

Dear Munster Swim Club Member,

Six years ago MSC introduced secure online credit/debit card and electronic withdrawal from checking (commonly known as electronic fund transaction-EFT processing) to our billing system to reduce the amount of time our team spends collecting money. This initiative has proven to be an accurate, effective, and secure method of invoicing meet fees and collecting dues. Online payment processing is provided through a partnership with Team Unify (our website provider) and Process Pink. Process Pink Payments, LLC is one of the leading providers of credit and debit card-based payment processing services in the United States and works diligently with MSC to be fully compliant with all PCI Security Council standards. The information provided to the club through Team Unify to Process Pink for online payments is considered a “blind” transaction-your credit/debit card or checking account number is not accessible in any way to MSC or its membership.

As our team has grown, the billing effort has become too cumbersome and time consuming to manage without utilizing this technology across the entire membership. In response to this need, all meet fees will be required to be made utilizing your credit/debit card or enabled direct bank processing to pay your monthly invoice. Swimmer’s currently utilizing the pay by check option will not be allowed to enter meets until the conversion to debit/credit or EFT has been completed.

It's simple to enable our electronic payment processing system. Visit our team website at www.teamunify.com/inmsc to sign in into your account. If you do not have a user name and password, please click on “contact us” to request access from a team administrator. Once logged in:

- Click on My Account
- Then \$ Payment Setup
- Click on the pull down menu and select automatically charge CREDIT CARD or Automatically charge my BANK ACCOUNT
- Click on the Edit link and fill in the data completely and Save Changes
- Once that window closes, click Save Changes at the bottom right of the page

You are now ready to pay electronically!

You will receive monthly invoices outlining what your credit card or bank has been debited for and you can review your current and past billing histories through the \$ My Invoices/Payments tab on the left of our team website.

Thank you for your continued support and thank you in advance for your participation in paying electronically!

The Munster Swim Club Team Administrators

P.S. Please maintain an active email address that you frequently access as there will be frequent communications both for billing and other team functions. You may also input up to 2 additional email addresses should you have them.