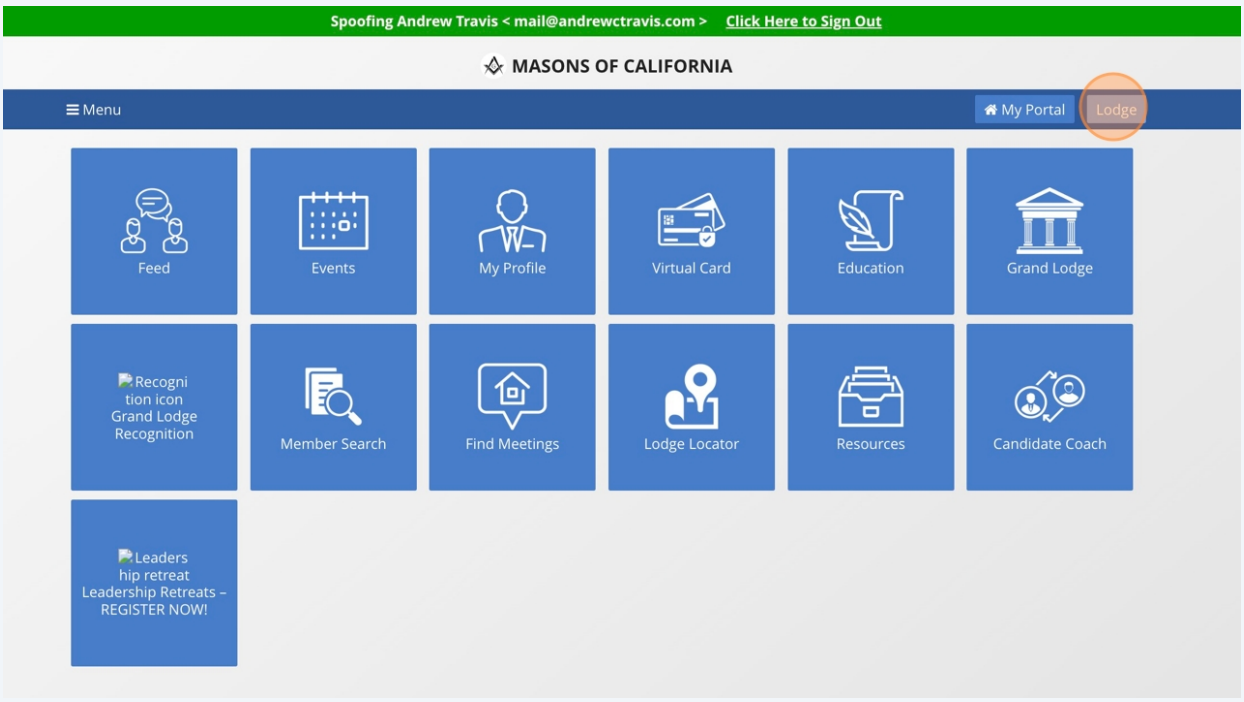
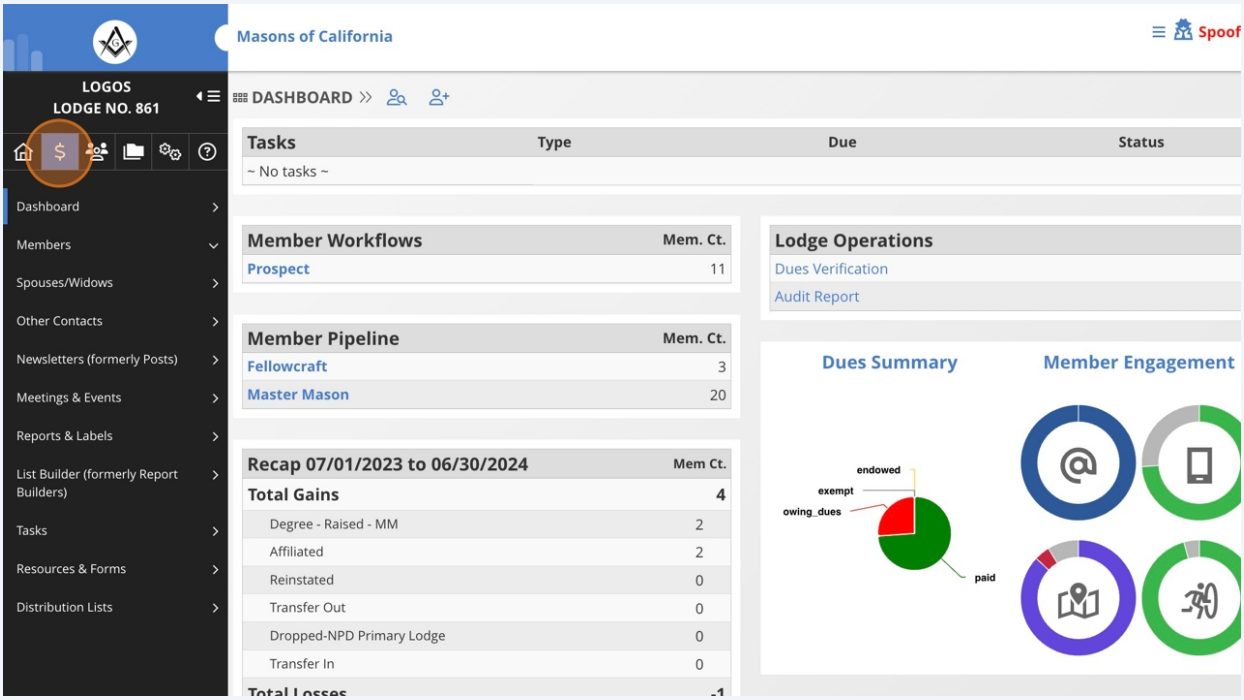
# How To File A Notice Of Intent To Suspend

1 Navigate to [http://member.freemason.org](http://member.freemason.org) and login

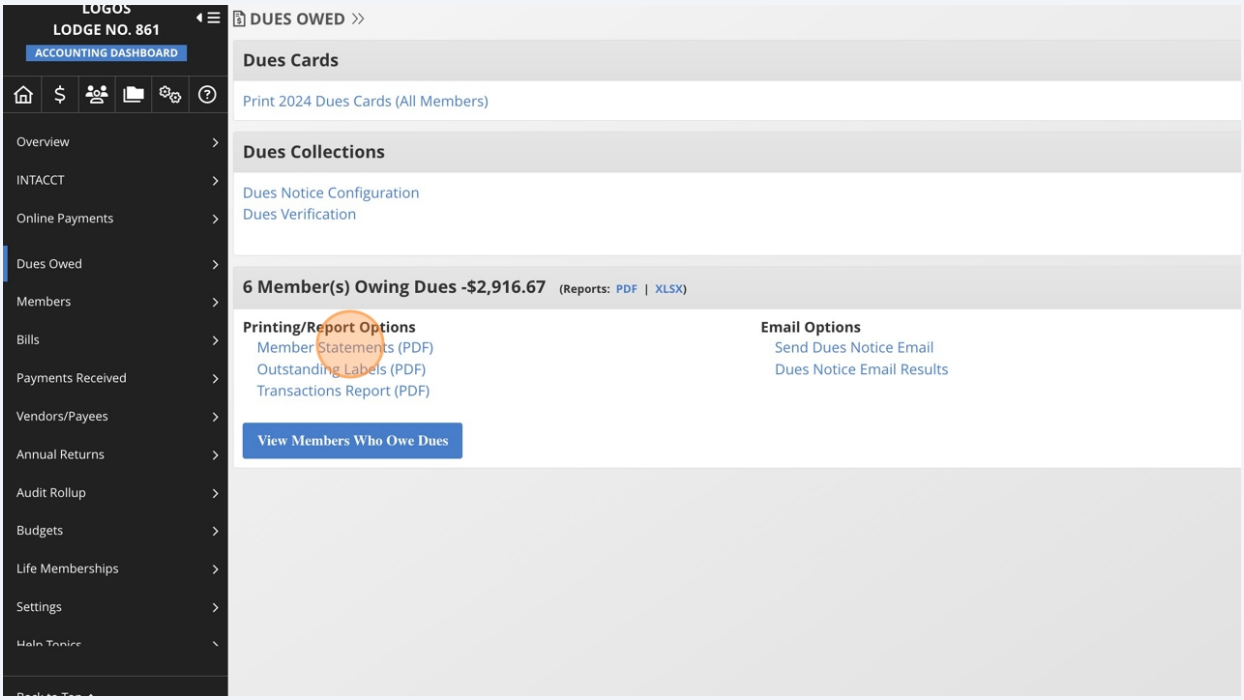
2 Navigate to your lodge dashboard by clicking "Lodge"



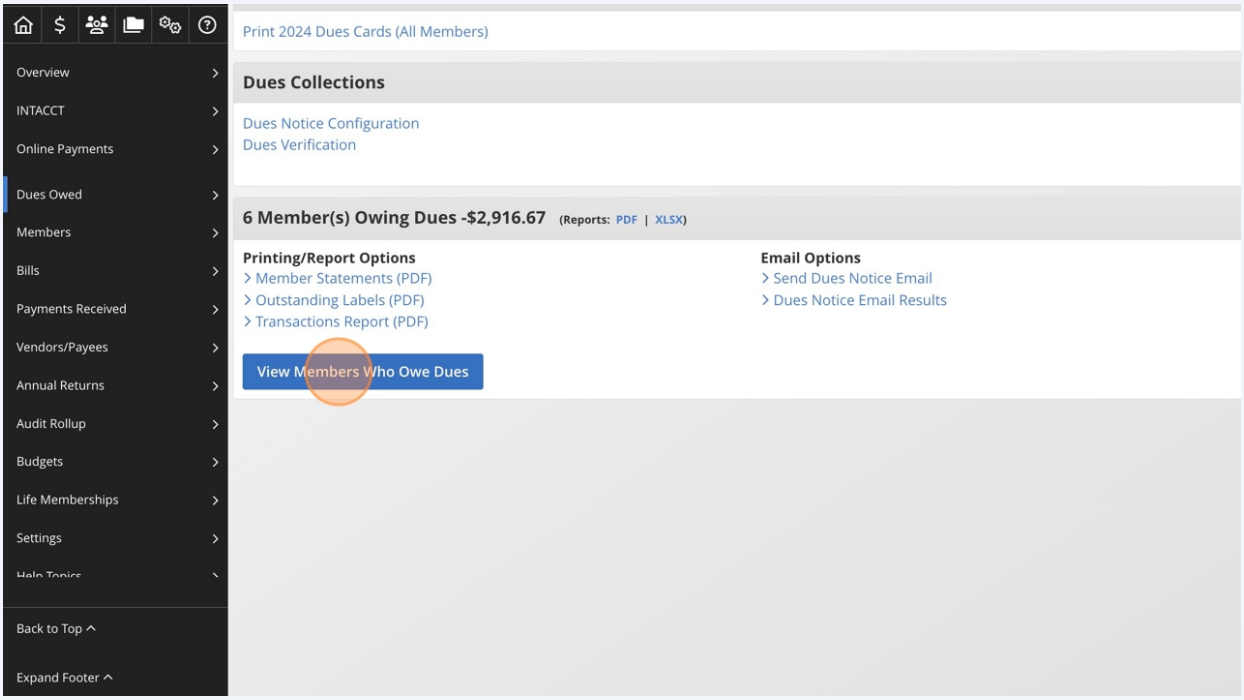
## 3 Click this link.



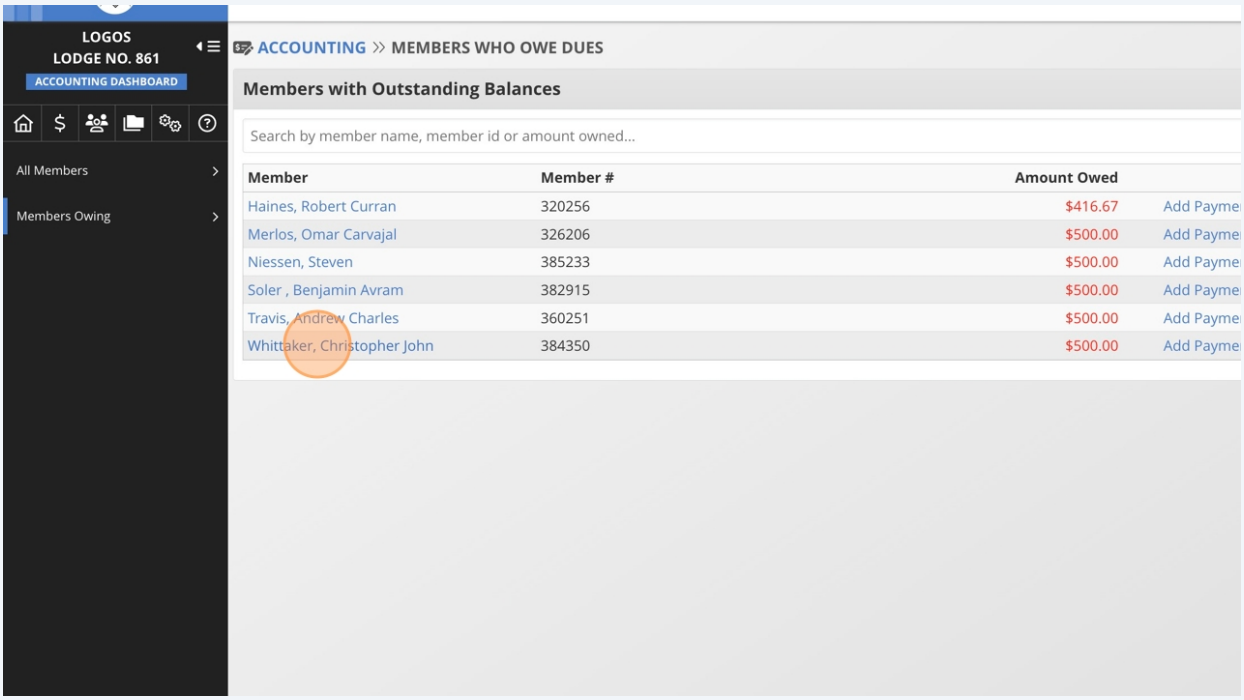

## 4 Click "Members Owing Dues"



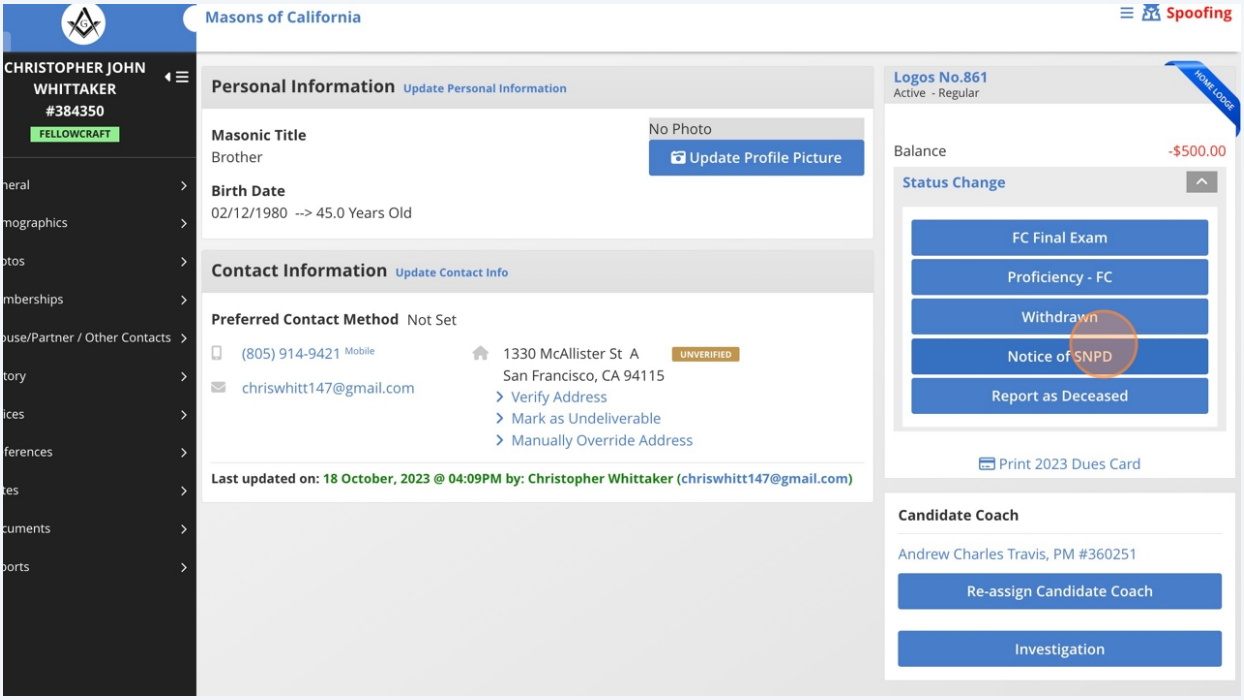
## 5 Click "View Members Who Owe Dues"



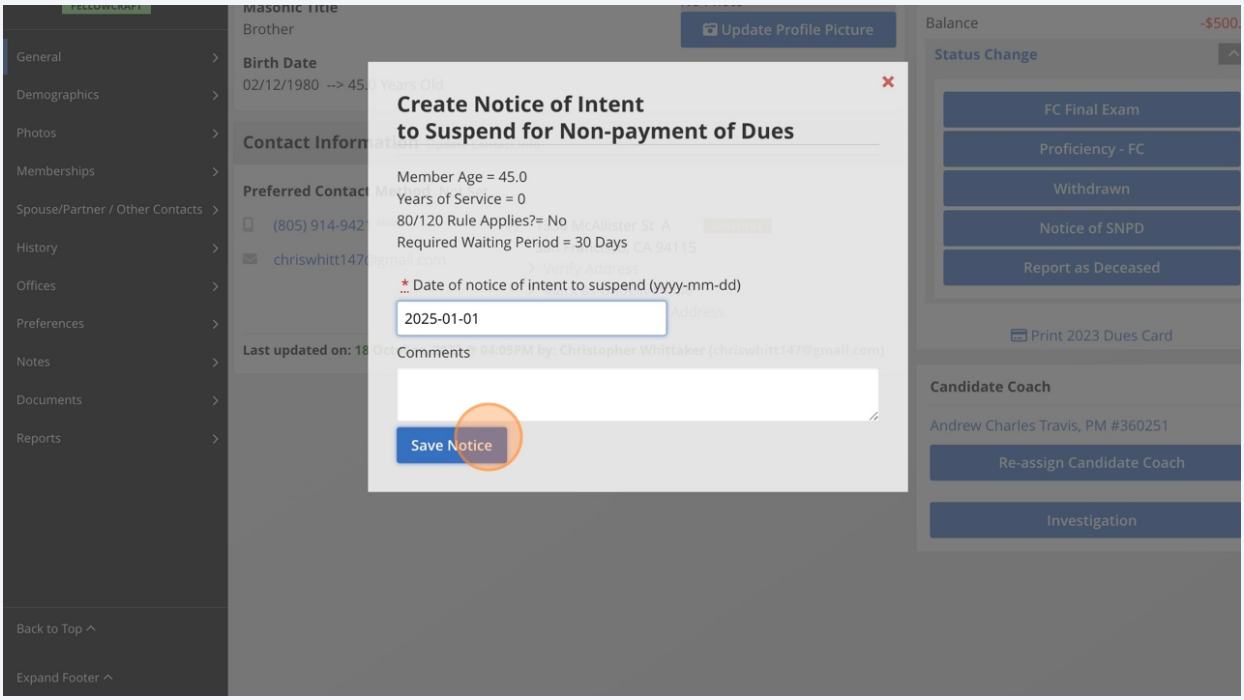

## 6 Click on the name of the member for whom you wish to record a notice of intent to suspend



## 7 In the Status Change menu, click "Notice of SNPD"



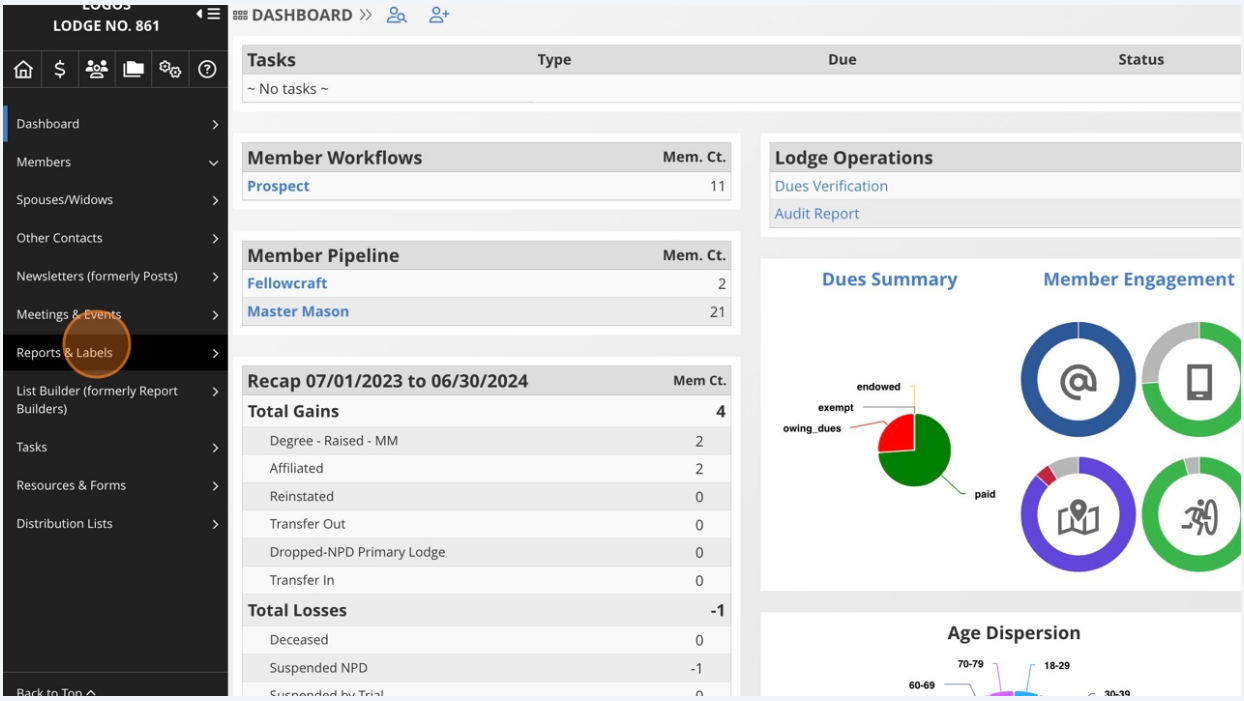

## 8 Record the date of the notice of intent to suspend, enter any comments and click the "Save Notice" button.



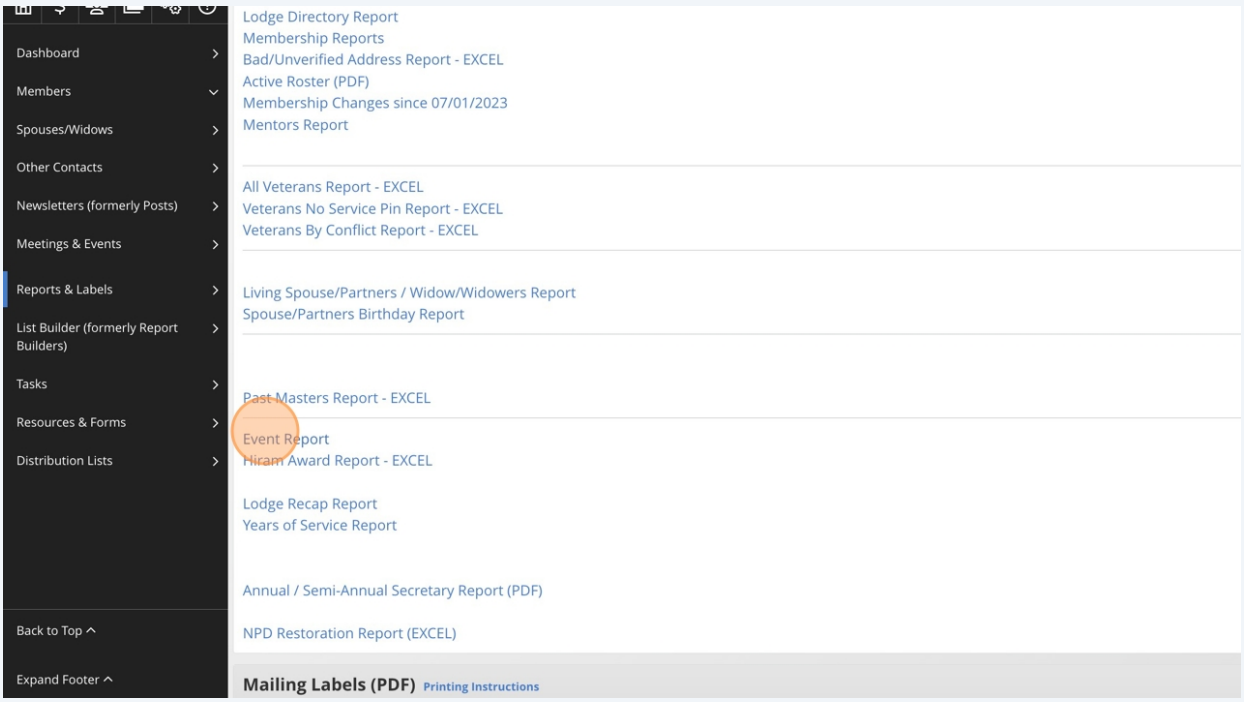
Note the information on if the 80/120 rule (which requires a personal meeting with the member before suspending him for non-payment of dues if he is older than 80 years of age or his age and tenure in Freemasonry combined are more than 120 years), and the required waiting period (which if the mason belongs only to your lodge is 30 days, otherwise it is 60 days). No action will be able to take place until the required waiting period is elapsed.

## Generate a Notice of Intent to Suspend Report

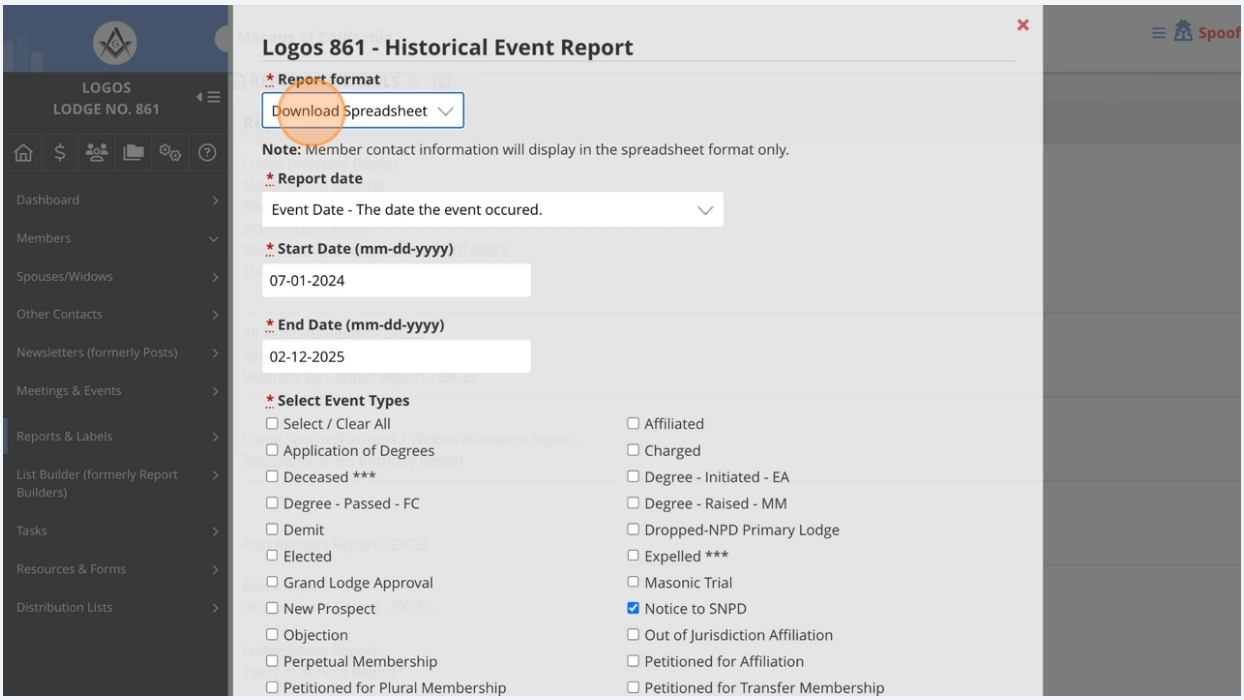
**9** To generate a report of individuals marked to recieve their notice of intent to suspend, from the Lodge dashboard, click "Reports & Labels"



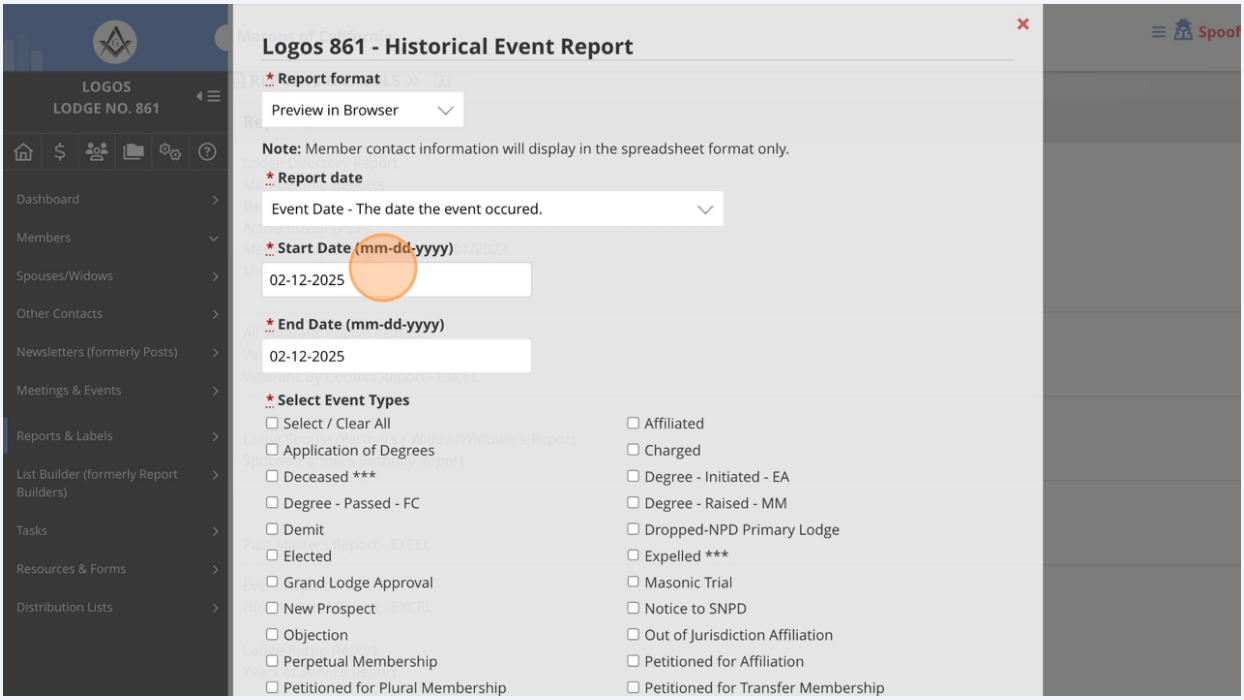
## 10 Click "Event Report"



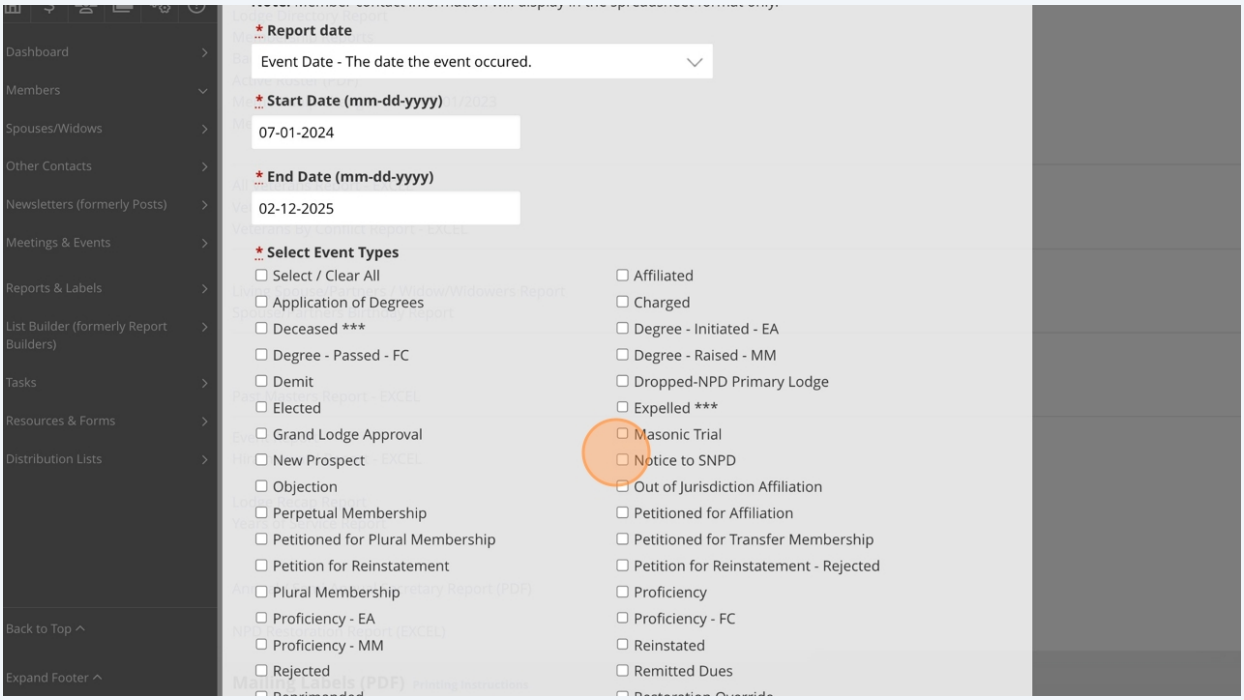

## 11 Select the report format



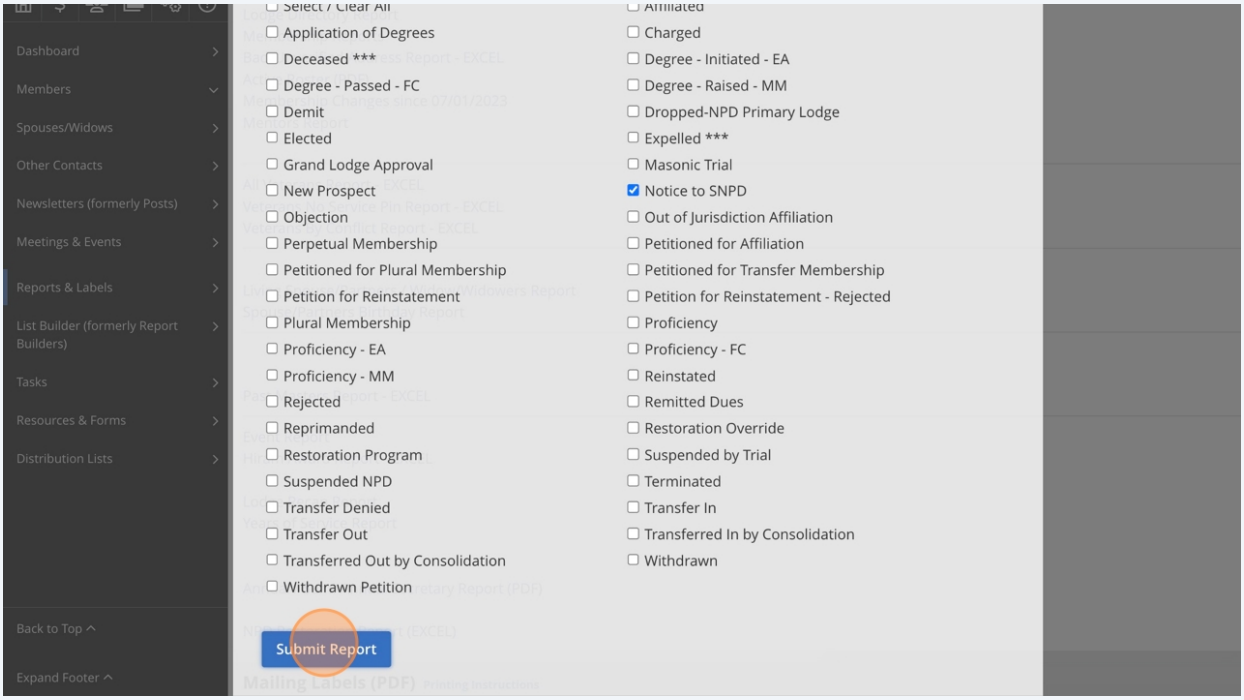
## 12 Enter the start and end dates for the report




## 13 Click the "Notice to SNPD" field.



**14** Click the “Submit Report” button to download a PDF to your computer.



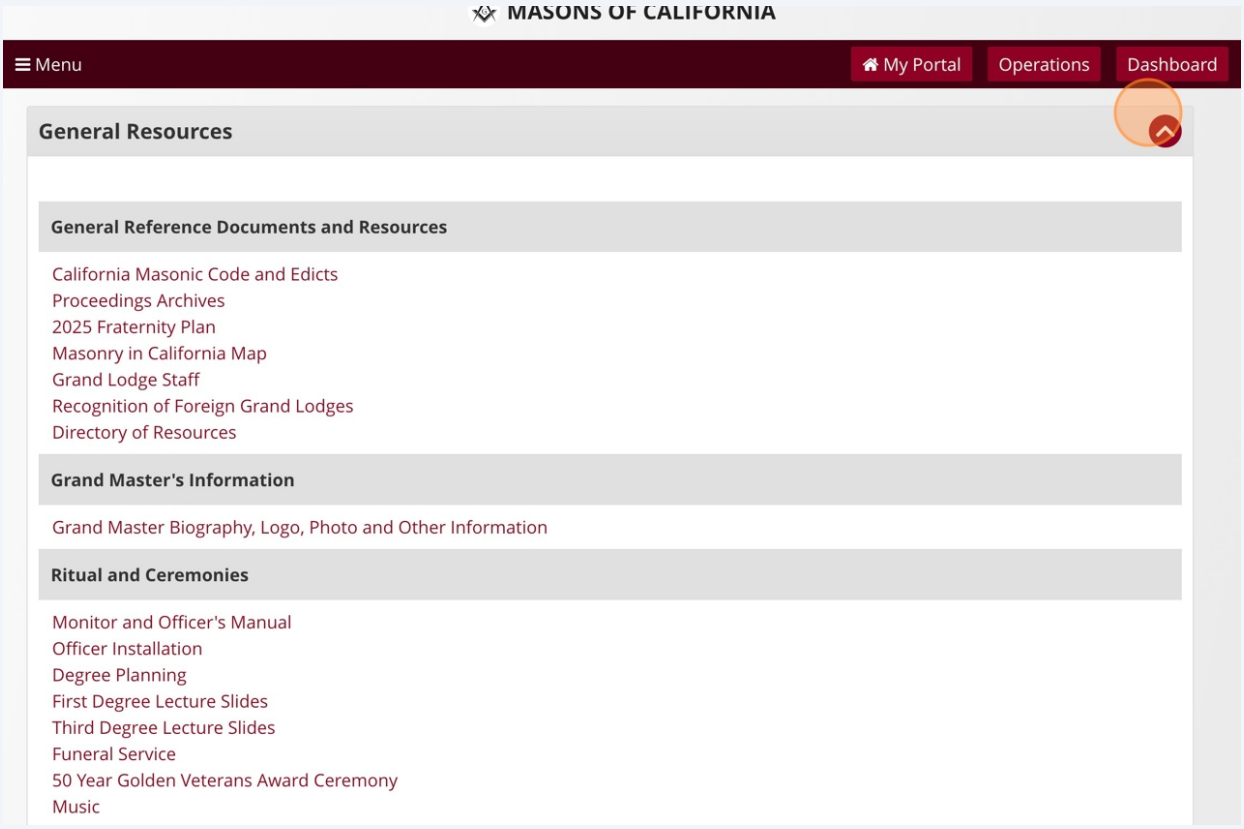

Before sending the Notice of Intent to Suspend, it is recommended to request a Lost Member Search from Member Services. This helps ensure you have the most up-to-date contact information for the member. If any new details are found, Member Services will update the member’s record and notify you accordingly.

## A notice of intent to suspend template letter

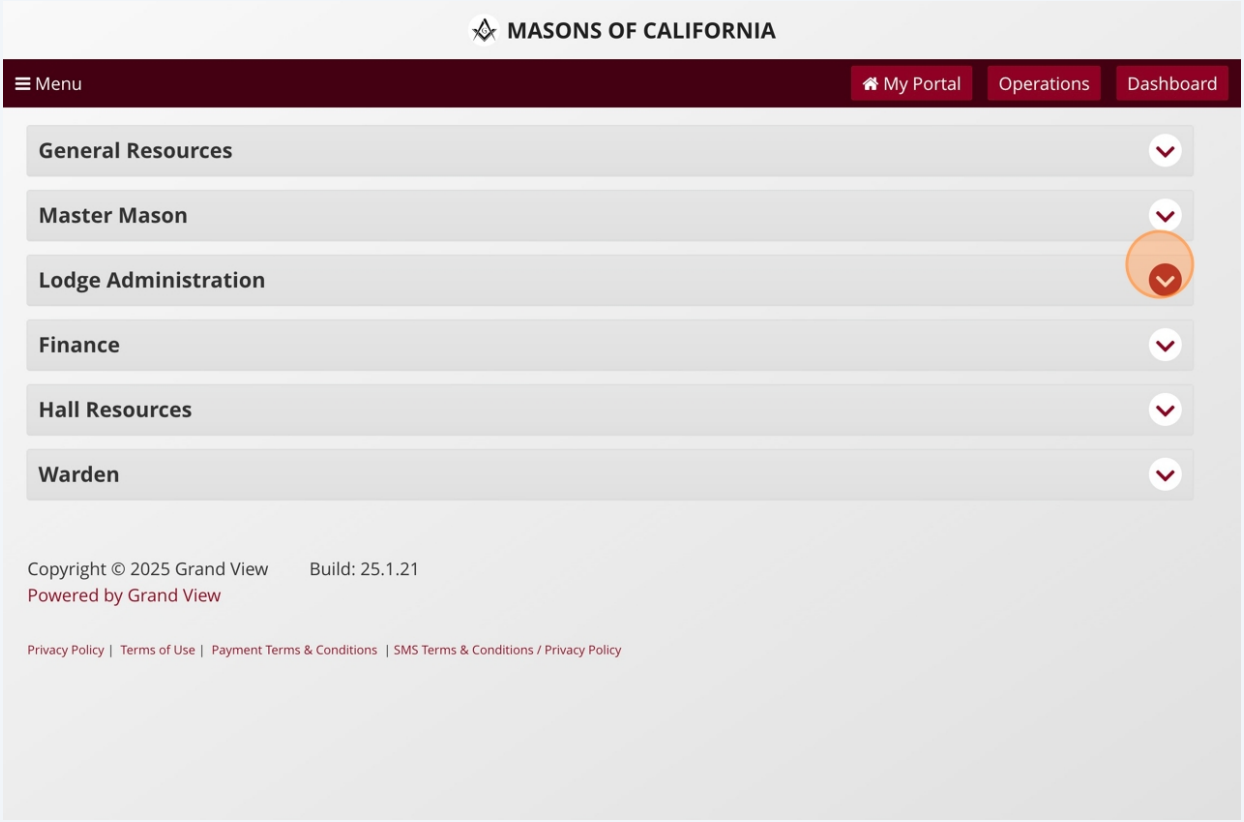
**15** A notice of intent to suspend template letter for your use is available. From your member portal, click on the "Resources" tile



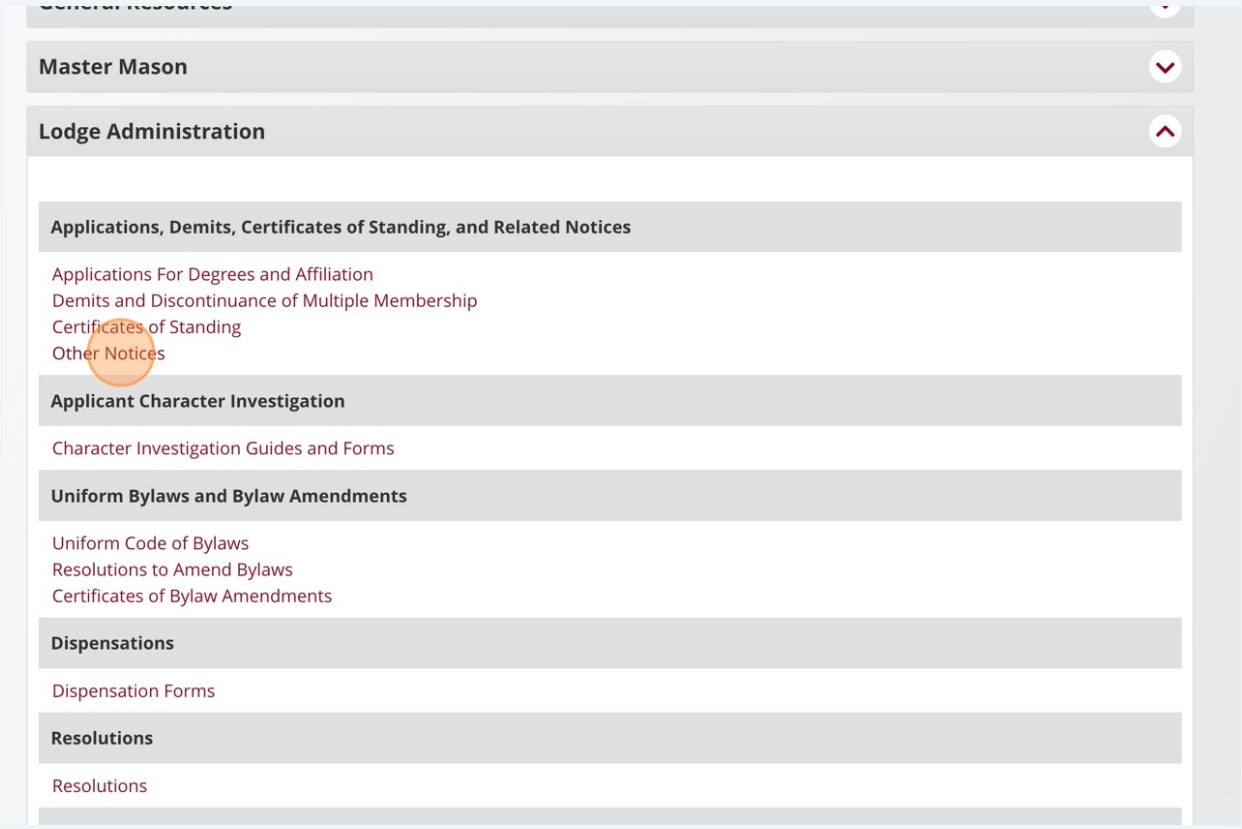
## 16 Click "General Resources"



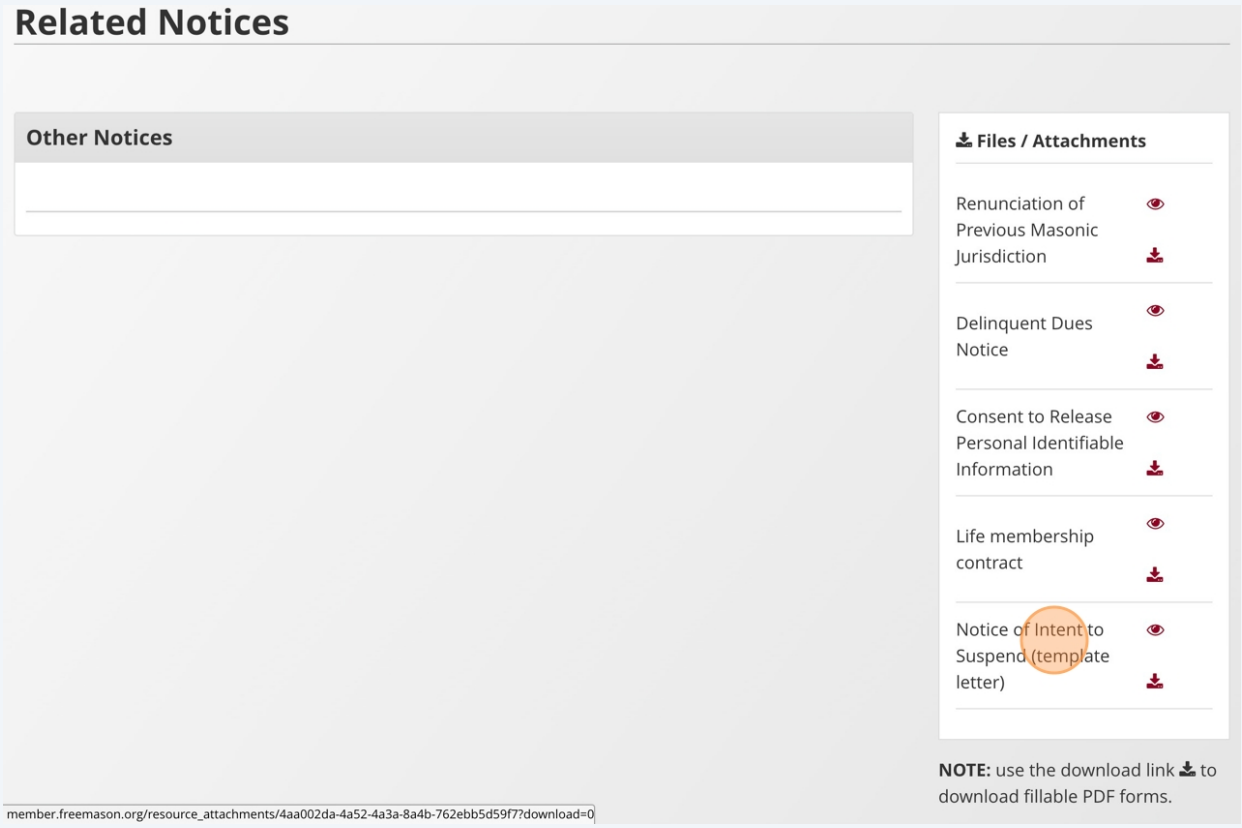
## 17 Click "Lodge Administration"



## 18 Click "Other Notices"

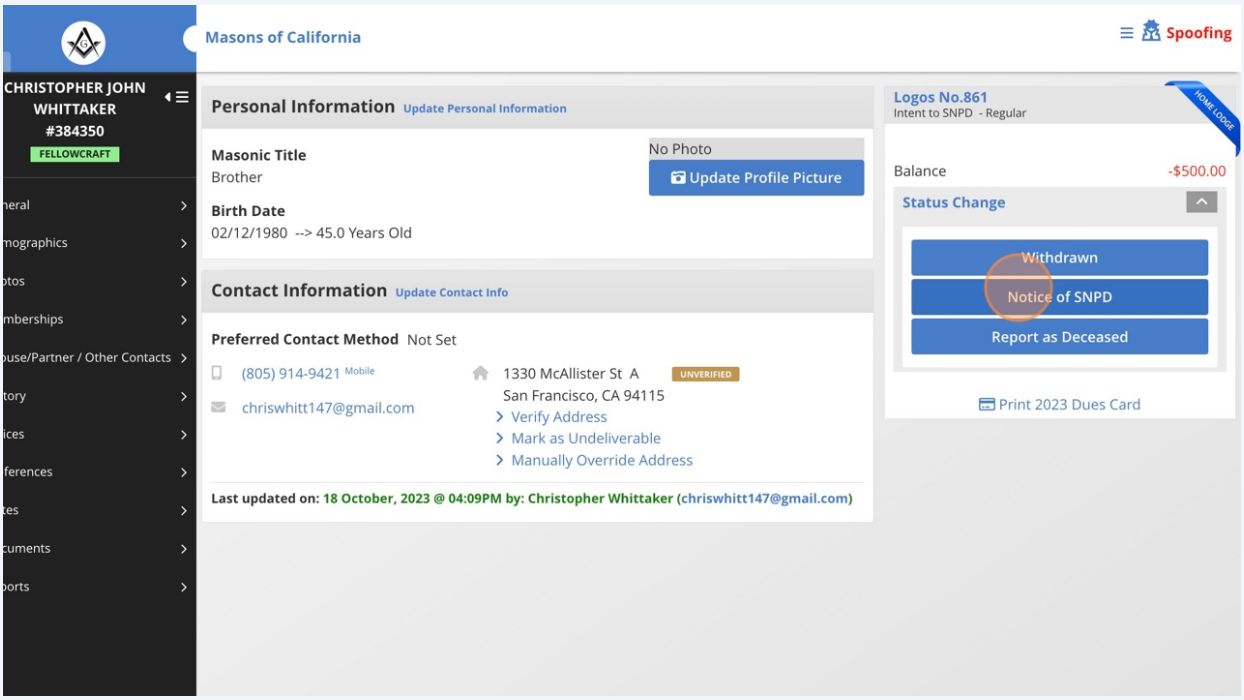


19 Click "Notice of Intent to Suspend (template letter)." A word document will download to your computer. Enter your information, edit as you see fit, and use the notice of intent to suspend report to send the notices to members.

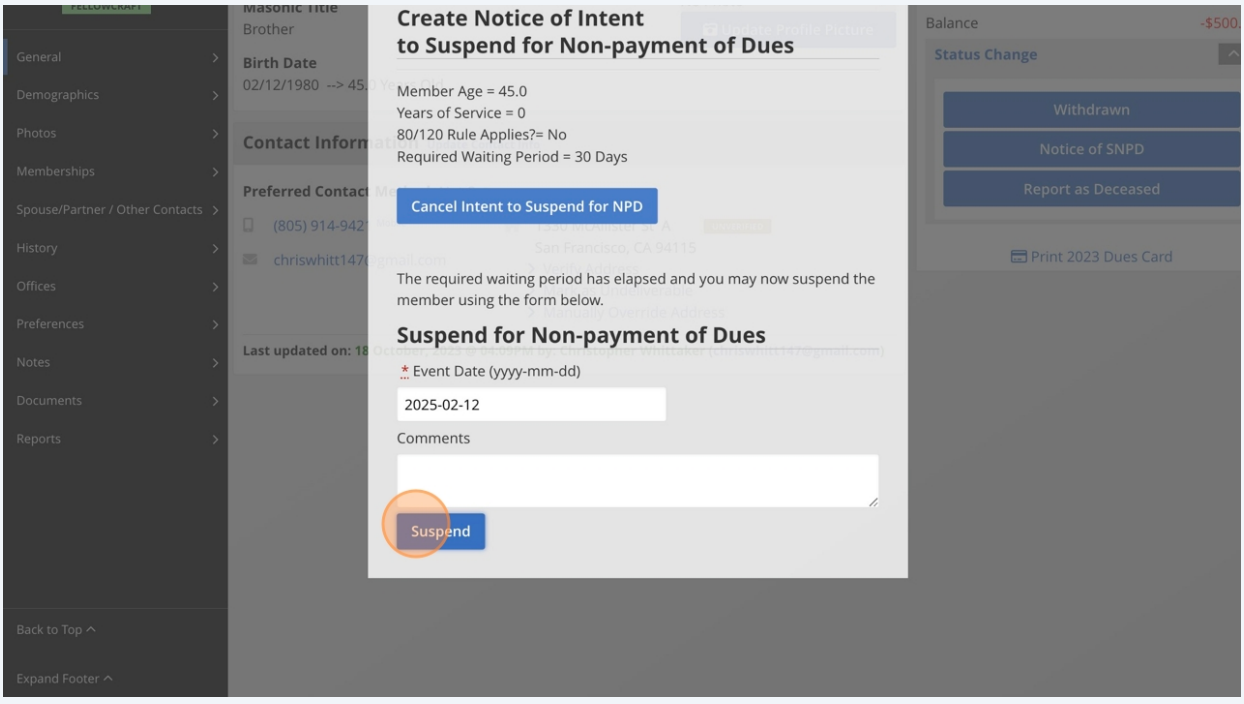



## Suspending a member

**20** After the required waiting period, the Master may declare a Masons suspended for non-payment of dues at a stated meeting. To do so, return to the member's record and click "Notice of SNPD"

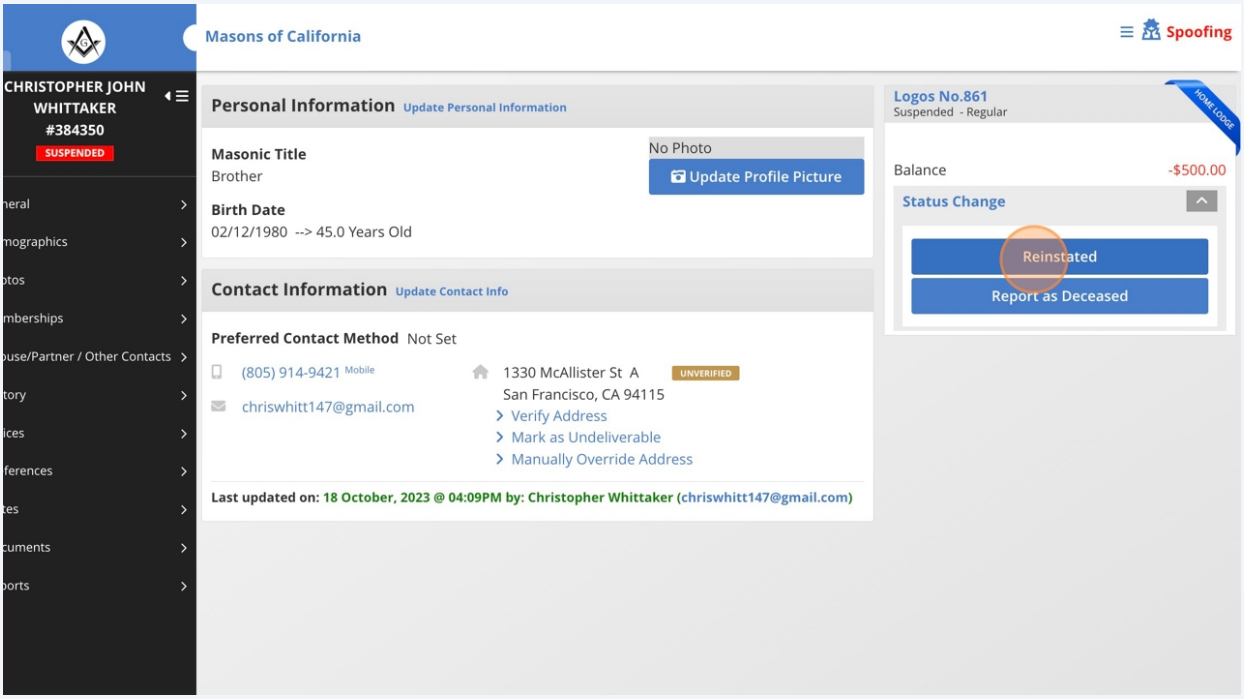



**21** Enter the date of the suspension, enter any comments and click "Suspend"




## Reinstating a member

**22** To reinstate a member who has been suspended for non-payment of dues, return to his member record and click "Reinstated"




**23** Enter the date of his reinstatement, as well as any comments, and click "Submit"

