

TREASURER AND MEMBERSHIP

Newsletter Notes



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS



Important Notice -- A change in how you receive your local billing statement

Greetings!

We are happy to announce that Education Minnesota has moved to the NEA online local dues billing statement system called "eBilling". The change occurs with your local's April statement.

Locals will receive a monthly email notification to let you know that the next billing statement is available to download. With this new system, you will no longer receive a paper statement.

In addition to the billing statement, the new system contains several reports and prior year billing statements. This new system will give locals a one-stop shop for membership dues oversight.

Here's how it works: The local treasurer, membership contact and president have access to the eBilling account. Locals will need to report role changes to their field office in a timely manner to ensure current leaders have access to the local's account.

The site is very user friendly. The landing page displays the statement and report options. Simply select the download icon across from the file title.

The membership/dues reports are:

- Membership dues roster – PDF or Excel option.
- Membership dues change roster – a detailed list of membership changes processed during the selected statement period.
- YTD obligation summary – a breakdown of the national and state membership level counts and their corresponding obligation.
- YTD payment transactions – the YTD payments processed through the end of the selected statement period.

First time access

1. Open a web browser and copy <https://ims.nea.org/ebilling/> in the address bar.
2. It will open to the login page.

3. Your user name is your role email. If you don't know your role email, try your home email.
4. If you receive an error message, try your work email.
5. If you are unable to log in, email membership@edmn.org and request your role email.
6. You will be locked out after five unsuccessful tries. If this occurs, email membership@edmn.org your local name, your first and last name, your role title, and state that you were locked out of the eBilling account. You will receive a notice when your account has been reset.
7. Select "forgot password" and a temporary password will be sent to your role email.
8. Log in using the temporary password.
9. After you log in, you will be asked to create a new password.
10. You will be required to create a new password every 90 days.

Password rules

1. Must be between 8 and 10 characters long.
2. Must include lower and upper case characters and numbers.
3. Must not include any form of the word "password."
4. Must not include your User ID.
5. Is case sensitive, so SaMpLe24 is different than sample24.

If you are unable to log in, email membership@edmn.org for assistance.

If you have questions about your local's statement or reports, email michelle.johnson@edmn.org.



Education Minnesota Secretary-Treasurer Rodney Rowe: rodney.rowe@edmn.org.
Treasurer/IRS/audit concerns contact Rose Tuiyott-Lewis: rose.tuiyott-lewis@edmn.org.
Membership/dues/billing statement concerns contact Michelle Johnson: michelle.johnson@edmn.org.
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