



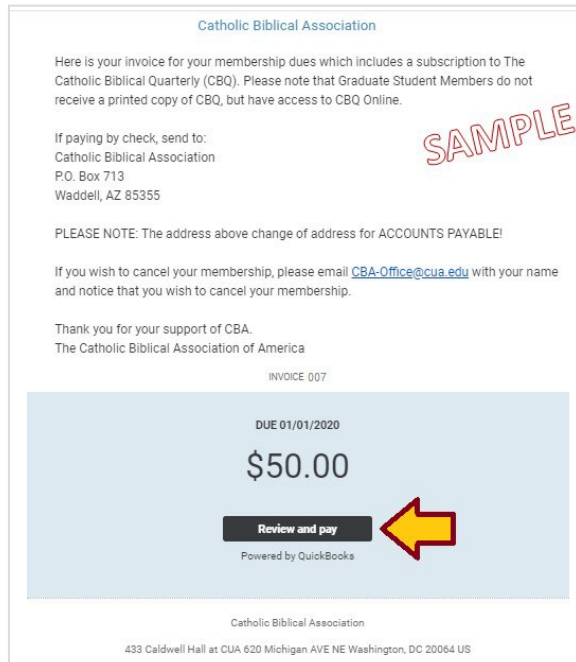
Catholic Biblical Association of America

Paying Your CBA Membership Dues

You now may pay by debit/credit card, bank transfer, check, or international money order. For printing a sales receipt, see page 4.

DEBIT/CREDIT CARD PAYMENT OPTIONS:

- Through Quickbooks/Intuit secure email form.
 - Click on the grey "Review and Pay" button on the invoice email.



- Complete the form and click on the button “Send payment.”
International accounts, please see page 4.

Payment method

Debit card Bank transfer Credit card

Debit card number
Enter with no spaces or dashes

Expiration date Security code Billing ZIP code

MM YY CVC ZIP

Cardholder name
Cardholder name

Save payment method to pay faster next time (sign in or create an account to save)

Payment amount
\$50.00

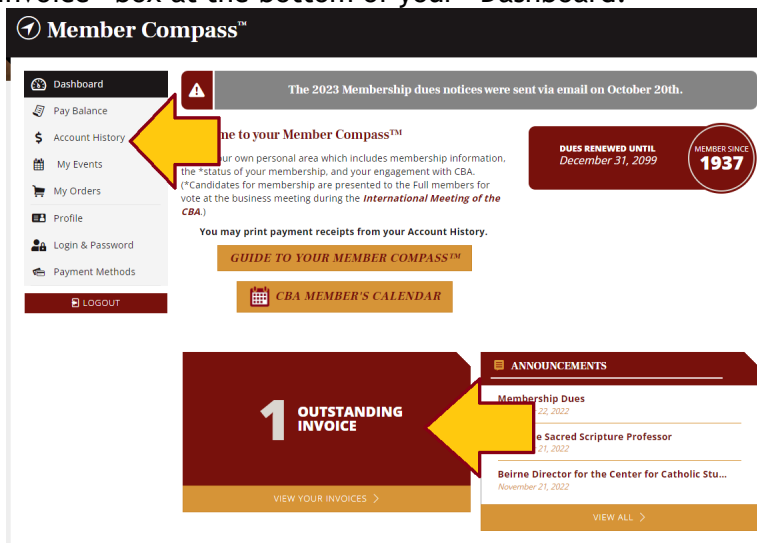
By selecting Send payment, I accept the [Terms and Conditions](#) and [Privacy Policy](#). I also allow Intuit to charge \$50.00 to my card on [November 1, 2019](#).

Send payment

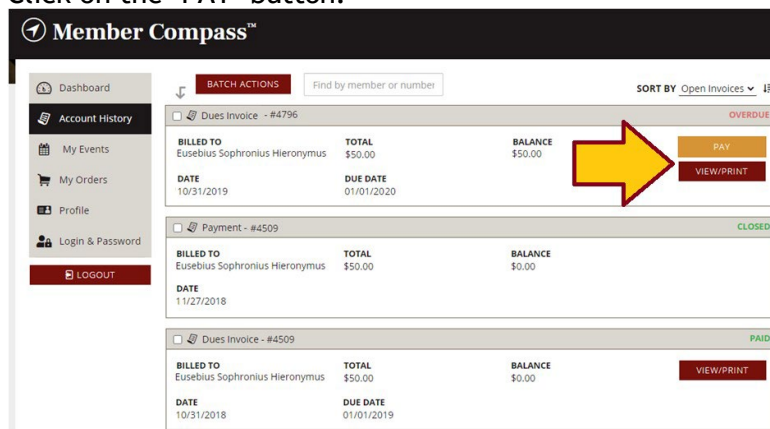


- 2. [Login to the CBA website](http://www.catholicbiblical.org/login) (www.catholicbiblical.org/login).
To save a credit card and/or set up AUTO PAY, see #3 on page 3.
International accounts, please see page 4.

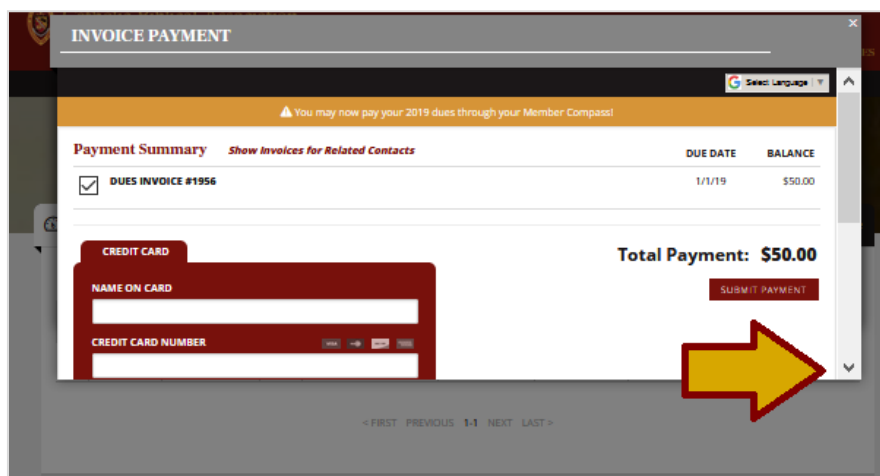
- click on the "Account History" on your Member Compass™ or the "Outstanding Invoice" box at the bottom of your "Dashboard."



- Click on the "PAY" button.



- Complete the form. Use the scroll on the right side to move down the form. When the form is completed, click on the burgundy "SUBMIT PAYMENT" button.



3. To set-up auto-payment of your dues, click on the Pay Balance Tab on your Member Compass™ (<https://www.catholicbiblical.org/member-compass>).
 - If you have not saved a credit card, you will see a form to be completed as indicated in the screenshot below. When completing, you have the option to save the credit card for future payments and/or auto pay future membership renewals by clicking the appropriate buttons. When the form is completed, click the gold “Pay Balance” button. (See screenshot below)

Member Compass™

Dashboard | Which balance would you like to pay?

\$50.00 Full Balance (checked) | \$0.00 Overdue Balance | Specific Invoices

Payment

NAME ON CARD

VISA [icon] [icon] [icon]

CREDIT CARD NUMBER

EXPIRATION MONTH YEAR CVV

BILLING STREET

BILLING CITY

STATE/PROVINCE POSTAL CODE

SAVE CARD FOR FUTURE PAYMENTS

AUTO-PAY FUTURE MEMBERSHIP RENEWALS

PAY BALANCE

- If you have saved a credit card, it will appear as indicated in the screenshot below.

Member Compass™

Dashboard | Which balance would you like to pay?

\$50.00 Full Balance (checked) | \$0.00 Overdue Balance | Specific Invoices

Payment

VISA [icon] [icon] [icon] Exp. 05 / 2023

+ New Credit/Debit Card

PAY BALANCE

- If you have saved a credit card, you also may add another by clicking on the “New Credit/Debit Card” button which will reveal a form to be completed as indicated by the screenshot below. When the form is completed, click the gold “Pay Balance” button.

Member Compass™

Dashboard | Which balance would you like to pay?

\$50.00 Full Balance (checked) | \$0.00 Overdue Balance | Specific Invoices

Payment

VISA [icon] [icon] [icon] Exp. 05 / 2023

+ New Credit/Debit Card

NAME ON CARD

VISA [icon] [icon] [icon]

CREDIT CARD NUMBER

EXPIRATION MONTH YEAR CVV

BILLING STREET

BILLING CITY

STATE/PROVINCE POSTAL CODE

SAVE CARD FOR FUTURE PAYMENTS

PAY BALANCE

NOTE: If you change credit cards, you will need to update your account through this form.

If you opt for auto-renew and your saved card has expired, you will receive an automated email notification.

INTERNATIONAL MEMBERSHIP ACCOUNTS

While CBA's new accounting software enables direct email invoicing, a requirement for a five-digit zip code is embedded. The CBA Office regrets the inconvenience and appreciates your patience and support. The following options have been offered by Intuit (the software company) and CBA members with foreign accounts that have successfully paid their dues via credit card:

- Contact the card issuing bank to determine if there are options for using their international card with U.S. based businesses that require a 5-digit numeric zip code.
- Put a zero (or more) before your postal code to make it a five-digit entry in the zip code field on the form.
- Use the CBA zip code (20064).

BANK TRANSFER:

- Click on the grey "Review and Pay" button on the invoice email.
- Click on the "Bank transfer" button, complete the form, and click on the green button "Send payment."

The screenshot shows a web form titled "Payment method". At the top, there are three radio buttons for "Debit card", "Bank transfer" (which is selected), and "Credit card". A large red "SAMPLE" watermark is overlaid on the right side of the form. Below the radio buttons is a dropdown menu for "Account type" currently set to "Personal checking". A dropdown menu is open, showing options: "Personal checking", "Business checking", "Personal savings", and "Business savings". Below this are two input fields for "Routing number" and "Account number". Underneath the "Account number" field is a "Confirm account number" label and a corresponding input field. At the bottom, there are two input fields for "Account holder's first name" (labeled "First name") and "Account holder's last name" (labeled "Last name"). At the very bottom, there is a checkbox labeled "Save payment method to pay faster next time (sign in or create an account to save)".

CHECK OR INTERNATIONAL MONEY ORDER:

1. Print the pdf attachment from the email invoice or from the Account History of your Member Compass™.
2. Check or international money order needs to be
 - made payable to **Catholic Biblical Association**
 - in US dollars
3. Mail payment with the pdf invoice to

Catholic Biblical Association
620 Michigan Ave, NE - Caldwell 431
Washington, DC 20064 USA

➤ **PLEASE NOTE:** the above address for payments has changed!

PRINTING A SALES RECEIPT FOR YOUR RECORDS:

At any time, you may print a pdf sales receipt from the Account History of your Member Compass™. Once your payment has been received by CBA, your dues invoice will be marked paid, and a payment record will be added to your Account History. The record for the invoice will no longer have a “PAY” button, but the “VIEW/PRINT” button remains. The invoice, however, will have a balance due of “\$0.00” and the invoice will be marked “PAID.” You may download and print this pdf for your financial records.

The screenshot shows the Member Compass™ interface with a sidebar on the left containing navigation options: Dashboard, Account History, My Events, My Orders, Profile, Login & Password, and a LOGOUT button. The main content area displays a list of transactions under the heading 'BATCH ACTIONS' and a search field 'Find by member or number'. The transactions are sorted by 'Open Invoices'. Three invoices are listed:

Transaction ID	Status	BILLED TO	TOTAL	BALANCE	Buttons
Dues Invoice - #4796	OVERDUE	Eusebius Sophronius Hieronymus	\$50.00	\$50.00	PAY, VIEW/PRINT
Payment - #4509	CLOSED	Eusebius Sophronius Hieronymus	\$50.00	\$0.00	
Dues Invoice - #4509	PAID	Eusebius Sophronius Hieronymus	\$50.00	\$0.00	VIEW/PRINT

The 'PAID' status and the 'VIEW/PRINT' button for the third invoice are circled in red, and a large yellow arrow points to the 'VIEW/PRINT' button.