

# UPDATE DUES PAYMENTS & PRINT TRANSMITTALS

**A. Updating Multiple Members Dues Payments - Steps 1 - 6**

**B. Print a membership Transmittal - Steps 7 - 12**

**STEP 1 - Login to the database - click on **Log In** in the upper right-hand corner**

Use the following links to sign in:

- For CWV Posts - [cwvadmin.cwv.org](http://cwvadmin.cwv.org)
- For Auxiliary Units - [auxunits.cwv.org](http://auxunits.cwv.org)

Administrative Site For CWV Posts

Home | Update Post Members | Post Activity Report | Update Post Officers | Report Member Dues | Print PerCapita Transmittal | Print Dues Notices

Log In

Member Administration

- Manage CWV Membership
- Deceased Members
- Delinquent Members
- Print Post Dues Notices
- Print Post Arrears Notices
- Report Member Dues
- Report National PerCapita Transmittal
- Print Selected New Member Welcoming Cards
- Print Selected Members Cards
- Print All Cards for Post
- Print Blank Cards

Post Administration

Reports

Web Admin (HQ USE ONLY)

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**STEP 2 - Click on Report Member Dues link on left side or Report Member Dues tab on top**

Administrative Site For CWV Posts Welcome IMAvette ! [ [Log Out](#) ]

Home | [Update Post Members](#) | [Post Activity Report](#) | [Update Post Officer](#) | [Report Member Dues](#) | [Print PerCapita Transmittal](#) | [Print Dues Notices](#)

Member Administration

- Manage CWV Membership
- Deceased Members
- Delinquent Members
- Print Post Dues Notices
- Print Post Arrears Notices
- Report Member Dues**
- Report National PerCapita Transmittal
- Print Selected New Member Welcomer Cards
- Print Selected Members Cards
- Print All Cards for Post
- Print Blank Cards

Post Administration

Reports

Web Admin (HQ USE ONLY)

New Edit Refresh Export to Search

Member Address Information

	New	PKID	Dept	Chapter	Post No	Dues YR	Member TYPE	OFFICE Post	Last	First	Mid Init	Addr1	City	State	ZIP Code	Phone NO	Cell Phone	Email
<a href="#">Edit</a>	58919	HQ			0	20	Regular Renewal	Commander	Jones	Susan	J	3456 Second St	Anytown	OH	44523	614-555-9862		suzy
<a href="#">Edit</a>	58918	HQ			0	20	Regular Renewal		Public	John	Q	1234 Main St.	Anywhere	OH	44169	440-555-1252		

The screen pictured below will pop up.

Select one or several grid rows and click the Edit button to modify row values.

To Filter to a single post, enter the post's number in the bank box below the column header "Post No" You can also use the PKID, Last, First, and Middle filter boxes to drill down to a specific member!

#	PKID	Last	First	Middle	Post No	Life Member	Deceased	Member TYPE	Date Dues PD	Dept	Dues YR	Report NO
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	58919	Jones	Susan	J	0	<input type="checkbox"/>	<input type="checkbox"/>	Regular Renewal	3/26/2020	HQ	20	0
<input type="checkbox"/>	58918	Public	John	Q	0	<input type="checkbox"/>	<input type="checkbox"/>	Regular Renewal	3/26/2020	HQ	20	0

[Edit](#) [Return To Home Page](#)

**STEP 3 - Click the checkboxes on the left side for all members you want to renew at this time**

Select one or several grid rows and click the Edit button to modify row values.

To Filter to a single post, enter the post's number in the bank box below the column header "Post No" You can also use the PKID, Last, First, and Middle filter boxes to drill down to a specific member!

#	PKID	Last	First	Middle	Post No	Life Member	Deceased	Member TYPE	Date Dues PD	Dept	Dues YR	Report NO
<input type="checkbox"/>												
<input checked="" type="checkbox"/>	58919	Jones	Susan	J	0	<input type="checkbox"/>	<input type="checkbox"/>	Regular Renewal	3/26/2020	HQ	20	0
<input checked="" type="checkbox"/>	58918	Public	John	Q	0	<input type="checkbox"/>	<input type="checkbox"/>	Regular Renewal	3/26/2020	HQ	20	0

[Return To Home Page](#)

An Edit Box will pop up beneath the first member you checked (pictured below)

Select one or several grid rows and click the Edit button to modify row values.

To Filter to a single post, enter the post's number in the bank box below the column header "Post No" You can also use the PKID, Last, First, and Middle filter boxes to drill down to a specific member!

#	PKID	Last	First	Middle	Post No	Life Member	Deceased	Member TYPE	Date Dues PD	Dept	Dues YR	Report NO
<input type="checkbox"/>												
<input checked="" type="checkbox"/>	58919	Jones	Susan	J	0	<input type="checkbox"/>	<input type="checkbox"/>	Regular Renewal	3/26/2020	HQ	20	0

PKID:  First:

Middle:  Post No:

Life Member:  Deceased:

Member TYPE:  Date Dues PD:

Dept:  Dues YR:

Report NO:

[Update](#) [Cancel](#)

[Return To Home Page](#)

**STEP 4 - To update all the members at the same time, enter ONLY the following information in the Edit Box:**

- Report NO - the report number
- Date Dues PD - enter date in manually or use the drop-down arrow to pick a date
- Dues YR - enter the last two digits of the current membership year

Select one or several grid rows and click the Edit button to modify row values.

To Filter to a single post, enter the post's number in the bank box below the column header "Post No" You can also use the PKID, Last, First, and Middle filter boxes to drill down to a specific member!

#	PKID	Last	First	Middle	Post No	Life Member	Deceased	Member TYPE	Date Dues PD	Dept	Dues YR	Report NO
<input checked="" type="checkbox"/>	58919	Jones	Susan	J	0	<input type="checkbox"/>	<input type="checkbox"/>	Regular Renewal	3/26/2020	HQ	20	0

PKID:  First:

Middle:  Post No:

Life Member:  Deceased:

Member TYPE:  Date Dues PD:

Dept:  Dues YR:

Report NO:

[Update](#) [Cancel](#)

[Return To Home Page](#)

**STEP 5 - Click Update in the lower right-hand corner. ALL the members checked in STEP 3 are now updated.**

These members will disappear from the Update Members Dues listing (as pictured below) and will now show the current year on the Manage CWV Membership main database page.

You now need to send a Membership Transmittal to higher echelons and remit the Per Capita Payment for each member that has paid their dues.

**STEP 6 - Click on Return to Home Page to print a Membership Transmittal.**

Select one or several grid rows and click the Edit button to modify row values.

To Filter to a single post, enter the post's number in the bank box below the column header "Post No" You can also use the PKID, Last, First, and Middle filter boxes to drill down to a specific member!

#	PKID	Last	First	Middle	Post No	Life Member	Deceased	Member TYPE	Date Dues PD	Dept	Dues YR	Report NO

No data to display

Edit [Return To Home Page](#)

**STEP 7 - Click on Report National Per Capita Transmittal link on left side or the Print Per Capita Transmittal tab on the top row.**

Administrative Site For CWV Posts Welcome IMAvette ! [ Log Out ]

Home | Update Post Members | Post Activity Report | Update Post Officers | Report Member Dues | [Print PerCapita Transmittal](#) | Print Dues Notices

**Member Administration**

- Manage CWV Membership
- Deceased Members
- Delinquent Members
- Print Post Dues Notices
- Print Post Arrears Notices
- Report Member Dues
- [Report National PerCapita Transmittal](#)
- Print Selected New Member Workbooks
- Print Selected Members Cards
- Print All Cards for Post
- Print Blank Cards

**Post Administration**

**Reports**

Web Admin (HQ USE ONLY)



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**STEP 8 - Use the left side checkboxes for all members that you will be reporting and paying Per Capita for.**

- Click each member's checkbox (you must check a minimum of two to print a Transmittal).  
If your Post is larger than 10 members, use the arrows on the bottom of page to find all members you want to check for this report.

Administrative Site For CWV Posts Welcome

Home Update Post Members Post Activity Report Update Post Officers Report Member Dues Print PerCapita Transmittal Print Dues Notices

**Member Administration**

- Manage CWV Membership
- Deceased Members
- Delinquent Members
- Print Post Dues Notices
- Print Post Arrears Notices
- Report Member Dues
- Report National PerCapita Transmittal
- Print Selected New Member Welcomes
- Print Selected Members Cards
- Print All Cards for Post
- Print Blank Cards

Click on the left Checkbox to select the Members you wish to pay National Per Capita for. Then click on the ReDisplay Report Button To display the Per Capita Transmittal Report!

<input type="checkbox"/>	Post No	Report NO	Last	First	Middle	PKID	Member TYPE	Dues YR	Date Dues PD
<input type="checkbox"/>									
<input checked="" type="checkbox"/>	0	2	SMITH	FRANK		59159	New Member	21	10/17/2020
<input checked="" type="checkbox"/>	0	1	Jones	Susan	J	58919	Regular Renewal	21	3/26/2020
<input type="checkbox"/>	0	1	Public	John	Q	58918	Regular Renewal	21	3/26/2020

Redisplay Report

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**Post 0 National PerCapita Transmittal Report**

- To report **ALL** members in your Post, click on the top row checkbox.

Administrative Site For CWV Posts

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**Member Administration**

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- Print Post Dues Notices
- Print Post Arrears Notices
- Report Member Dues
- Report National PerCapita Transmittal
- Print Selected New Member Welcomes

Click on the left Checkbox to select the Members you wish to pay National Per Capita for. Then click on the ReDisplay Report Button To display the Per Capita Transmittal Report!

<input checked="" type="checkbox"/>	Post No	Report NO	Last	First	Middle	PKID	Member TYPE	Dues YR	Date Dues PD
<input checked="" type="checkbox"/>									
<input checked="" type="checkbox"/>	0	2	SMITH	FRANK		59159	New Member	21	10/17/2020
<input checked="" type="checkbox"/>	0	1	Jones	Susan	J	58919	Regular Renewal	21	3/26/2020
<input checked="" type="checkbox"/>	0	1	Public	John	Q	58918	Regular Renewal	21	3/26/2020

Redisplay Report

**STEP 9 - Click the yellow Redisplay Report Button at the bottom of member listing**

Administrative Site For CWV Posts Welcome IMAvette !

Home | Update Post Members | Post Activity Report | Update Post Officers | Report Member Dues | Print PerCapita Transmittal | Print Dues Notices

**Member Administration**

- Manage CWV Membership
- Deceased Members
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- Print Post Dues Notices
- Print Post Arrears Notices
- Report Member Dues
- Report National PerCapita Transmittal **Redisplay Report**
- Print Selected New Member Wel...
- Print Selected Members Cards
- Print All Cards for Post
- Print Blank Cards

Click on the left Checkbox to select the Members you wish to pay National Per Capita for. Then click on the ReDisplay Report Button To display the Per Capita Transmittal Report!

<input type="checkbox"/>	Post No	Report NO	Last	First	Middle	PKID	Member TYPE	Dues YR	Date Dues PD
<input checked="" type="checkbox"/>	0	1	Jones	Susan	J	58919	Regular Renewal	21	3/26/2020
<input checked="" type="checkbox"/>	0	1	Public	John	Q	58918	Regular Renewal	21	3/26/2020

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**Post 0 National PerCapita Transmittal Report**

Post No	PKID	Last	First	MI	Dept Dues	Member Type	Amount Due
0	58919	Jones	Susan	J	\$0.00	Regular Renewal	\$20.00
0	58918	Public	John	Q	\$0.00	Regular Renewal	\$20.00
<b>Total Members:</b>		<b>2</b>		<b>Total Billed:</b>		<b>2</b>	
<b>Total Dept Dues:</b>					<b>\$0.00</b>		
<b>Total National Per Capita Due:</b>							<b>\$40.00</b>

Mail your check for the National Per Capita, made payable to the Catholic War Veterans, USA, to the following address: Catholic War Veterans, USA, Inc.

**STEP 10 - Click on the printer icon beneath the Redisplay Report Button.**

Manage CWV Membership

- Deceased Members
- Delinquent Members
- Print Post Dues Notices
- Print Post Arrears Notices
- Report Member Dues
- Report National PerCapita Transmittal
- Print Selected New Member Wel...
- Print Selected Members Cards
- Print All Cards for Post
- Print Blank Cards

Post Administration

<input checked="" type="checkbox"/>	Post No	Report NO	Last	First	Middle	PKID	Member TYPE	Dues YR
<input checked="" type="checkbox"/>	0	2	SMITH	FRANK		59159	New Member	
<input checked="" type="checkbox"/>	0	1	Jones	Susan	J	58919	Regular Renewal	
<input checked="" type="checkbox"/>	0	1	Public	John	Q	58918	Regular Renewal	

Redisplay Report

Printer icon circled in red. Page 1 of 1 PDF

**Post 0 National PerCapita Transmittal Report**

**STEP 11 - Follow the prompts of your computer's printing software. Print a copy for each Echelon that you will be sending Per Capita payments to - National, Department and/or Chapter.**

This will vary from printer to printer but will be similar to the one pictured below.

**Print**  
Total: 1 sheet of paper

Printer  
HPE2253D (HP OfficeJet Pro 6970) ▾

Copies  
1 — +

Pages  
 All  
 e.g. 1-5, 8, 11-13

Color  
Black and white ▾

Print on both sides  
No ▾

**Print** Cancel

### Post 0 National PerCapita Transmittal Report

Post No	PKID	Last	First	MI	Dept Dues	Member Type
0	58919	Jones	Susan	J	\$0.00	Regular Renew
0	58918	Public	John	Q	\$0.00	Regular Renew
0	59159	SMITH	FRANK		\$0.00	New Member

**Total Members: 3**      **Total Billed: 3**      Total Dept Dues: \$0.00      **Total**

Mail your check for the National Per-Capita, made payable to the Catholic War Veterans, USA, to the following address:  
237-20 92nd Rd  
Bellerose, NY 11426

**NOTE: Your Department Dues, indicated above, must be send to your department directly!**

Sunday, October 18, 2020



## STEP 12 - Mail the Membership Transmittal Report with correct payment to each applicable Echelon.

- At the bottom of the Transmittal, there will be listed a breakdown of how much is owed to each Echelon.
- If your Department does not do centralized Per Capita payments, send a check to National, and send another check to the Department for amounts indicated.
- If your Department does centralized final processing and payment to National, remember to add the totals together and send in the entire amount.

Administrative Site For CWV Posts Welcome IMAvette

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Member Administration

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- Print Selected New Member Welk
- Print Selected Members Cards
- Print All Cards for Post
- Print Blank Cards

Post Administration

Redisplay Report

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### Post 0 National PerCapita Transmittal Report

Post No	PKID	Last	First	MI	Dept Dues	Member Type	Amount Due	
0	58919	Jones	Susan	J	\$0.00	Regular Renewal	\$20.00	
0	58918	Public	John	Q	\$0.00	Regular Renewal	\$20.00	
0	59159	SMITH	FRANK		\$0.00	New Member	\$20.00	
<b>Total Members:</b>		<b>3</b>		<b>Total Billed:</b>		<b>3</b>		
					<b>Total Dept Dues:</b>	<b>\$0.00</b>	<b>Total National Per Capita Due:</b>	<b>\$60.00</b>

Mail your check for the National Per-Capita, made payable to the Catholic War Veterans, USA, to the following address: Catholic War Veterans, USA, Inc  
237-20 92nd Rd  
Bellerose, NY 11426

*NOTE: Your Department Dues, indicated above, must be send to your department directly!*

**You are now done with Updating and Reporting Members Dues payments.**

**You do not have to wait for your entire Post to pay their dues to make a report and pay Per Capita.**

**Repeat this process for each batch of members that you receive dues payments from or when you sign up a New Member.**