



National Dues must be submitted to the EANGUS National Office at the end of each month.

How to run an “Orders” Report

- Login to your State’s website dashboard (must be an Admin)
- Click **Membership** > Click **Orders**
- Change the Filter option from **All** to **Within a Date Range** or **Predefined Date Range**
- Set the date range, for example:
 - “October 1, 2021, to October 31, 2021” if using **Within a Date Range**
 - or “Last Month” if using **Predefined Date Range**
- When date range is selected, click **Filter** to the right of the date range (*the system will calculate*)
- Export to CSV** when calculation is performed
- Save** the CSV file to an Excel format
- Modify the file.**
 - These fields must remain:
First Name | Last Name | Membership Level | Total | Status | Timestamp
 - All other columns can be deleted.
- Update the Total** column to reflect the dues owed per member:
 - Annual = \$13**
 - Associate = \$13**
 - Life & Assoc. Life = \$130**
- Total the entire column to calculate dues owed to the National Office.
- Upload** this file along with payment into the National Dues Payment Portal.

National Dues Payment Portal: <https://eangus.org/dues-portal/>

Questions or concerns, contact Membership Director Bryan Birch at bryan@eangus.org