



Step-By-Step Bookkeeper's Instructions

1. Log in to the FCCLA Bookkeeper Portal

- Visit the [FCCLA Bookkeeper Login](https://affiliation.registermychapter.com/fccla/bookkeeper#):
<https://affiliation.registermychapter.com/fccla/bookkeeper#>
- The unique 5-digit chapter ID assigned to your chapter will be your username. This can be found in the upper right-hand corner of the invoice.
- Enter the Invoice # stated on the invoice

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Bookkeeper Login

To submit payment for your chapter, please log into the Bookkeeper Portal using the Chapter ID and Invoice #, which can be found on the upper right-hand side of the invoice, followed by **Submit**.

Chapter ID:

Invoice #:

Submit

2. After you submit the Chapter ID and Invoice#, the Payment Screen will populate. You may either Pay by Credit Card or Pay by Remote Check

- To pay your invoice with a credit card:
 1. Scroll to the bottom of the page and select the "Pay By Credit Card" option.
 2. Select the invoices you wish to pay or select the "Pay All Invoices" option on the left side of your screen.
 3. To receive an additional email confirmation, ensure the "Email Invoice" option is selected and an additional email is entered into the corresponding field.
 4. Enter your credit card information and select the "Pay" button.
- To pay your invoice with a remote check:
 1. Scroll to the bottom of the page and select the "Pay By Remote Check" option.
 2. Select the invoices you wish to pay or select the "Pay All Invoices" option on the left side of your screen.
 3. To receive an additional email confirmation, ensure the "Email Invoice" option is selected and an additional email is entered into the corresponding field.
 4. Enter your check information and select the "Pay" button.
 5. When paying by remote check, please endorse the back of the check to include your signature, date, and "Paid by remote check." Please keep a copy of the check for 14 days. Do not mail the check to FCCLA.