



## STANDARD OPERATING PROCEDURE MONTHLY PAYMENTS USING COGNITO FORMS (TREASURERS ONLY)

Document No.: UN-SOP-05  
Effective Date: June 22, 2023  
Revision Date: -  
Prepared By: Unique Lady Brandy  
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### I. PURPOSE

This Standard Operating Procedures (SOP) provides guidelines on paying monthly dues to United National using the Cognito form.

### II. OBJECTIVE

To establish protocols for paying monthly dues to United National.

### III. ROLES AND RESPONSIBILITIES

Treasurers (*Monthly Dues*)

- Pay monthly dues according to United National Constitution & Bylaws.
- United National has gone green (paperless). To make monthly dues payment use United National Cognito form.

Member

- All members *connected to a subordinate lodge/chapter, you are to pay monthly dues to your subordinate lodge or chapter. In return, the lodge/chapter treasurer will remit dues following the procedures below.*
- *If you are a member at large (not connected to a lodge/chapter) you may also remit monthly dues following the procedures below.*

### IV. PROCEDURE

Monthly Payments can be made by using the steps below:

**Step 1** [Go to www.unmasons.com](http://www.unmasons.com).

**Step 2** Click the tab labeled "Members Only Page".

**Step 3** Enter the Password. If you do not know the password, ask your Worshipful Master, Worthy Matron or Appointed State Deputy.

**Step 4** Click the tab labeled "Dues & Fees".

**Step 5** Fill in the Blanks with your information (Name, Address, Phone, Email, Lodge/Chapter). *Note: Secretaries- use your lodge or chapter email*

**Step 6** Enter the Member First & Last Name

**Step 7** Under "Dues Type", select your membership status. Either "Regular" Membership or "Honorary" Membership.

**Step 8** Enter how many months' worth of dues that you desire to pay.

**Step 9** If you wish to make an additional payment amount for any outstanding balances owed, use the "Make A Payment" section to enter the additional payment amount. After entering your additional payment amount, leave a comment on what the additional amount is for. This will tell the National Secretary what you are paying for.



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- Step 10** If you wish to include your Fire & Disaster with your payment, select “Yes.” If you have already paid for your Fire & Disaster, select “No.”
- Step 11** Answer the question on the form: “Do you need to update member information?” If you need to update any member information, select “Yes” to enter the information. Select “No” if there are no changes to be made.
- Step 12** Click “Add Member” to add additional members to this order and repeat steps 6-11. If you are a member at Large, skip to step 15. If you are a lodge/chapter treasurer paying for only one member, skip to step 13.
- Step 13** Upload a copy of your completed dues sheet (optional)
- Step 14** When you finish completing the form, click save and email a copy to yourself for proper records.
- Step 15** Click Submit to complete your payment.

### **V. TERMINOLOGY, ABBREVIATIONS and/or DEFINITIONS**

### **VI. REFERENCES**

Standard Operating Procedure (SOP) Manual, UN-SOP-05  
United National Constitution & Bylaws- ARTICLE IV - FEES, DUES, ASSESSMENTS, FINES

### **APPROVED BY:**

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