

## **Checklist for using the Online Membership Application System when paying by bulk payment/wire transfer**

1. Complete the bulk payment/wire transfer form for all members to be paid through the wire transfer. The form can be found [here](#). Be sure to include the MDRT ID number. Funds cannot be allocated without an MDRT ID number, and incomplete forms will be returned. Check the appropriate box to indicate if you will be using the Online Membership Application System. Check the appropriate box to indicate if you require an invoice.
2. Send the funds to MDRT. The instructions can be found here: [mdrt.org/payment-information/](http://mdrt.org/payment-information/). The normal turnaround time for allocation of funds within the online system is five business days.
3. Once you receive notification from MDRT that you can proceed using the Online Membership Application System, the certifying officer or company administrator can log in to complete the applications on behalf of your affiliated members, or the individual members can log in to complete their own applications. If the certifying officer or company administrator needs their login credentials, please contact [membership@mdrt.org](mailto:membership@mdrt.org).
4. Please note that if you are participating in the Electronic Excel Production program, that process will need to be finished before applications can be completed online.

**Please note that the deadline for MDRT to receive funds via wire transfer for use within the Online Membership Application System is February 18, 2019. Funds received after this date may not have adequate processing time to meet the March 1 deadline.**