This year, why not make it easier on yourself when you pay your
Membership Dues by using online bill pay through your bank? This will also save AmSAT money in credit card fees!
If you don't already use bill pay through your bank, we have included an example of online bill pay set-up from Chase Bank.
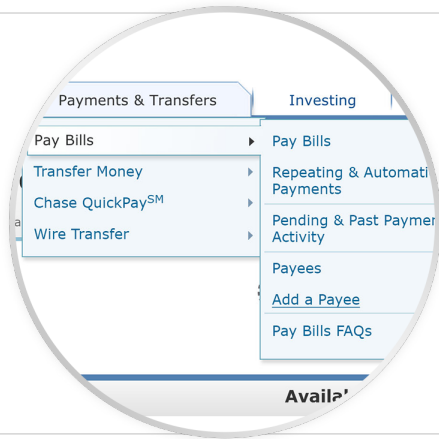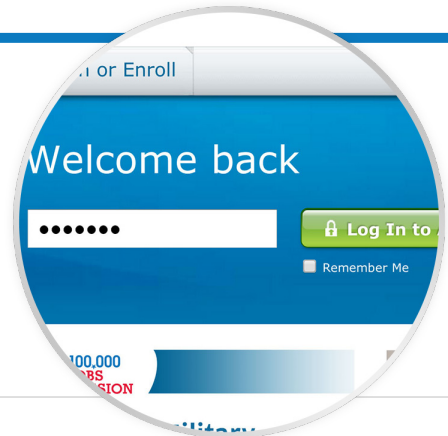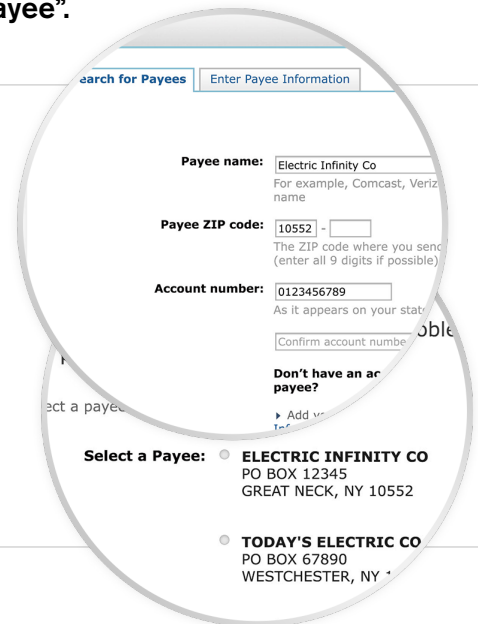
Chase Online Bill Pay

GETTING STARTED

STEP 01/04
Log In

To get started, **log in to your account on Chase.com.**

Welcome back

### STEP 02/04
Setting Up your Payees

On the My Accounts page, **scroll over the "Payments & Transfers" tab** at the top of the page. You'll need to set up your Payees, which are the companies or people that you'll send payments to. **Click "Add a Payee".**

STEP 03/04
Add a Payee

Enter the payee's name, zip code, and account number in the "Search Payee" tab, and click "Next." Select your payee of choice, and click "Next" to review your entry. If we are unable to find a match for your payee search, you'll be prompted to enter their address.
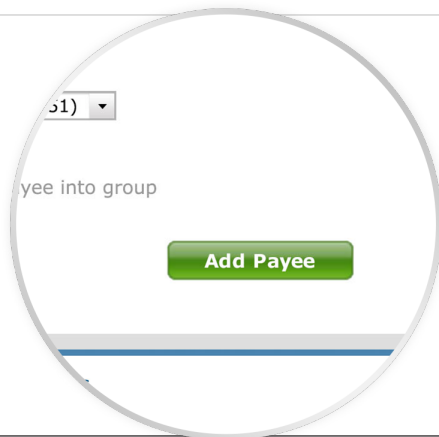
STEP 04/04
Verification and Confirmation Page

On the Verification page, be sure that the payee information is correct, and then **click "Add Payee".** After the confirmation page appears, you're ready to pay bills and schedule repeating payments.

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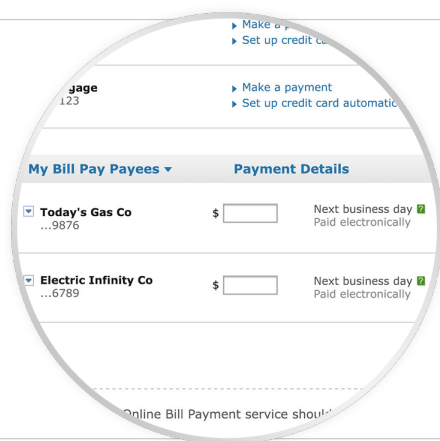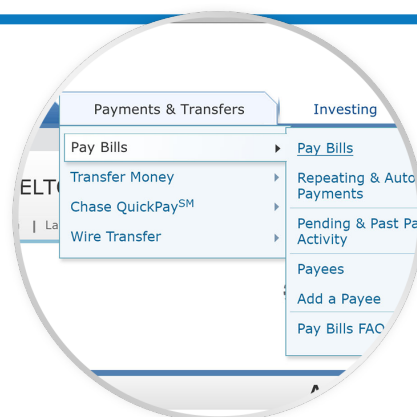
Chase Online Bill Pay

PAYING A BILL

STEP 01/04

Navigate to the Pay Bills Page

Once logged in, **scroll over to the "Payments & Transfers" tab…**
Hover over "Pay Bills," and then **click "Pay Bills."**

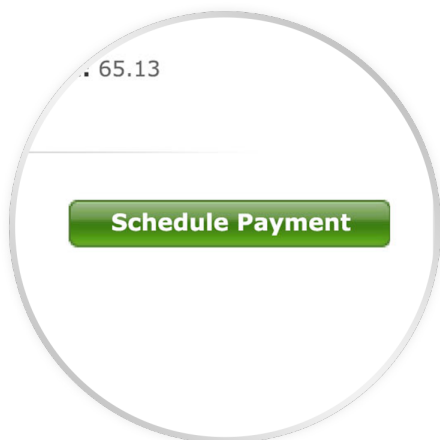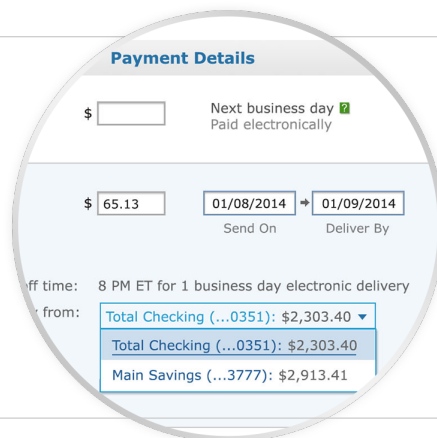| Payments & Transfers	Investing
Pay Bills ▶	Pay Bills
Transfer Money ▶	Repeating & Auto Payments
Chase QuickPay℠ ▶	Pending & Past Pa Activity
Wire Transfer	Payees
	Add a Payee
	Pay Bills FAQ

STEP 02/04

Select a Payee

If you want to make a payment on a Chase card or loan,
select "Make a payment" next to that desired payee.
To make a payment on a non-Chase account, **click in the
amount field next to that payee.**

My Bill Pay Payees ▾ — Payment Details
Today's Gas Co …9876 — $ — Next business day — Paid electronically
Electric Infinity Co …6789 — $ — Next business day — Paid electronically

STEP 03/04

Payment Detail

Here, you'll **enter the payment amount, delivery date,** and the
account that you want to make the payment from. You can either
pay one payee at a time or several at once. When you're done, **click
"Verify Payments"** at the bottom of your list.

Payment Details
$ — Next business day — Paid electronically
$ 65.13 — 01/08/2014 → 01/09/2014 — Send On — Deliver By
ff time: 8 PM ET for 1 business day electronic delivery
from: Total Checking (…0351): $2,303.40 ▾
Total Checking (…0351): $2,303.40
Main Savings (…3777): $2,913.41

STEP 04/04

Verification and Confirmation Page

. 65.13

Schedule Payment

On the Verification Page, confirm all payment information is
correct, and **click "Schedule Payment"…** You'll see a
confirmation with your scheduled payments and transaction
numbers for your reference. You can view your payment activity,
pending or past, at anytime. Click "Return to My Accounts", to
return to the My Accounts page.

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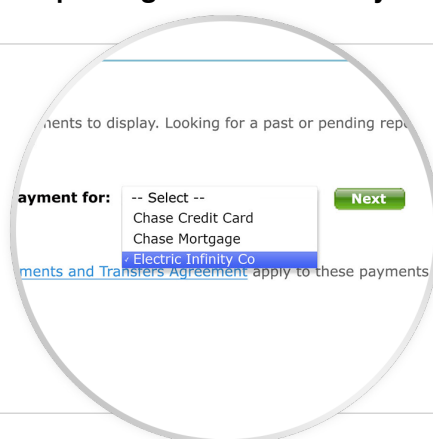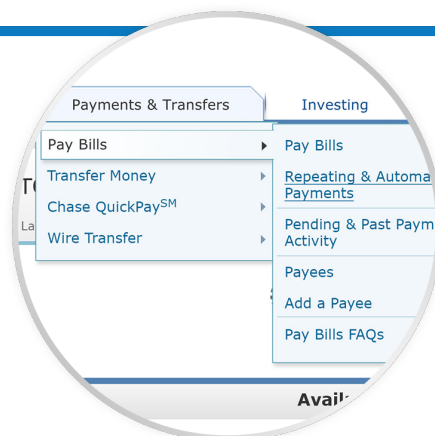
Chase Online Bill Pay

REPEATING PAYMENTS

STEP 01/04

Repeating & Automatic Payments

For your convenience, you can set up repeating payments if you have any recurring bills with the same amount, like a mortgage. **First, scroll over the "Payments & Transfers" tab. Click on "Repeating & Automatic Payments"** from the menu.

STEP 02/04

Select a Payee

Select a payee from the dropdown menu and **click "Next".**

STEP 03/04

Enter Payment Information

Enter the amount... And **choose which account** you want to pay it from. Scroll down to **choose the frequency** in which you send the payment. **Select the date** you want your first payment to be delivered by. Lastly, **enter the duration** for how long you'd like the repeating payments to occur. Selecting "No Ending Date" will keep the schedule active, until you choose to change it. **Click "Next"** to verify your repeating payment information.
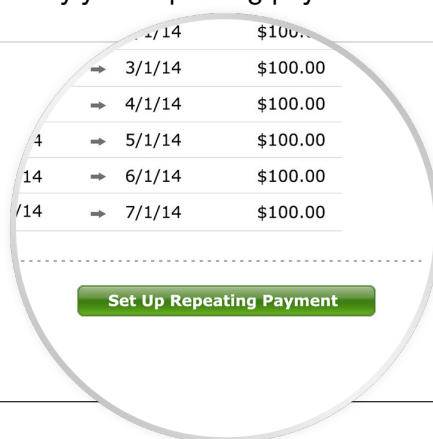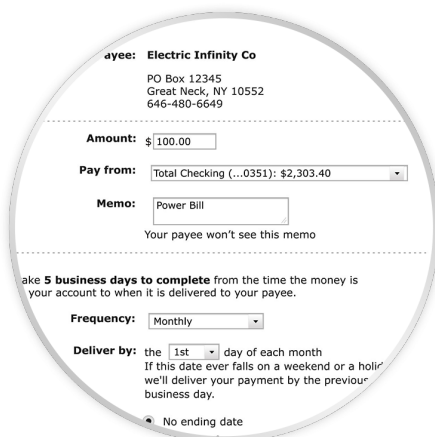
STEP 04/04

Verification and Confirmation Page

Once you're satisfied with your payment selections, **click "Set Up Repeating Payment"** on the Verification page. Your automated payments are all set up.