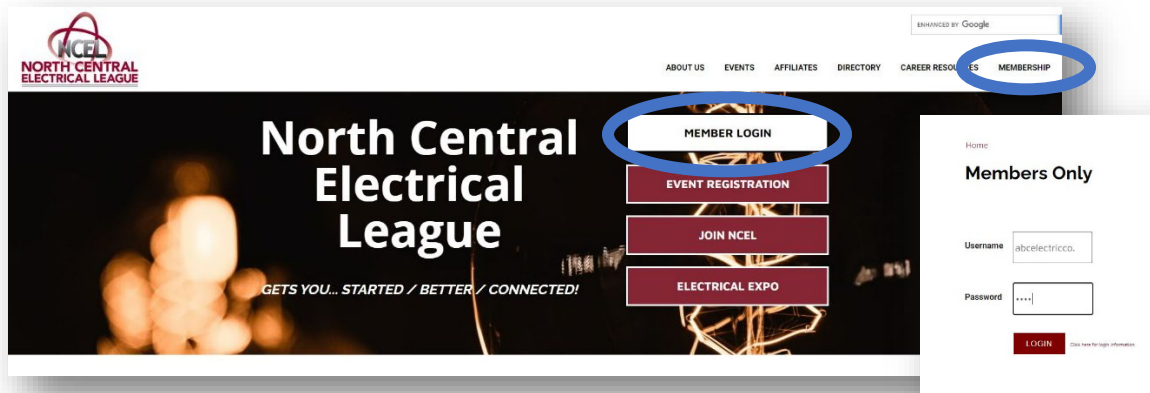


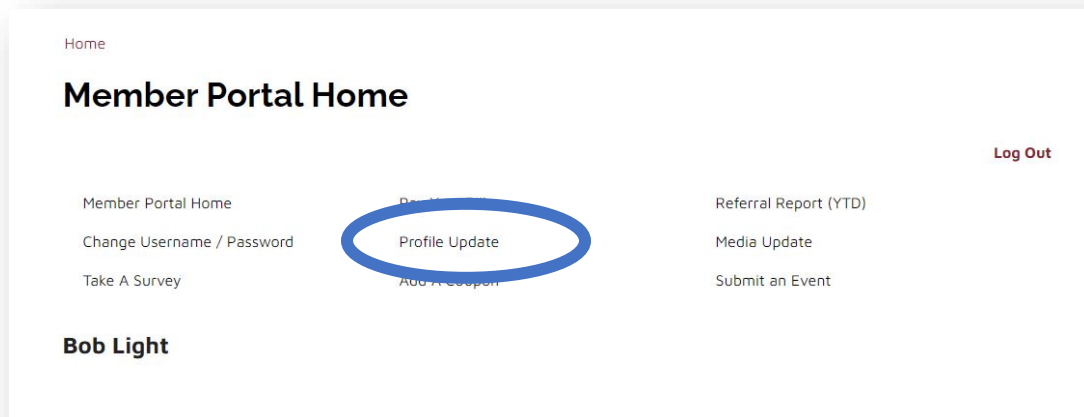
HOW TO PAY YOUR COMPANY'S OPEN INVOICES AND DUES:

You will need your NCEL login information and have editorial privileges from your company. If you do not have either of these please contact NCEL at (952) 854-4405 and we will assist you.

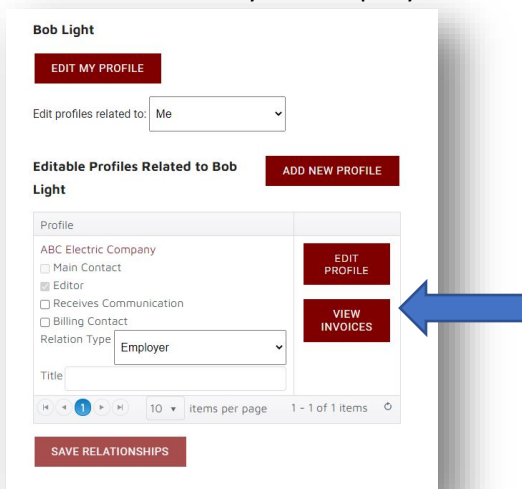
1. Go to the North Central Electrical League website www.ncel.org
2. Login to your member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.



3. On your member portal you will need to select Profile Update on the main menu.

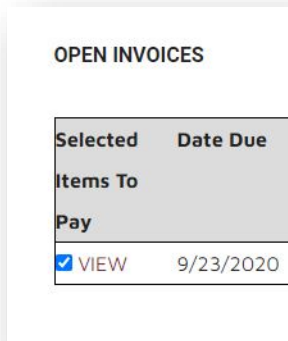


4. You will scroll down to your company and select View Invoice next to your company name.



HOW TO PAY YOUR COMPANY'S OPEN INVOICES AND DUES:

5. Here you will see any open invoice or unpaid dues your company has with us. To pay the invoice you select the box next to the invoice you would like to pay.



The screenshot shows a table titled "OPEN INVOICES". The table has two columns: "Selected" and "Date Due". The first row is highlighted in grey and contains a blue checkmark in the "Selected" column and the text "VIEW" in the "Date Due" column. The second row contains the text "9/23/2020".

Selected	Date Due
<input checked="" type="checkbox"/>	VIEW
	9/23/2020

6. Your information will populate below. The address will need to match the billing address connected to the credit card. (where the card billing statement is mailed to)
7. Once you have completed the information, select the maroon pay your bill.
8. Once you are done you will receive, an email receipt of payment. If you do not please contact the NCEL office (952) 854-4405