

How to Access Monthly Dues Reports

Currently, you can access the monthly lodge reports through your profile as a treasurer or financial secretary. Follow these steps:

1. Log in and go to your profile

2. Click on *Lodge Documents*

The screenshot shows a 'Member Profile' page. On the left is a navigation menu with categories: Officers, Board, and Members. Under 'Officers', 'Lodge Documents' is circled in red. At the top left, a 'LOG OUT' button is boxed in red. The main content area has a heading 'Member Profile' and a welcome message. Below this are sections for 'Contact Information', 'Home Address', 'Household Members', and 'Seasonal Address', each with an 'Edit' button. At the bottom of these sections are four red-bordered buttons: 'ADD A FAMILY MEMBER', 'RENEW', 'CHANGE MY PASSWORD', and 'MEMBERSHIP CARD'. At the very bottom, there is a section for 'Financial Benefits Counselor'.

LOG OUT

Member Profile

Welcome to your profile page. Please use it to keep your information current and to navigate need. If you don't find what you're looking for here, you can go back to the homepage and c icon. [click here to go back](#).

Officers

- o Lodge Activity
- o Lodge Officer Updates
- o Membership Lists
- o Lodge D17 List
- o Lodge D18 List
- o **Lodge Documents**

Board

- o Foundation Board of Governors
- o International Board

Members

- o Language Lessons
- o Member Resources

Contact Information [Edit](#)

Cell: [Edit](#)

Home Address [Edit](#)

Household Members (Primary)

Seasonal Address [Edit](#)

ADD A FAMILY MEMBER

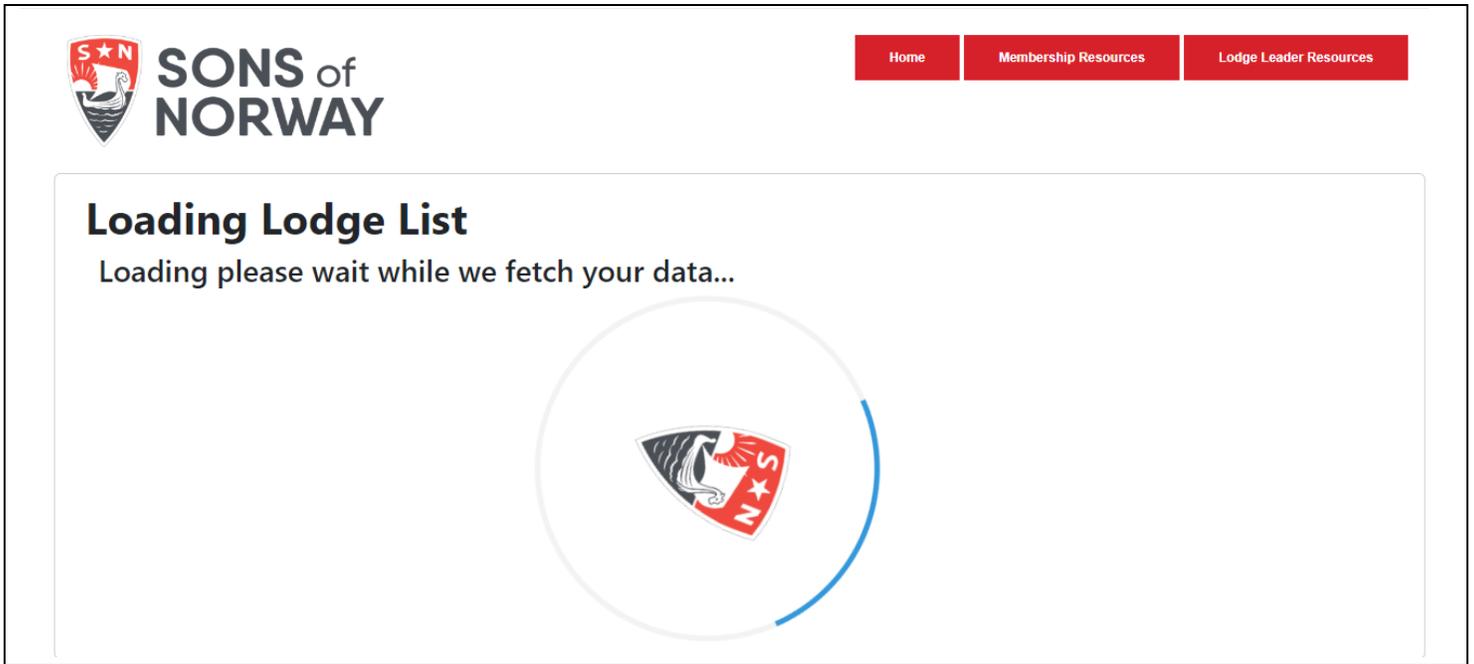
RENEW

CHANGE MY PASSWORD

MEMBERSHIP CARD

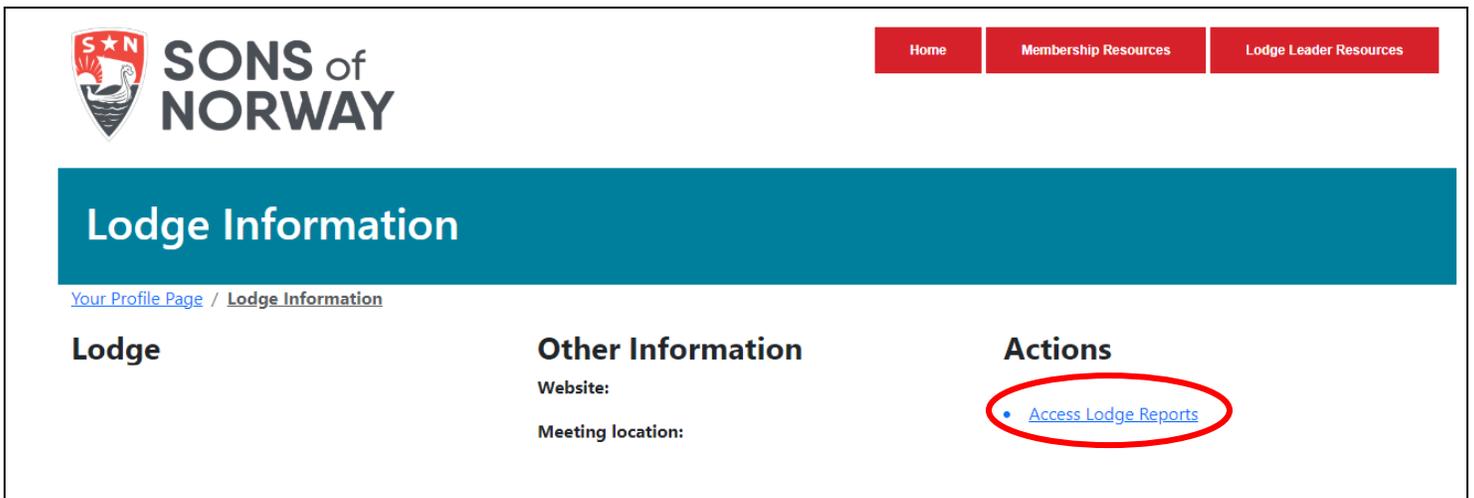
Financial Benefits Counselor

3. You will then see this screen:



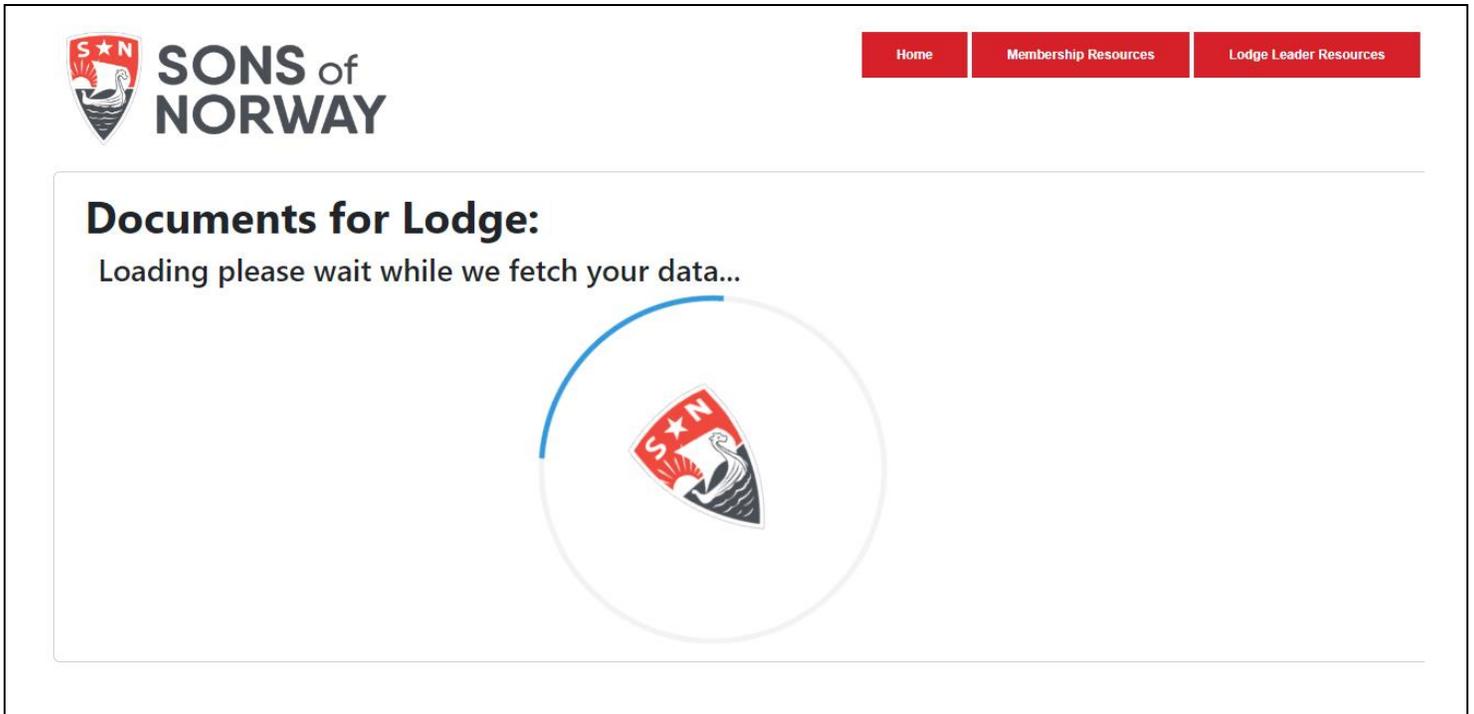
The screenshot shows the top navigation bar with the Sons of Norway logo on the left and three menu items: Home, Membership Resources, and Lodge Leader Resources. The main content area features the heading "Loading Lodge List" and the text "Loading please wait while we fetch your data...". In the center, there is a circular loading spinner with the Sons of Norway logo in the middle.

4. Click on *Access Lodge Reports*



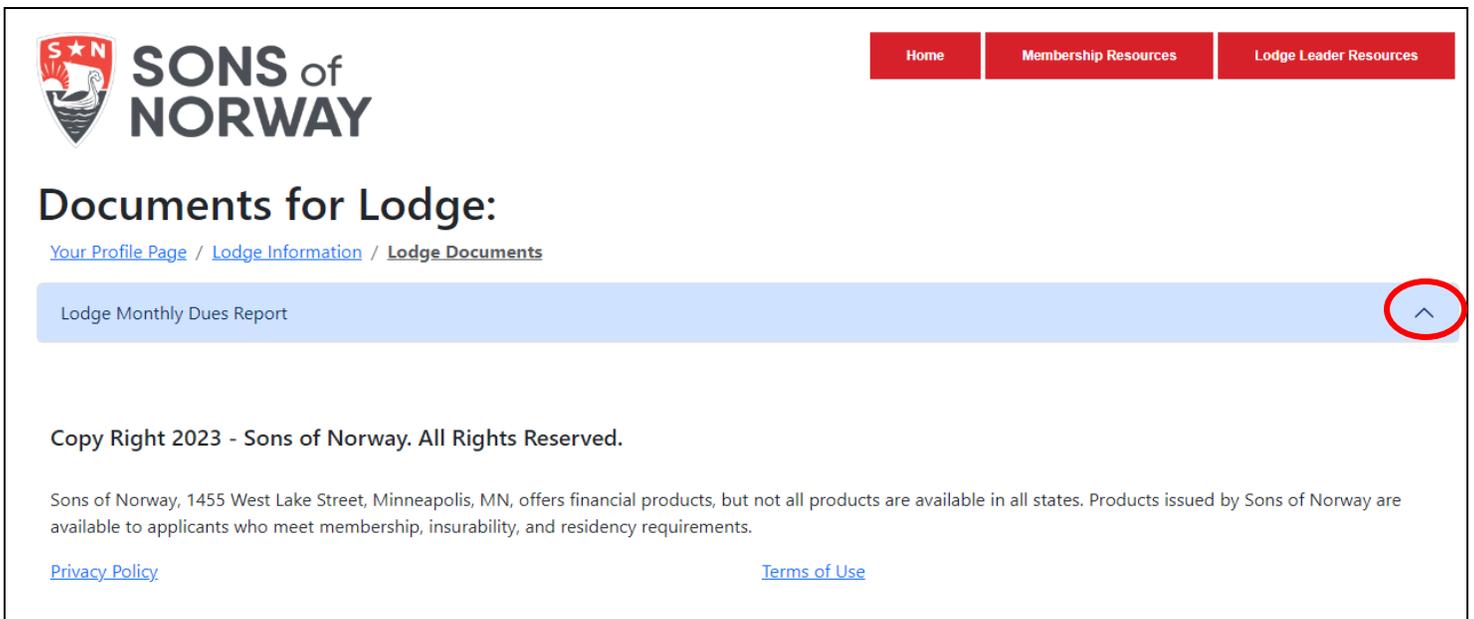
The screenshot shows the top navigation bar with the Sons of Norway logo on the left and three menu items: Home, Membership Resources, and Lodge Leader Resources. The main content area features a teal header with the text "Lodge Information". Below the header, there is a breadcrumb trail: "Your Profile Page / Lodge Information". The page is divided into three columns: "Lodge", "Other Information", and "Actions". Under "Other Information", there are labels for "Website:" and "Meeting location:". Under "Actions", there is a link "Access Lodge Reports" which is circled in red.

5. This screen again:



The screenshot shows the top navigation bar with the Sons of Norway logo on the left and three red buttons: "Home", "Membership Resources", and "Lodge Leader Resources". Below the navigation bar, the heading "Documents for Lodge:" is followed by the text "Loading please wait while we fetch your data...". In the center, there is a circular loading spinner with the Sons of Norway logo in the middle.

6. Click on the drop down:



The screenshot shows the same top navigation bar as in the previous screenshot. Below the navigation bar, the heading "Documents for Lodge:" is followed by the text "Your Profile Page / Lodge Information / Lodge Documents". Below this, there is a blue bar with the text "Lodge Monthly Dues Report" and a red circle around a dropdown arrow icon on the right. Below the blue bar, the text "Copy Right 2023 - Sons of Norway. All Rights Reserved." is displayed. At the bottom, there is a paragraph of text: "Sons of Norway, 1455 West Lake Street, Minneapolis, MN, offers financial products, but not all products are available in all states. Products issued by Sons of Norway are available to applicants who meet membership, insurability, and residency requirements." Below this paragraph, there are two links: "Privacy Policy" and "Terms of Use".

7. It will show you all available reports

8. Click on **Access Document** of the report you want to pull up



Home

Membership Resources

Lodge Leader Resources

Documents for Lodge:

[Your Profile Page](#) / [Lodge Information](#) / [Lodge Documents](#)

Lodge Monthly Dues Report



Lodge Monthly Dues Report	2024-04-03	Access Document
Lodge Monthly Dues Report	2024-03-03	Access Document
Lodge Monthly Dues Report	2024-02-03	Access Document
Lodge Monthly Dues Report	2024-01-03	Access Document
Lodge Monthly Dues Report	2023-12-04	Access Document
Lodge Monthly Dues Report	2023-11-03	Access Document
Lodge Monthly Dues Report	2023-10-25	Access Document

9. Click on the blue box *Open Document Here*



Home
Membership Resources
Lodge Leader Resources

Lodge Monthly Dues Report - 2024-04-03

Open Document Here


By downloading the document above you acknowledge:

You will never share personal contact, medical or financial information, contained within this list, for any purpose other than approved Sons of Norway business. You will safe guard information by handling it in such a manner that unauthorized use is prevented.

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[Privacy Policy](#) [Terms of Use](#)

10. Your report is ready to be viewed, saved, and printed

LIF015 d	LODGE MONTHLY DUES REPORT FOR 03/2024	4/03/24
10.15.07	ACCOUNTING DETAIL LIST	PAGE 1
ActDpt		
MEMBER#/ RECEIPT#	NAME	DATE PAID
		PAID TO DATE
		DUES PAID
		ENTRY DATE
		INIT FEE
		LODGE AMT OWED
		AMT OWED TO LODGE
***** * ? * *****		
DUES COLLECTED FROM CURRENT MEMBERS		
		3/01/2024 4/06/2024 2.40
		3/13/2024 4/01/2025 12.00
		3/15/2024 4/22/2024 2.40
		3/01/2024 4/26/2024 1.17
	TOTAL DUES PAID	17.97
	LODGE TOTALS	17.97

Please know that the member profile page will be adopting a new look in the coming months, and the reports will continue to be available, it will just look a bit different: You'll still go to Lodge Forms and follow the steps above.

New Look Preview:

Membership:		
 Your Sons of Norway Lodge	 Member Benefits	 Add Household Members
 Membership Card	 My Member Documents	
Officer:		
 Lodge Forms	 Governance	 D17
 D18	 Lodge Reports	 Lodge Officer Updates
 Lodge Store		