



ENF Online Remittance Form Instructions

The **Online Remittance Form** is a new way to submit donor information to the ENF, followed by mailing a check to our office. This new online form can be used in place of traditional remittance sheets, spreadsheets or Donor I.D. Reports.

The Online Remittance Form should be used to submit donations from your Lodge's donors. **The system is set up to accept donation and pledge payment information, along with new pledges, which will be sent to ENF with payment by check(s).** Donations requiring explanation, such as a Tribute donation, a donation from an Elk who is a member of another Lodge, or a donation to be credited to a Lodge other than your own, should be sent to the ENF with a donor card or traditional remittance form and a separate check. Visit www.elks.org/ENF/chairmen/forms.cfm for traditional remittance templates.

How do I use the Online Remittance Form to submit donations to ENF? Lodge ENF Chairs and Secretaries are able to access the Online Remittance Form through a computer with internet access. The completed remittance will need to be printed and mailed with a check matching the remittance total. Make sure that your computer is connected to a working printer.

Follow these steps to submit donation information to ENF:

- 1) Access the Online Remittance Form in the Lodge Chair Only section of the ENF website or the ENF Reports section of CLMS.
- 2) Choose a donor's name from the drop down menu, and then click Select Donor.

[Select Donor Name] Select Donor

- The donor's name, member number, and ENF Donor I.D. number are already filled in—you'll just need to select a fund if the donor designated one, and the donation amount.
 - If the donation is from a new donor, select **[Add New Donor: Individual]** from the drop down menu—it is located at the very top of the donor list. Be sure to enter the donor's full name and member number.
 - If the donation is the initial payment in a new pledge, click yes and enter the total pledge amount.
- 3) Repeat step 2 until all of your donors are entered.
 - 4) Click Submit Remittance Form to ENF.
 - 5) Print the remittance form receipt either by clicking File then Print at the top left of your screen or right click with your computer's mouse and select Print from the dropdown menu.
 - 6) You'll then mail a copy of the remittance receipt with a check matching the total donation amount to the ENF Office.

Chairs and Secretaries will also be able to access previously submitted Online Remittance Forms from the current fiscal year for their records.

Please contact the ENF at enf@elks.org or 773/755-4728 if you have questions.