

OEA MEMBERSHIP DEPARTMENT

2019-2020

Monthly Membership Guide & Updates For Local Association Leaders

March 31, 2020

To our local Treasurers,

You are receiving the monthly Membership Guide and Update (typically sent with your billing statement) a little early this month and separate from the billing statement. We in the membership department wanted to reach out to you to let you know during these unprecedented, challenging and ever evolving times we remain available to you and want to help assist you in the important work you do.

The OEA contact center (infOEA) remains open, active and available to you during this time! The membership team is currently working remotely and continues to accept incoming calls, monitor email communications and process workflow. The number and operating hours remain the same as always: 1-844-632-4636 M-F 8:30am – 5:00pm. Please be aware the response times may be extended and you may experience a slightly extended phone hold time due to this unique working environment... but we will get to you!

We also wanted to inform you due to our current work environment we will be moving to electronic versions of our monthly billing statements. In order to be able to receive and review this information there are a few necessary steps you need to complete to gain access to the data. These steps are provided below:

What should you do now?

A valid personal email address on record with OEA is required to access the eBilling portal, as the treasurer's email address will be the login Username. If the treasurer on record doesn't have an email address and doesn't want to acquire one, another local officer can be designated as the eBilling portal user. If other accommodations need to be made for your local association, please immediately email membership@ohea.org. You can also update your information by following this link to the OEA website: <https://www.ohea.org/member-center/member-update-form/>

Next Steps (Within the next week):

*The treasurer on record will receive an email from NEA Help neahqhelp@nea.org, providing a **temporary password** to go online and activate the local's account. Navigate to <https://ims.nea.org/ebilling/> enter your email address for the Username and enter the temporary password provided in NEA's email. Once logged in, please change the password. The temporary password provided in the email is only active for 24 hours; however, if you are unable to respond in this timeframe a new temporary password can be requested by clicking on the forgot password link.*

That is all you need to do to establish access!!

How will this will 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.

Monthly Reminders:

- 4/29/19—Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)
- The Local Association Reporting Form for 2020-2021 (Due April 1st Please send as soon as possible).
- Review your dues transmittal schedule to confirm you are on track to avoid any compliance issues.



Thanks for your continued efforts and support.

If you have questions or concerns please contact us by e-mail:
membership@ohea.org

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

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.

It is necessary you establish the access by following these steps as soon as you can. Additional information and reminders about the availability of the data will be sent at the end of this month. The data will be available to you after we complete our month close procedures currently scheduled for March 31,2020.

If you are unable to complete the necessary steps or unable to view the online documents upon receipt of the email notification, please contact the membership department immediately. Currently we would only be able to provide the amount due and would need to provide the hard copy statement at a later date.

It is important to note that OEA does plan to permanently move to electronic billing statements with the beginning of the 2020-2021 Membership Year. It will be important to be able to receive this information in the future.

We are aware as we all navigate these times both personally and professionally that you are juggling a multitude of responsibilities. Please know OEA will work with you in regard to your individual work environments and possible administrative challenges in meeting the monthly billing obligations. Should there be any issues or concerns with meeting that obligation please do not hesitate to reach out to us.

There is a lot right now and it is ever changing. It is important to take a breath and know we will get past this challenge. If we can offer help in your role as Local Treasurer in any way please do not hesitate to contact us. Please take care.

Sincerely,
The OEA Membership Department:
Jim Capehart, Director
Staff: Deborah, Lisa, Sandy, Terri and Trinkia