



MEMBER PAYMENT SCHEDULE

DEVELOP UP TO FOUR PAYMENT SCHEDULES FOR MEMBERS

Note that a one-time payment is the preferred payment schedule. When planning billing and collection with members, consider the following:

- All members will have different financial situations. Allow members to opt into a payment plan before your first billing is scheduled.
- When a member opts into a payment plan, they should also enroll in autopay in their MyOmegaFi.

The following is a table of four potential payment schedules. Use the percentages to calculate your payment plans:

Payment Schedule	Month #1	Month #2	Month #3	Month #4
One-Time Payment	100% of dues total due			
Two-Month Plan	75% of dues total due	25% of dues total due		
Three-Month Plan	60% of dues total due	25% of dues total due	15% of dues total due	
Four-Month Plan	50% of dues total due	25% of dues total due	15% of dues total due	10% of dues total due

The best way to add a payment plan in OmegaFi is to add a billing group in Step 2 of Billing Setup. If you need help formalizing these payment schedules, contact your [director of chapter services](#). After that, there is only one step left.

ENFORCE THE PAYMENT PLANS

Hold members accountable to their payment plans. If you need to set up a payment plan with someone, you are already being flexible and lenient. If they fail to maintain their commitment by making their payments, consider the following actions to hold them accountable:

- Apply late fees.
- Suspend all participation/privileges of membership.
- Immediately place the member on the National Financial Suspension/Expulsion Process (i.e., the 30-60-90 process).
- In extreme circumstances, send the member to collections.