



## OLP Pay Dues Manual

A banner for the MORI OLP app. The background is a photograph of a classical building interior with large white columns and a polished floor. Overlaid on the left is a blue and white logo that reads 'MORI OLP' and 'Our Lodge Page'. Below the logo, the text 'Engagement for Freemasonry' is written in black. A blue downward-pointing arrow is centered below the banner.

**MORI OLP**  
Our Lodge Page

Engagement for Freemasonry

**Get the App for iOS and Android**

Available on the  
**App Store**

GET IT ON  
**Google Play**

Ver 1.2  
October 11, 2019

## OLP Pay Dues v1.2

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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](http://mi.ourlodgepage.com)
2. OLP – Lodge website = lodge#-mi.ourlodgepage.com
3. OLP – Member Portal website = [www.ourlodgepage.com/app](http://www.ourlodgepage.com/app)

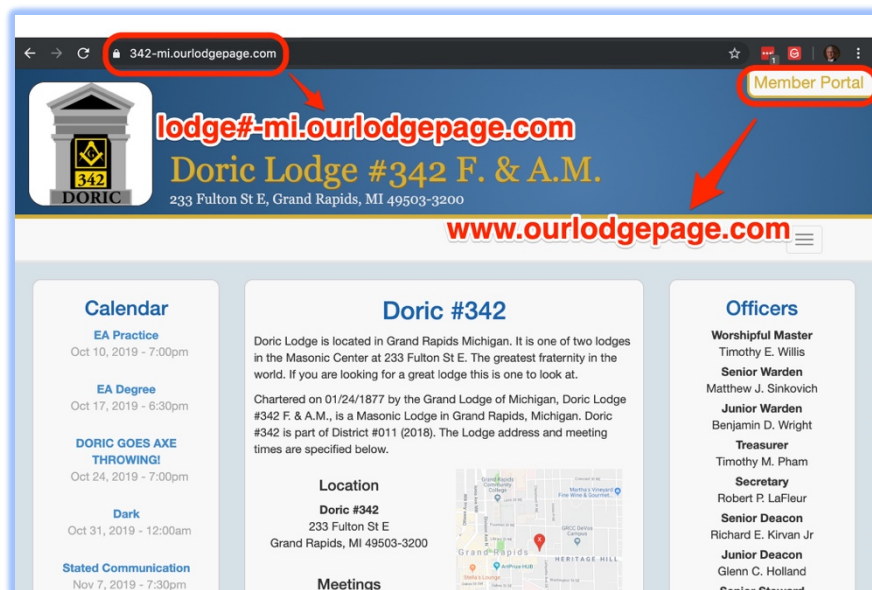
### OLP – GRAND LODGE WEBSITE

[https://mi.ourlodgepage.com](http://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](http://www.ourlodgepage.com/app) the 'OLP MEMBER PORTAL'.



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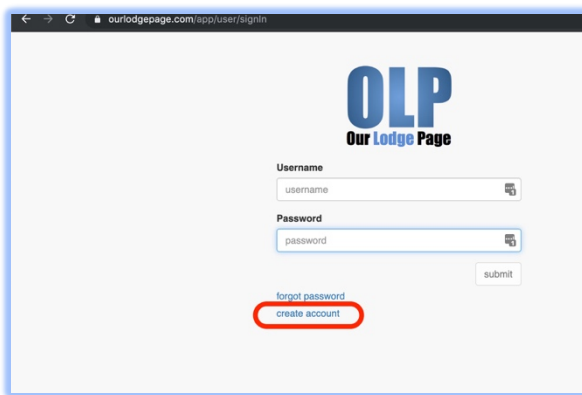
### OLP - MEMBER PORTAL

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.

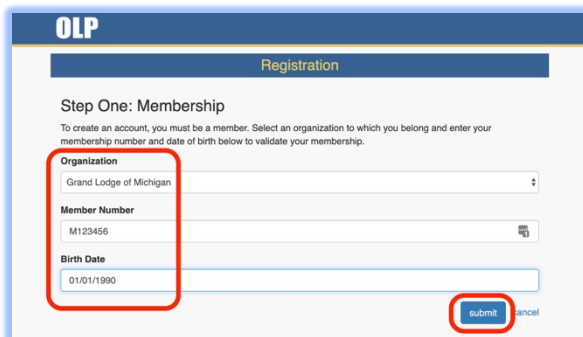
- OLP – MEMBER PORTAL and OLP – MOBILE APP, use the same username and password.
- Registration is only required with one or the other, not both.

### 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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**Create Account**

Membership Authentication Code User Info Complete

**Step Two: Authentication Code - Send Code**

Next, we need to send an authentication code to one of the following contact mechanisms of your choice. On the next screen, you'll be asked to enter the code you receive.

Please select a method to receive your code:

**Choose one** →

\* Authentication method

- ☐ \*\*\*-\*\*\*-4567
- ☐ s\*\*\*\*\*@grmason.org
- ☐ r\*\*\*\*\*@aol.com

If none of these methods appear current, please contact your lodge organization to update your contact information.

[send](#)

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

**Create Account**

Membership Authentication Code User Info Complete

**Step Two: Authentication Code - Enter Code**

A six-digit authentication code has been sent to \*\*\*-\*\*\*-3964. Please enter it below.

\* Authentication Code

[authenticate](#)

[resend code](#)

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

**Create Account**

Membership Authentication Code User Info Complete

**Step Three: User Info**

Please enter your desired username and password:

\* Username  [Username is available](#)

\* Password  [Good](#)

\* Re-enter Password  [Matches](#)

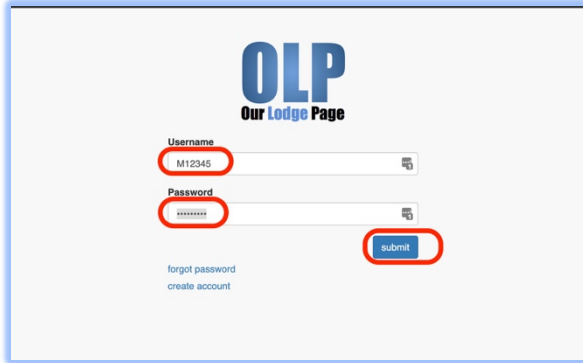
[join](#)

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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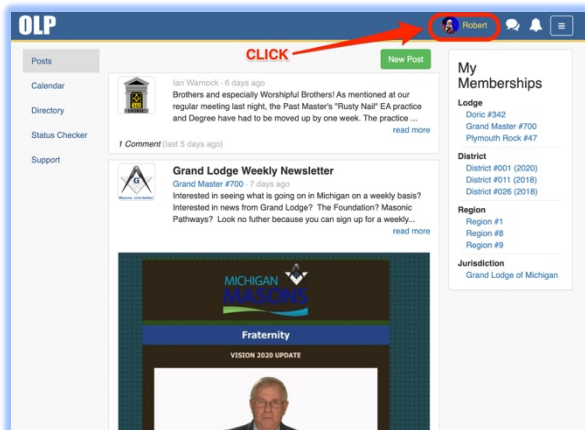
## OLP - MEMBER PORTAL LOGIN

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

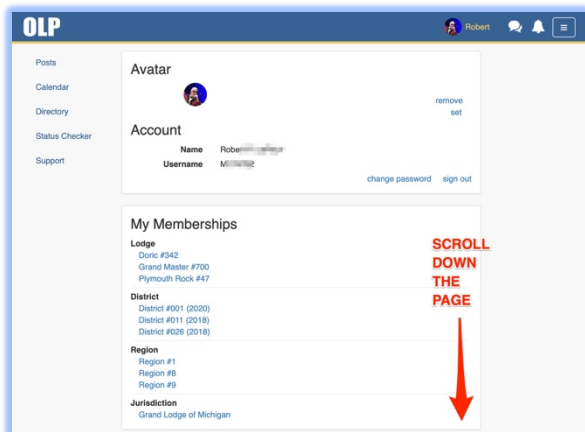


## OLP – PAY YOUR DUES

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'.

## OLP Pay Dues v1.2

**My Memberships**

**Lodge**  
Doric #342  
Grand Master #700  
Plymouth Rock #47

**District**  
District #001 (2020)  
District #011 (2018)  
District #026 (2018)

**Region**  
Region #1  
Region #8  
Region #9

**Jurisdiction**  
Grand Lodge of Michigan

Dues	Arrears	Total	Action
Doric #342 Grand Lodge of Michigan	\$180.00 (2020)	\$180.00	<a href="#">pay</a>
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:
- '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.
  - OLP also adds \$0.99 at the very end for a 'convenience' fee. Neither Grand Lodge or your local lodge sees this.

**Doric Lodge No. 342**  
Make a Dues Payment

**Member**  
Name: Robert [redacted]

Year	Type	Amount
2020	Dues	\$180.00
Total Dues:		\$180.00

**Lodge Donations**

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

Manually enter the amounts here.

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 Cheney Gump  
E-Mail Address: BubbaGump@shrimp.com  
Credit Card Number: 1234112312341091  
Expiration Month: 11  
Expiration Year: 2026  
CVV: 123  
Zipcode: 48889

☐ remember my payment information

[Pay \\$191.68](#)

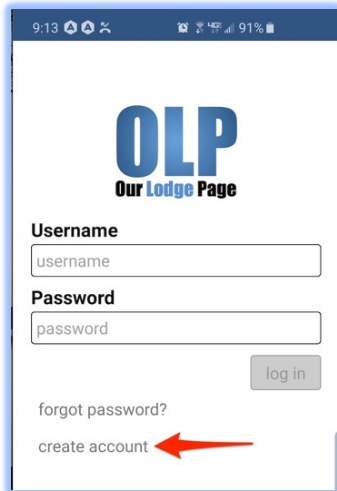
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### OLP – MOBILE APP

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',



9:13 91%

**OLP**  
Our Lodge Page

**Username**  
username

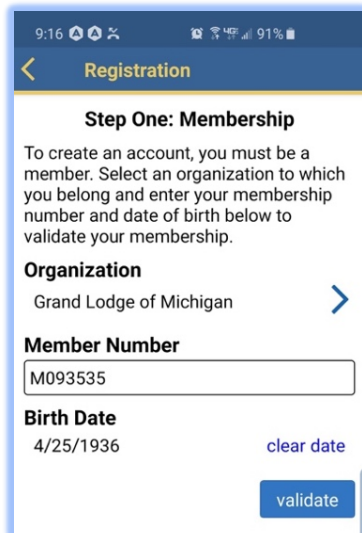
**Password**  
password

log in

forgot password?

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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< **Registration**

**Step One: Membership**

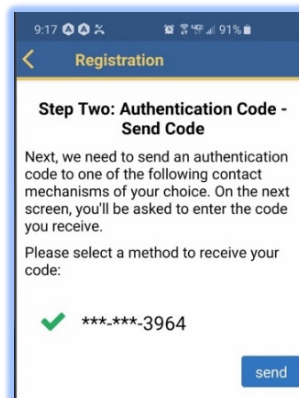
To create an account, you must be a member. Select an organization to which you belong and enter your membership number and date of birth below to validate your membership.

**Organization**  
Grand Lodge of Michigan >

**Member Number**  
M093535

**Birth Date**  
4/25/1936 clear date

validate



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< **Registration**

**Step Two: Authentication Code - Send Code**

Next, we need to send an authentication code to one of the following contact mechanisms of your choice. On the next screen, you'll be asked to enter the code you receive.

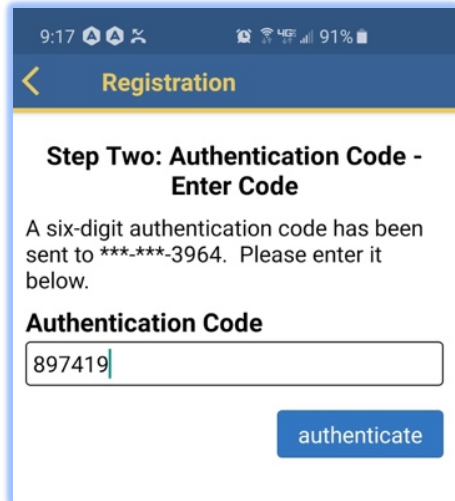
Please select a method to receive your code:

✓ \*\*\*-\*\*\*-3964

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.



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**Registration**

**Step Two: Authentication Code - Enter Code**

A six-digit authentication code has been sent to \*\*\*-\*\*\*-3964. Please enter it below.

**Authentication Code**

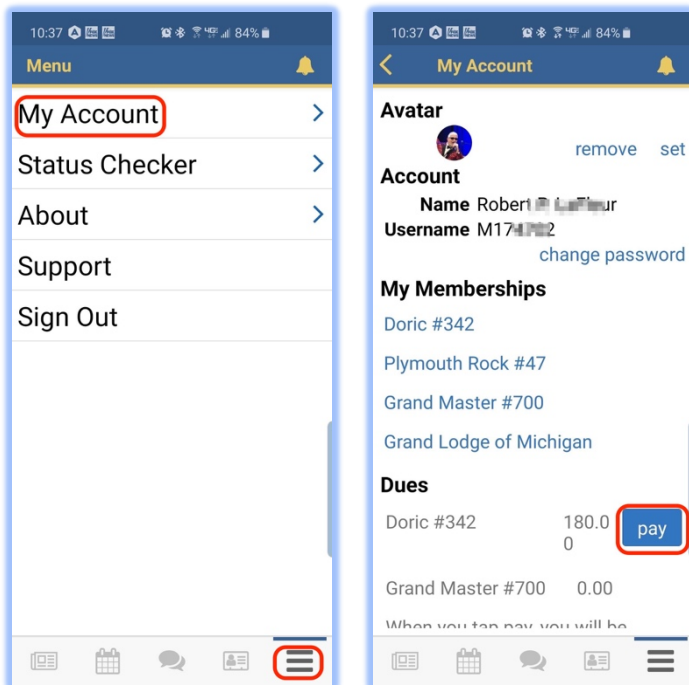
897419

authenticate

## 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.

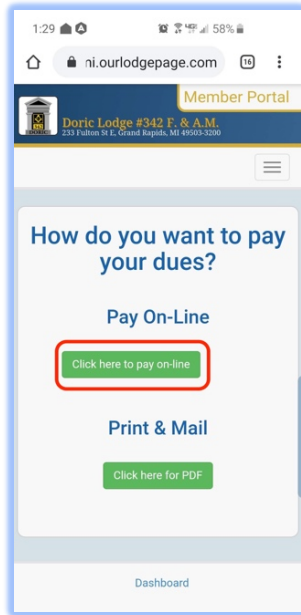
1. Tap the '3 bars at the bottom right' , then tap 'My Account', then 'pay'.





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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'.



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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 \$###.##'.

**Make a Dues Payment**

Member: Robert [Name]

**Dues**

Year	Type	Amount
2020	Dues	\$180.00

Total Dues: \$180.00

**Lodge Donations**

Purpose	Suggested Amount	Amount
Cover my Credit Card Fees	\$5.69	\$ 0.
Masonic Charitable Foundation	\$5.00	\$ 0.

Total Lodge Donations: \$10.69

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

**Payment Information**

Major Credit Cards Accepted: DISCOVER, VISA, AMERICAN EXPRESS

**Name**: Bubba Chewey Gump  
**E-Mail Address**: BubbaGump@Shrimp.com  
**Credit Card Number**: 1234123412351236  
**Expiration Month**: 1  
**Expiration Year**: 2026  
**CVV**: 987  
**Zipcode**: 49821

☐ remember my payment information

**Pay \$191.68**

Done!