



*eDues is safe, secure, easy and takes most members less than 5 minutes to set-up!*

# Enroll with FastTrack: It's as easy as 1-2-3!

Questions? Need more help? Visit [FEAweb.org/edues](https://FEAweb.org/edues)

Member Portal | Florida Education Association

https://feacms.floridaea.org/portal/fasttrack

LOCAL UNION/CHAPTER CONTACT

Your Local Union

850-201-2800

123 Union Way

Select Language

Personal Information

Who are you? \*

Teacher / Instructional

First Name \*

Last Name \*

FEA uses Plaid, a well-known account verification system (used by companies like Venmo) that links consumer bank accounts securely with applications. In the following steps you will allow Plaid to connect your bank account to your union's bank account. **Note that your local union and FEA will not have access to any of your bank information; they will only receive your dues payments.**

Member Portal | Florida Education Association

https://feacms.floridaea.org/portal/fasttrack

Select Language

Account Information

Personal Email Address \*

Password \*

!12 Characters !One Number

!One Letter !One Symbol

Confirm password \*

Membership Agreement

I would like to signup for payments using the following payment schedule

Bank ACH - 20 (FY 2023-2024)

Read the following agreement carefully:

CANCEL SUBMIT

## STEP 1:

### Create your eDues account

In the **Account Information** section in the middle of the form you will create an account for use in the eDues portal.

To do so, enter your home — not work — email address and create a password.

For security, your password must be **12 characters** and include at least:

- one letter,
- one number and
- one symbol.

Once you've completed and signed the bottom of the FastTrack form (using your mouse or finger) click the **Submit** button to begin linking your bank account.

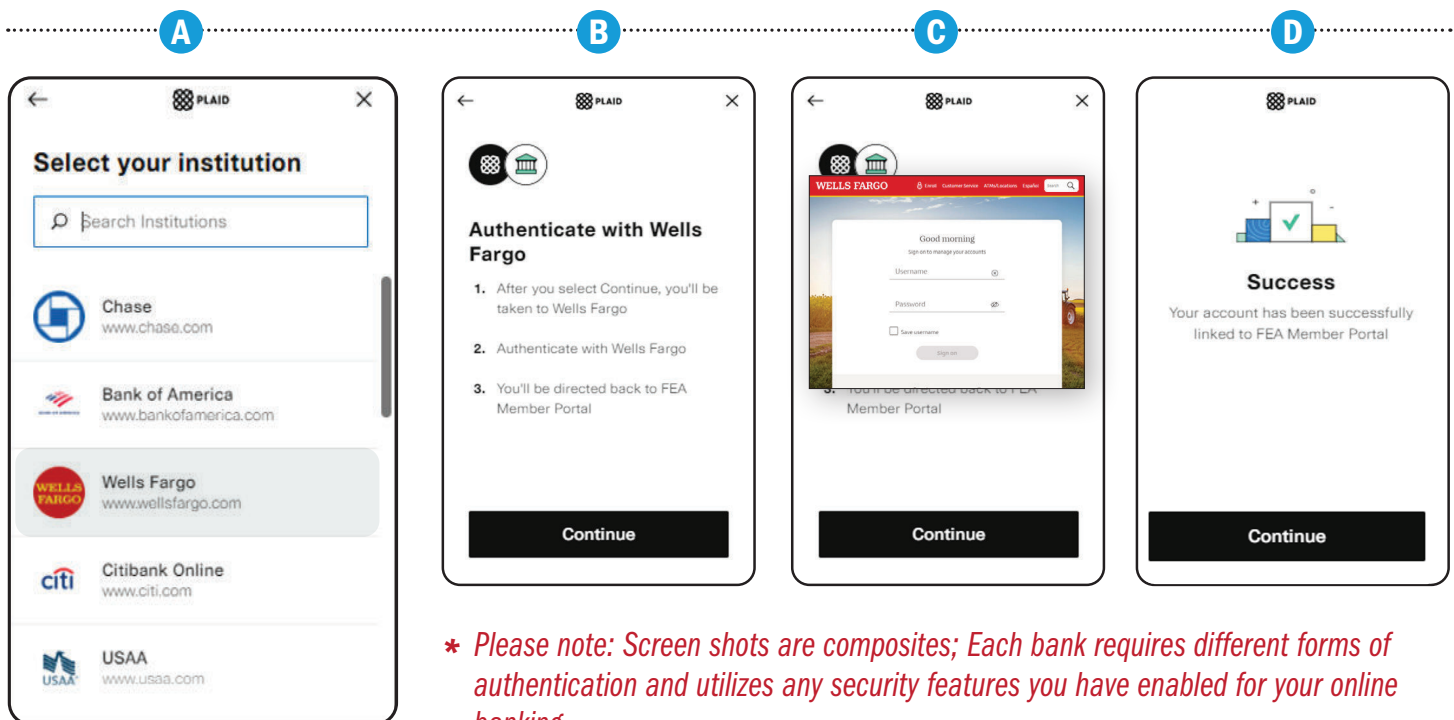
## STEP 2

### Link your bank account

Follow the step-by-step on-screen instructions to **link your bank account** using one of 2 easy methods:

#### Method 1 (quickest)

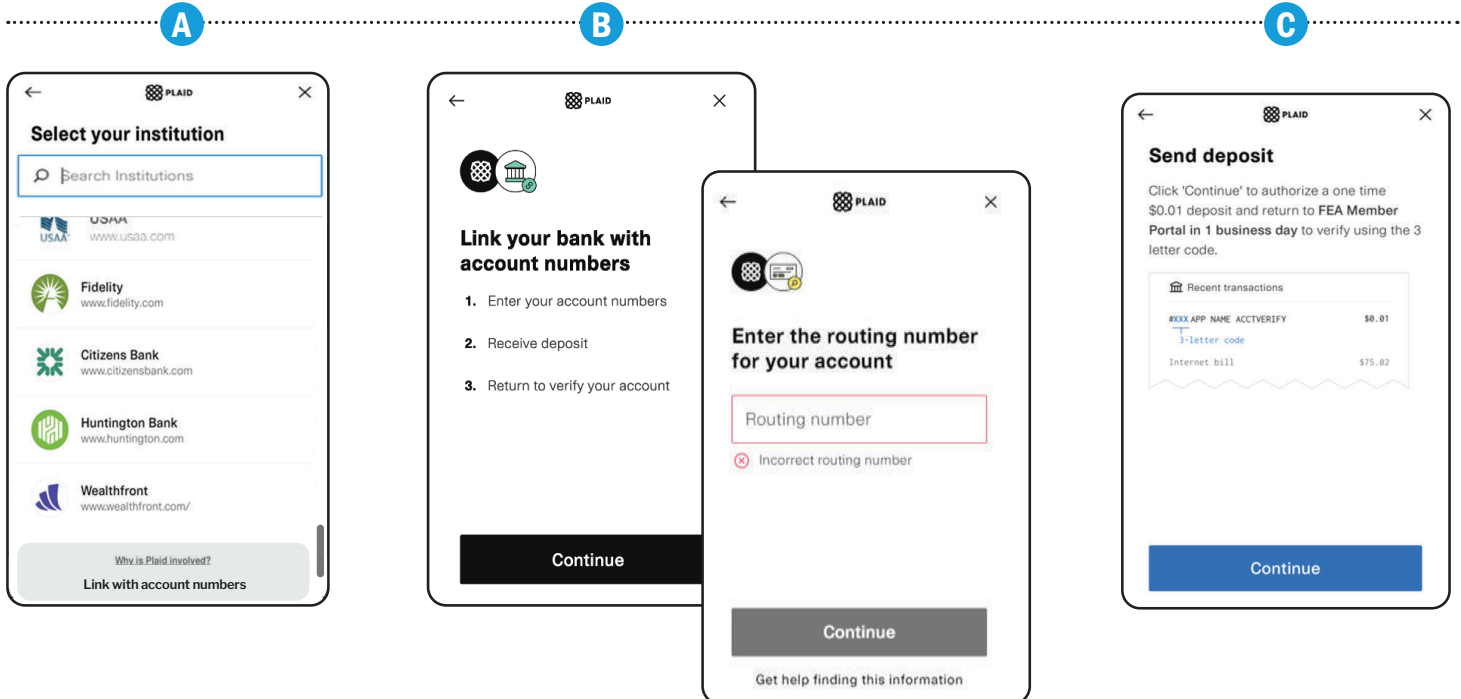
- A** Find and select your bank in the searchable list and follow the on-screen prompts.
- B** After clicking continue a new window will open and you will be prompted to log into your bank.
- C** Follow the prompts from your bank to connect your account to the Plaid system.  
*(Note: each bank's process is slightly different.)*
- D** You're all done! Proceed to Step 4 on the back of this handout.



**IMPORTANT NOTE!** Method 2 involves two steps separated by up to 72 hours. If you do not complete the 2nd step your enrollment is not finalized and you are not yet a union member!

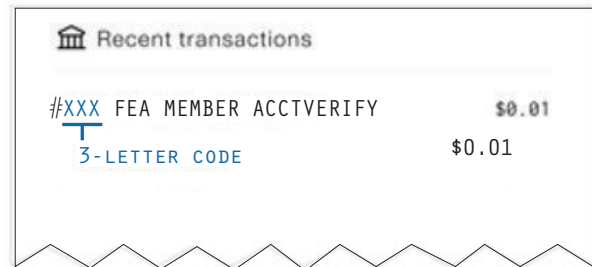
## Method 2 (Part 1)

- A** Scroll to the bottom of the list and select **Link with account numbers**.
- B** You will then be prompted to enter your bank's routing number and your bank account number (checking or savings).
- C** **Critical final step:** Verify your account info with a \$0.01 micro-deposit you receive from Plaid.
- See detailed micro-deposit instructions on the next page →**

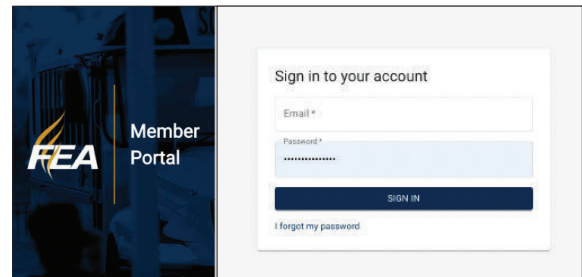


## Method 2 (Part 2: Confirming Your Microdeposit)

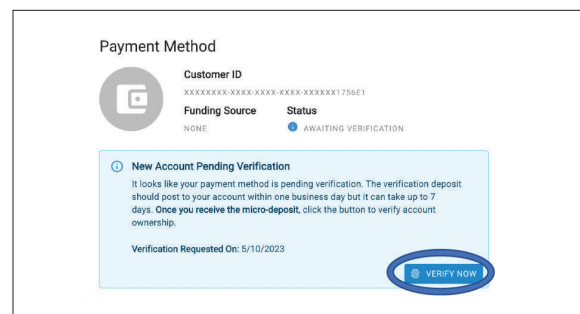
- A** Find the \$0.01 deposit in your bank account (this can take up to 72 hours after you sign up.) Find the three-letter code next to the # and write it down.



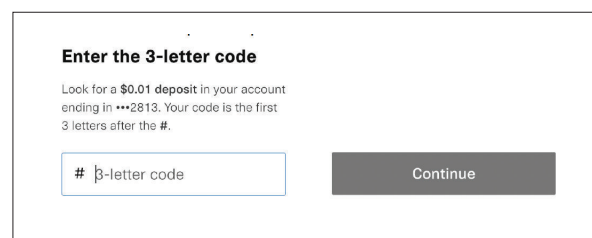
- B** Return to the membership portal at <https://portal.floridaea.org> and log into your account using the password you created in Step 1 (on the front page)



- C** Click on the **Verify Now** button.



- D** Enter the three letter code you wrote down from the microdeposit in your bank account (Step A, above) and press continue. You're done!



### STEP 3:

## You're now enrolled in eDues!

You will know the process is successful when you see the green box in your member portal.

You will also receive a series of confirmation emails as you go through the processes with PLAID, your banking institution, and the FEA Member Portal.

