price	discount	tax	shipping	net-total	unpaid balance
<a href="#">President's Bond</a>	1.00	1,730.00	\$0.00	\$0.00	\$0.00	\$1,730.00	\$1,730.00
<a href="#">Treasurer's Bond</a>	1.00	1,730.00	\$0.00	\$0.00	\$0.00	\$1,730.00	\$1,730.00

Order is not complete. Press [Submit Order](#) to complete.

### Billing/Shipping Information

**customer name:** Smith Jane C

phone: (816)561-8655 (35)

email:

**shipping label:** Jane C Smith  
406 W 34Th St  
Kansas City, MO 64111-2778

**billing name:** Smith Jane C

contact: Smith Jane C

**billing label:** Jane C Smith  
406 W 34Th St  
Kansas City, MO 64111-2778

### Payment Information

net credit: \$0.00

payment amount: 3,460.00

payment method: Mastercard/Visa

cardholder's name: Jane Smith

credit card number: 5555555555554444

expiration date: 2012/06

net-total: \$3,460.00

net applied: \$3,460.00

net-balance: \$0.00

[Edit Payment](#)[Submit Order](#)

1. Verify your information one last time
2. If anything looks wrong, press the "Edit Payment" button to make your changes
3. If everything looks correct, press the "Submit Order" button