

# OEA MEMBERSHIP DEPARTMENT

## 2022-2023

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

March 31, 2023

The March 2023 billing statement is now available in the eBilling Portal, <https://ims.nea.org/ebilling/>. The most current roster is available on the eBilling portal and is accessible at any time. **Please be sure to take time to thoroughly review your billing statement and membership roster in order to reconcile your membership information.**

#### Monthly Reminders:

- 4/1/23 Early Enrollment begins
- 4/27/23—Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)
- The Local Association Reporting Form for 2023-2024 (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.

Reference documents available to you on the OEA Website under Resources/OEA Secretary/Treasurer page:

- ⇒ 22-23 Local Treasurer's Handbook
- ⇒ Monthly Treasurer's Memos (past 12 months)
- ⇒ 22-23 Dues Rates and Pro-Rate Dues Tables
- ⇒ Forms for reconciliation
- ⇒ Membership Update form

#### InfOEA HOURS -

Monday—Friday

8:30 AM-5:00 PM

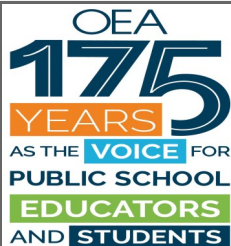
- As a reminder **Early Enrollment** begins April 1st. The Early Enrollment program is available to any new active member who may want to join for the upcoming 23-24 Membership year and be eligible for certain NEA benefits prior to the beginning of the new membership year. Dues obligation is delayed until September for any early enrollee. Talk with your Labor Relations Consultant to establish an action plan for early enrollees. To join, go to [www.ohea.org/why\\_belong](http://www.ohea.org/why_belong).
- You should have received the "**Local Association 2023-2024 Reporting Form**" requesting information about your local association. **The information required on this form is critical for the printing of your 2023-2024 membership enrollment materials.** This form was required to be completed, signed and returned to the OEA Membership Department by April 1st. If you have not already returned your form, please do so as soon as possible. The reporting form can be scanned and emailed to [membership@ohea.org](mailto:membership@ohea.org) or returned in the payment envelope along with any payments and/or updates. If the form is not returned, OEA will utilize prior year information.
- **2023-2024 Membership Enrollment Materials** including the OEA Fund contribution forms will be mailed to the home address of the treasurer on record once the details have been finalized. We anticipate the Membership Enrollment Materials to mail in mid-June. You may want to share this information with the other officers in your local. It is important to have the correct Treasurer, and other officers on record. Please 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.

### **NO MORE CHECK WRITING!!!**

OEA Membership is excited to offer electronic payments (ePay) via the eBilling Portal!! It is a very easy, efficient, and secure process - you no longer need to write and mail a paper check (...we see you doing that Happy Dance!!).

- Once logged in to the eBilling Portal, click on the "EFT Account Setup" to enter your local's checking account information and click "Save".
- Click on "Statements" and then the "Pay Current Year" link in the current year section.
- You have two options, it defaults to "Pay Billed Amount" of the most recent billing statement or click on the indicator in front of "Pay This Amount" and enter the amount you want to pay in the "Dues Amount" box.
- You must click on the box in front of "I understand that checking this box constitutes a legal digital signature confirming my understanding and agreement to the above." The "Pay" button becomes active after clicking that box.
- Click on the "Pay" button to submit payment.
- Once you submit payment, you should see a message stating your payment was successful and the payment will be listed as pending.

Please don't hesitate to reach out to the Membership Department with any questions.



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

## **DUES PAYMENTS CONTINUE DURING THE SUMMER MONTHS!**

As summer approaches and the end of the current school year is in sight, we wanted to take this opportunity to mention the schedule of dues payments. As a reminder, your local's dues obligation is based on the Dues Transmittal Agreement on file with OEA. The dues transmittal agreement establishes your billing cycle. If the transmittal agreement includes "summer months" you will receive billing statements for these months and payments are required even when school is not in session. In order to avoid penalties, please be sure to keep your payments in line with your billing cycle. The new ePay option (see first page of this document for details) should help make this easier! If you have any questions, please contact the Membership department Monday—Friday 8:30 AM—5:00 PM.

## **ATTENTION NEW TREASURERS!**

Are you new to being a Treasurer? Want to learn more about being a Treasurer and have the opportunity to have your questions answered? Make sure to sign up for a Treasurer's workshop, coming up this summer! You may attend any workshop you choose. Hint: Novice workshops are designed especially for our new Treasurers!

## **2023 District Treasurer's Workshops**

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

ECOEA on July 12, 2023: WOEA on July 13, 2023: NWOEA on July 18, 2023: NEOEA on July 19, 2023 (Novice) and July 20, 2023 (Experienced): SEOEA on July 27, 2023 (Novice and Experienced): SWOEA on August 2, 2023 (Novice and Experienced): EOEA on August 3, 2023 (Virtual for Novice and Experienced) and NCOEA on August 8, 2023 (Virtual for Novice and Experienced).

For your convenience, you can also attend another district's workshop by contacting them to reserve your seat if that date works better with your schedule. We will keep you informed as new workshops are scheduled.