



Print Dues Renewal Letters and Mailing Labels in MALTA

How to Print Dues Renewal Letters in MALTA

- Log in to MALTA and click on the “Duties” tab near the upper left-hand side of the screen.
 - Click on “Reports” in the Shortcuts section.
 - Select “Dues Renewal Letter” from the list on the Reports page.
 - Click the “Search” button to bring up the list of unpaid members.
 - Click the “Print Dues Renewal Letters” button to download a PDF document.
 - Print the PDF document containing the individual Dues Renewal Letters you can mail to your unpaid members.
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How to Print Mailing Labels for Unpaid/Lapsed Members in MALTA

- Log in to MALTA and click on the “Duties” tab near the upper left-hand side of the screen.
- Click on “Address Labels” in the Manage Members section.
- Select “Unpaid/Lapsed Members” from the drop-down box, then click the “Search” button.
- Before proceeding, please carefully read the instructions on the page for how to format your mailing labels.
- Insert the mailing labels into your printer, and then click the “Print Address Labels” button.