



OLP Pay Dues Manual

An advertisement for the MORI OLP app. The background is a photograph of a grand, classical interior with white marble columns and a polished floor. In the foreground, there is a blue and white graphic with the text 'MORI OLP Our Lodge Page' and 'Engagement for Freemasonry'. Below this, a blue arrow points down to the text 'Get the App for iOS and Android'. At the bottom, there are two black buttons: one with the Apple logo and the text 'Available on the App Store', and another with the Google Play logo and the text 'GET IT ON Google Play'.

Ver 1.2
October 11, 2019

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Our Lodge Page (OLP) is both a website and a mobile application.

All information in OLP comes from the Grand Lodge membership program called 'MORI'. If the data displayed is incorrect on any of the OLP web pages or the mobile application, it is because it is incorrect on the Grand Lodge membership system, i.e. MORI.

OLP is as follows:

1. OLP – Grand Lodge website = mi.ourlodgepage.com
2. OLP – Lodge website = lodge#-mi.ourlodgepage.com
3. OLP – Member Portal website = www.ourlodgepage.com/app

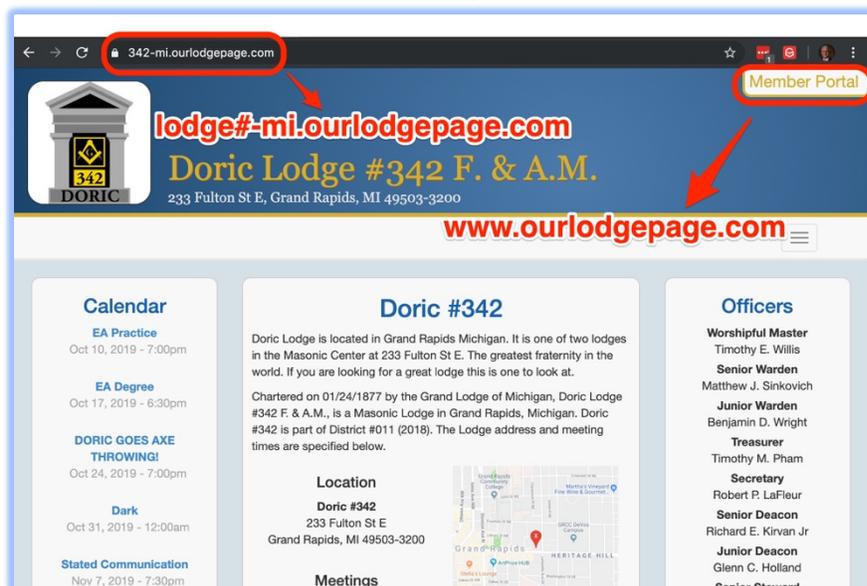
OLP – GRAND LODGE WEBSITE

<https://mi.ourlodgepage.com>. Whereby 'mi' stands for Michigan.

OLP - LODGE WEBSITE

Your Masonic Lodge's website in the format = lodge#-mi.ourlodgepage.com

1. Examples: for Michigan Lodge numbers 342 and 2 are as follows:
 - a. <https://342-mi.ourlodgepage.com/>
 - b. <https://2-mi.ourlodgepage.com>.
2. Clicking 'Member Portal' on the upper right will take you to www.ourlodgepage.com/app the 'OLP MEMBER PORTAL'.



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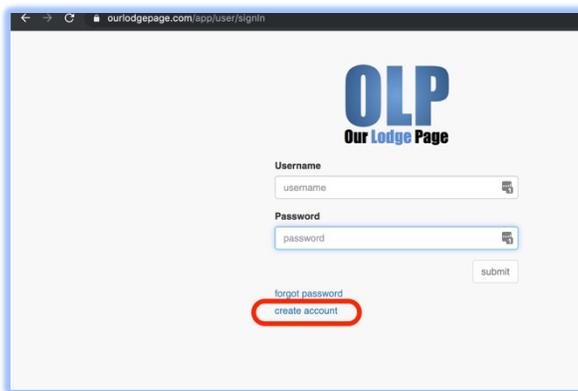
OLP - MEMBER PORTAL

The 'Member Portal' is your 'personal' page. Everything on the Portal website is the same as the mobile application. For the purpose of this document, we will concern ourselves with 'Member Dues' payments. A separate manual explaining all the features in OLP Member Portal is in a separate document.

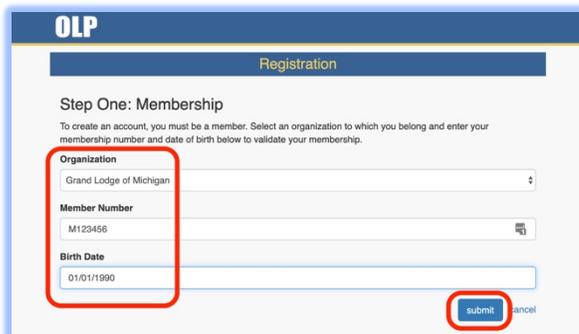
- OLP – MEMBER PORTAL and OLP – MOBILE APP, use the same username and password.
- Registration is only required with one or the other, not both.

CREATE AN ACCOUNT IN OLP – MEMBER PORTAL (skip if you have an account).

1. Go to <https://www.ourlodgepage.com/app>
2. Click 'create account'.



3. In the 'Registration' screen, for organization select 'Grand Lodge of Michigan', then enter your Grand Lodge Membership ID, found on your membership "dues" card, and your date of birth then click 'submit'.



4. Next validate the new account by selecting either your 'email address' or 'cell phone' and click 'send'.

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5. Check your email address or phone text message containing your 'Authorization Code'. Enter the 'Code' and click 'authenticate',

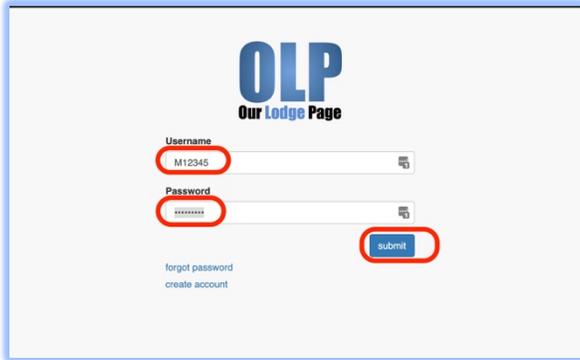
5. When prompted with this screen, enter a username, password, re-enter the password and click 'join'.

7. When done the system will take you back to the log in screen for you to enter in your new username and password.

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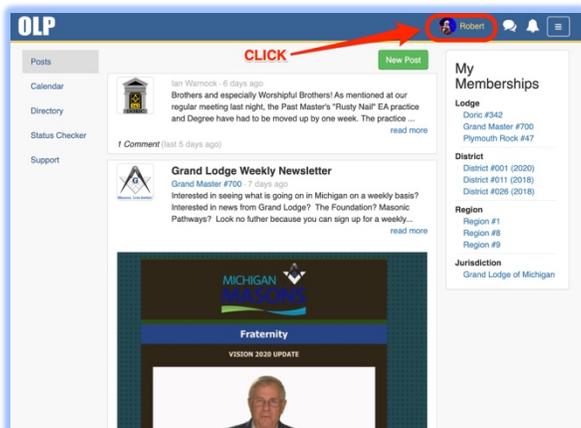
OLP - MEMBER PORTAL LOGIN

1. Navigate to <https://www.ourlodgepage.com/app>
2. Enter your 'Username' and 'Password' and click 'submit'.

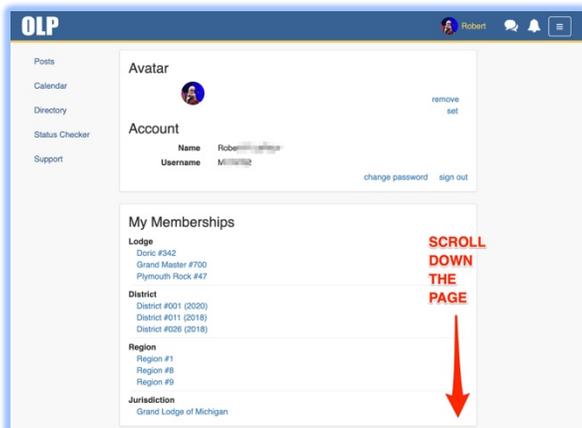


OLP – PAY YOUR DUES

1. The Main Home Page Screen will appear. Click on your name.



2. Scroll down the page.



3. Click 'pay' and select 'Pay On-Line'.

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	Dues	Arrears	Total	Action
Doric #342 Grand Lodge of Michigan	\$180.00 (2020)		\$180.00	pay
Grand Master #700 Grand Lodge of Michigan			\$0.00	

How do you want to pay your dues?

Pay On-Line **Print & Mail**

[Click here to pay on-line](#) [Click here for PDF](#)

4. Fill in your credit card information. Note the following:
 - a. 'Cover my Credit Card Fees' are there so the lodge does not have to absorb the cost of fees for use of your card. Pay by check and you do not have to add the fee.
 - b. OLP also adds \$0.99 at the very end for a 'convenience' fee. Neither Grand Lodge or your local lodge sees this.

Year	Type	Amount
2020	Dues	\$180.00

Total Dues: \$180.00

Purpose	Suggested Amount	Amount
Cover my Credit Card Fees	\$5.69	\$5.69
Masonic Charitable Foundation	\$5.00	\$5.00

Total Lodge Donations: \$10.69

5. Click 'Pay \$###.##' at the bottom of the screen. Done!

Total Lodge Donations: \$10.69

\$0.99 Convenience Fee added automatically Total: \$190.69
Convenience Fee: \$0.99
Grand Total: \$191.68

Payment Information

Major Credit Cards Accepted:

Name: Bubba Chewy Gump
E-Mail Address: BubbaGump@shrimp.com
Credit Card Number: 123412312341091
Expiration Month: 11
Expiration Year: 2026
CVV: 123
Zipcode: 48889

remember my payment information

[Pay \\$191.68](#)

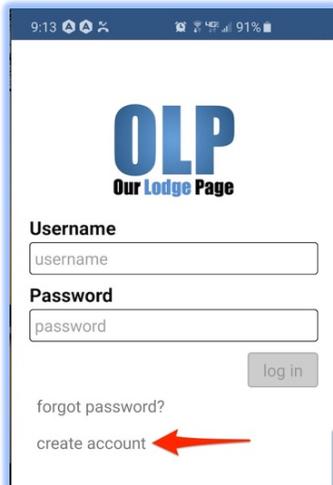
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OLP – MOBILE APP

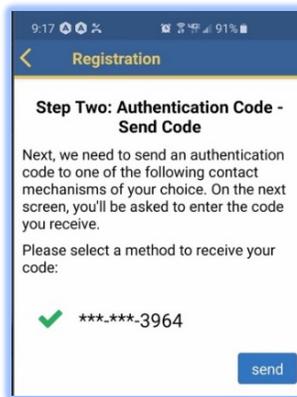
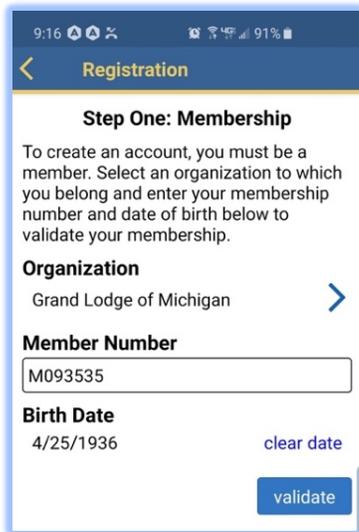
Get app here: <https://enablelabs.lpages.co/olp-download-mobile-app/>

OLP - CREATE ACCOUNT (skip if you have an account)

1. Click onto the app to start it, and click 'create account',

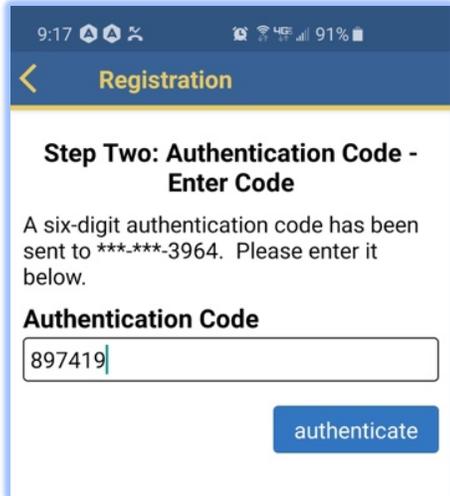


2. Select 'Grand Lodge of Michigan', enter your 'Membership ID' which is on our membership card that starts with a "M", and enter your 'Date of Birth', tap 'validate' at the bottom, and authenticate to your phone by tapping 'send'.



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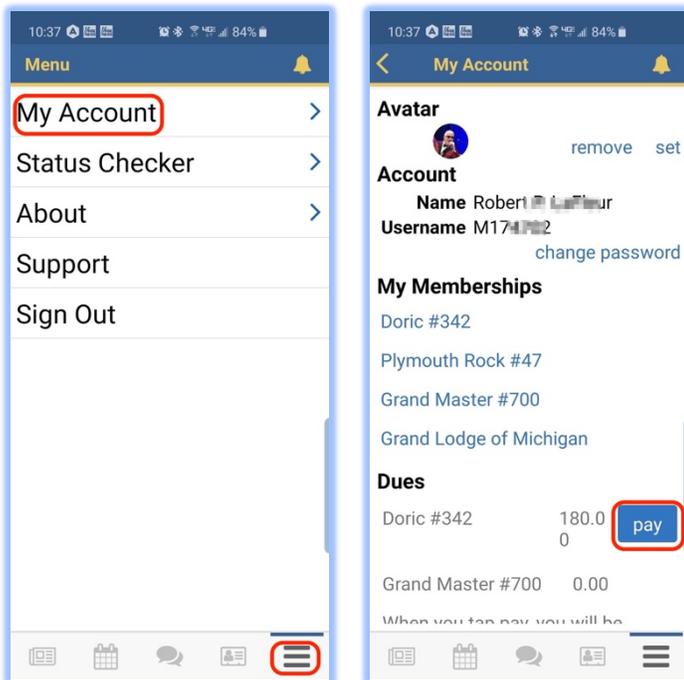
3. Check your phone text messaging app for the authentication code, (write down value so you may be able to reenter it in the next step),
4. Enter the code in the appropriate box and click 'authenticate' at the bottom.



OLP - PAY DUES

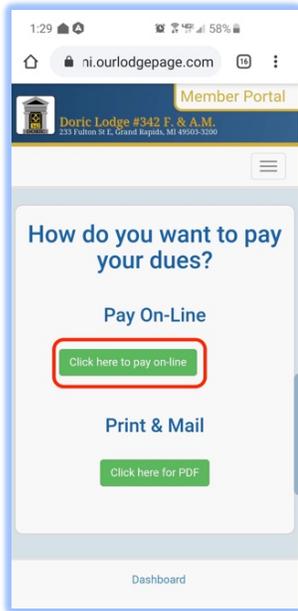
The app and the website both use the same username and password. You may be asked for your credentials when you select pay. The button actually opens your web browser to <https://lodge#-mi.ourlodgepage.com> website.

1. Tap the '3 bars at the bottom right' , then tap 'My Account', then 'pay'.

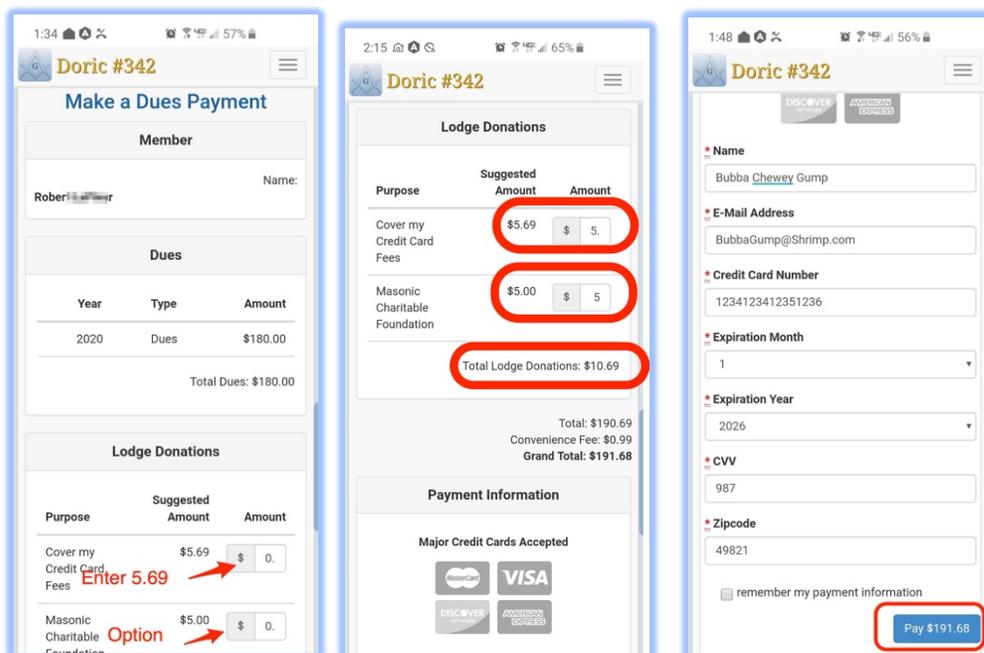


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2. The app will open your phone default web browser to the OLP Member Portal.
3. Tap 'Click here to pay on-line'.



4. Enter the dollar amount for 'Cover my Credit Card Fees' and any charitable donation if you wish, then enter your credit card information and tap 'Pay \$###.##'.



Done!