⚠️ If you do not have internet access, please call our dedicated Membership team at **(800) 814-5339** for enrollment assistance. If you do have internet access, please follow the below steps to enroll in the program.

Step 1.   Go to https://emsecurepay.emsbilling.com/membership

Step 2.   Select Create New Membership Account

Step 3.   Enter **MINQUAS** into the Activation Code textbox, then click "Activate"

Step 4.   You will be asked to enter the below information:

Do You Know Your Member #?   No 🔴

- o   SSN
- o   Date of Birth (DOB)
- o   Household head first name
- o   Household head last name   o   State
- o   Phone Number   o   Zip Code
- o   Home Street Address
- o   City

Step 5.   If you are considered a **single-resident household**: The information provided in the previous screen will be listed under "Current Household Members." Click "Next"

If you are considered a **household with two or more residents:**
The information provided in the previous screen will be listed under "Current Household Members"
To add additional members, insert their First Name, Last Name, SSN, DOB and the member will be added under "Current Household Members." Click "Next"

➢   To add additional members, click   Add another household member

Step 6.   You will be asked to enter an email address
Step 7.   You will also have a chance to add the donation amount

Step 8.   You will be provided two options for payment method:
- • Credit/Debit Card – Key in your card number, expiration date, and CSC (security code), then click "Pay Now"
- • Bank Account – Key in name on account, account number, and the ABA number, then click "Submit"

ABA Number   Account Number
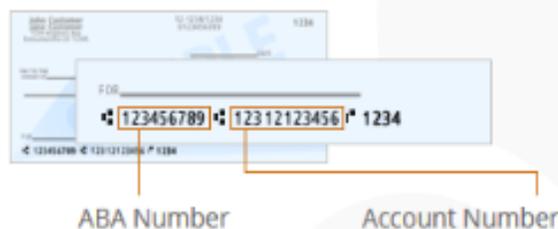
Step 9.   Once payment details are inserted, you will receive confirmation for payment being successfully processed and be given the option to print your receipt

Step 10.   To make member adjustments throughout the year, you will be given the option to set up your account by providing a username and password