

# OEA MEMBERSHIP DEPARTMENT

## 2019-2020

### Monthly Membership Guide & Updates For Local Association Leaders

April 30, 2020

As a reminder, due to our current work environment, we have moved to electronic versions of our monthly billing statements and they will not be mailed to you. If you have not yet logged into the eBilling portal, please navigate to <https://ims.nea.org/ebilling/> and click on the Forgot Password link—enter your email address when prompted. Within minutes you should receive an email from NEA Help [neahqhelp@nea.org](mailto:neahqhelp@nea.org), providing a temporary password to go online and activate the local's account. Click the eBilling portal link in the email or copy and paste <https://ims.nea.org/ebilling/>. Enter your email address as the Username and enter the temporary password. Once logged in, you will be required to immediately change the password to your own. (*At any time if you forget your password a new temporary password can be requested by clicking on the forgot password link.*)

#### May Reminders:

- Review and Reconcile membership records with the OEA membership roster located in the eBilling portal
- 27th—Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)

#### **How does this work?**

*Once established as an eBilling user, you will receive monthly emails notifying you the billing documents are available - usually within the first few days of the month. The eBilling portal provides access to view, print and download prior year and current year billing information, including billing statements, payment transactions, membership rosters and the local's obligation summary. These statements typically reflect all payments received as of the month close processing, however be aware due to our current working environment some recent payments may not be reflected as a result of extended processing time.*

#### **Remitting Payment:**

*Please print the billing statement and mail the remittance portion of the billing statement with your local's payment. If printing is not possible, please write your local's unique identification numbers on your local's check to ensure the payment is applied to the correct account. Mail payment to Ohio Education Association, 225 East Broad Street, Columbus, Ohio 43215. Payment envelopes are available upon request to [membership@ohea.org](mailto:membership@ohea.org), subject Envelopes.*



Thanks for your continued efforts and support.

If you have questions or concerns please contact us by e-mail:  
[membership@ohea.org](mailto:membership@ohea.org)

Or by telephone: InfOEA  
1-844-632-4636

- **The 2019-2020 Membership Roster** is available in the eBilling portal. It is very important for you to review and reconcile this document for two main reasons:
  - ◆ This will be the last chance to check your membership before enrollment materials are printed for 2020-2021. Submit changes on the attached **Membership Update Form**. (This form is also available on our website at [www.ohea.org](http://www.ohea.org). Select Resources, Select Secretary-Treasurer's Office, Select Documents.) These changes include building changes, retirements, and members not employed for the 2020-2021 membership year.
  - ◆ Your monthly billing is calculated from this information. If your roster information does not reconcile with that of your records and/or the employer records, your billing may not be accurate.
- Membership Enrollment materials will be sent mid-June. Materials will be mailed to the Treasurer's address of record. If the Treasurer has changed or moved it is very important to notify OEA of these changes as soon as possible. If the Treasurer will be on vacation or away from their home during this time, please make arrangements for alternate mailing or pick up. **NEW THIS YEAR: Funds for Children and Public Education (FCPE) contribution forms will be sent to you along with the enrollment forms this year. These were previously mailed to the local President.**

\*All enclosures are sent to the local treasurer. This mailing to other officers is for informational purposes only.

- The **Local Association 2020-2021 Reporting Form** requesting information about your local association was in the February billing statement and was due April 1st. **The information required on this form is critical for the printing of your 2020-2021 membership enrollment materials.** This form is required to be completed, signed, and returned to the OEA Membership Department. ***If the local is unable to report 2020-2021 local dues at this time, indicate this in the local dues section of the form, complete the remaining information, sign and return the form to the OEA Membership Department.*** Forms may be scanned and emailed to [membership@ohea.org](mailto:membership@ohea.org), Subject Local Association Reporting form.
- Please continue to report any new election results to your OEA field office with name, address, non-work phone number and a non-work e-mail address as soon as possible. Advising your OEA Field Office immediately of any change to your local leadership along with providing a non-work e-mail address and a non-work phone number for all local leaders helps support OEA's efforts in timely communication.

## Frequently Asked Questions:

**Q: Why am I asked to review and reconcile my membership roster?**

A. The Roster is for your use to reconcile your membership records. It is suggested this roster be compared to the payroll list provided by the employer. This review is important for the following reasons:

- To insure all members are on record with OEA for the purpose of maintaining the applicable OEA and NEA benefits and services.
- To insure full dues and fees for all members are collected and to avoid loss of income to the Local Association, District, OEA, or the NEA.
- To verify that all payroll deductions for dues and fees are collected accurately and in a timely manner by the employer payroll department and to prevent members from over or under paying dues which could result in unnecessary expenditure of resources, member concerns, or loss income.
- To prevent the possibilities of incurring late penalty payments and potential delegate seating issues at the OEA and NEA Representative Assemblies.
- You now have easy access to view your roster each month as part of your electronic billing statement!

Please reference chapter one section IV "Treasurer Help and Guidelines" for additional details and Reconciliation Tips.

## Miscellaneous:

### 2020 District Treasurer's Workshops

The following OEA District Treasurer's Workshops have been scheduled and are open to other Leaders in your Local:

CENTRAL on June 15, 2020: WOEA on July 15, 2020: NWOEA on July 20, 2020: ECOEA on July 21, 2020: NEOEA on July 22, 2020: SEOEA on July 23, 2020: NCOEA on July 29, 2020: EOEA on August 3, 2020: SWOEA on August 5, 2020.

**\*\*\*PLEASE CONFIRM WITH YOUR LOCAL DISTRICT REGARDING RECENT CHANGES TO THESE SCHEDULED DATES. OEA WILL CONTINUE TO PROVIDE UPDATES AS DETAILS ARE PROVIDED DUE TO COVID-19.**

For your convenience, you can also attend another districts workshop by contacting them to reserve your seat if that date works better with your schedule.