

SPEAR



Sigma Public Education and Research Foundation

"How-To" for Remittance Site

To add new members,



Log in using the assigned
USER NAME AND PASSWORD



To complete adding
new members,



go to **MEMBERS**
then to **CREATE NEW MEMBERS**



To Log In for
Remittance...



Log in using the assigned
USER NAME AND PASSWORD



Once Logged In...



Go to **REPORTS**



...To Create Your
Remittance Form

Click on the **CHAPTER** and
MEMBERS you are submitting the
remittance for, then review your
REMITTANCE REPORT



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**Paying by Check,
Choose **SUBMIT REPORT ONLY****

**STEP
6**

Complete Remittance Form - under status, **CHOOSE CHAPTER CHECK**

Click **UPDATE** to refresh page info and **DONE** to complete form

Once you have been sent to the payment gateway, **DO NOT CLICK BACK** on your browser.

Click **OK** to continue or **CANCEL** to review remittance

**STEP
7**

**Paying by Credit Card,
Choose **SUBMIT REPORT and PAY ONLINE****

**Continue to
SECURE GATEWAY
PAYMENT**

**STEP
8**

Complete payment

**STEP
9**

When you reach the **THANK YOU PAGE**, you are **DONE!**