

Ontario State Membership Retention Process.

Step 1. Go to [www.kofc.org](http://www.kofc.org)

Step 2. Click on 'click on the blue box that says 'sign in''

The screenshot shows the website's header with a black bar containing the text "Miracle Approved! Father McGivney to be Beatified! Keep up with the news by joining the McGivney Guild." and buttons for "PRESS RELEASE" and "MEDIA RESOURCES". Below this is a navigation bar with links for "CONTACT US", "SAFE ENVIRONMENT PROGRAM", "CAREER", "LANGUAGE", and "SIGN IN". The "SIGN IN" link is highlighted with a blue arrow. The main navigation bar includes "WHO WE ARE", "WHAT WE DO", "GET INVOLVED", and "NEWS HUB". The main content area features a large image of a man in a blue Knights of Columbus uniform and cap, holding a cardboard box filled with supplies. Overlaid on the image is the text "KNIGHTS' COVID-19 RESPONSE" and the subtitle "Putting faith into action to 'Leave No Neighbor Behind.'". Two buttons are visible: a yellow "DONATE" button and a white "OUR RESPONSE" button with a black border.

Step 3. Enter Username & Password, click on sign in

Please enter your username and password and click on the "Sign In" button to sign in. Fields marked with an asterisk (\*) are required.

You must be a registered user to access this portal.

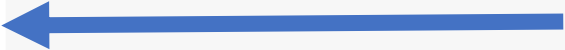
Username\*

Password is Required.

Remember Me

**SIGN IN**

[PASSWORD RESET](#)   [ACCOUNT ASSISTANT](#)



Step 4 click on member billing

Supporting documents: Utilize the following resources to familiarize yourself with the new Star Council Award criteria. Additional questions should be directed to [fraternalmission@kofc.org](mailto:fraternalmission@kofc.org).

- [2019-2020 Revised Star Council Requirements](#)
- [New Quota Schedule](#)
- [Frequently Asked Questions](#)

**Exemplification of Charity, Unity and Fraternity**

Supporting documents: Utilize the following resources and direct questions to your State Ceremonials Chairman or [ceremonials@kofc.org](mailto:ceremonials@kofc.org).

- [Exemplification presentation video](#)
- [Communication to Knights of Columbus Leaders](#)
- [Script for the Exemplification of Charity, Unity and Fraternity](#)
- [Frequently Asked Questions](#)

**IMPORTANT NOTICE ON IMPORT FEES AND SHIPPING:**  
 We have opened Knights Gear Canada to serve our Canadian Councils! We strongly recommend that you place all Canadian orders with KnightsGear.CA to avoid US brokerage fees, taxes and duties that are due upon delivery. KnightsGear.com is a US company and the total price paid on the website is in USD and does not include any shipping or taxes import fees. Should you choose to order from [KnightsGear.com](#) in the US please note that ALL SALES ARE FINAL and no refunds will be given even for abandoned or refused items. If there are items you are interested in purchasing from KnightsGear Canada that are with not on the site – please email and we will work to get you what you need.  
[KnightsGear Canada Item Inquiry](#)

Ontario > 39 > #4924 (Windsor)

**Supporting Applications**

- Officers Desk Reference
- Office Of Youth Protection
- Home Corporations
- Member Management
- Member Billing
- By Laws Online
- Knights Gear
- Supplies Online

**Membership** | Reports | Forms | Publications | Prospect | Candidate

Awards Progress									Council Membership	
	Month to Date				Year to Date				Total Membership 6/22/2020	YTD Change in Membership
	Quota	Gain	Loss	Net	Gain	Loss	Net	%		
MBR	22	0	0	0	3	16	-13		336	-25
INS	8	0	0	0	0	6	-6			

Contact Us | Privacy Policy | Terms of Service

© Knights of Columbus 2020

Step 5 click on live

requirements for the 2019-2020 fraternal year. The revised criteria are explained in the supporting documents below.

*This is a one-time change for the current year only.*

Supporting documents: Utilize the following resources to familiarize yourself with the new Star Council Award criteria. Additional questions should be directed to [fraternalmiission@kcofc.org](mailto:fraternalmiission@kcofc.org).

- 2019
- New
- Freq

Exemp

Suppo

- Exem
- Com
- Scri
- Freq

IMPOF

We ha

to avo

USD a

ARE F

Canad

Knigh

On

St

W

Officers Desk  
Reference

Office Of Youth  
Protection

Home  
Corporations

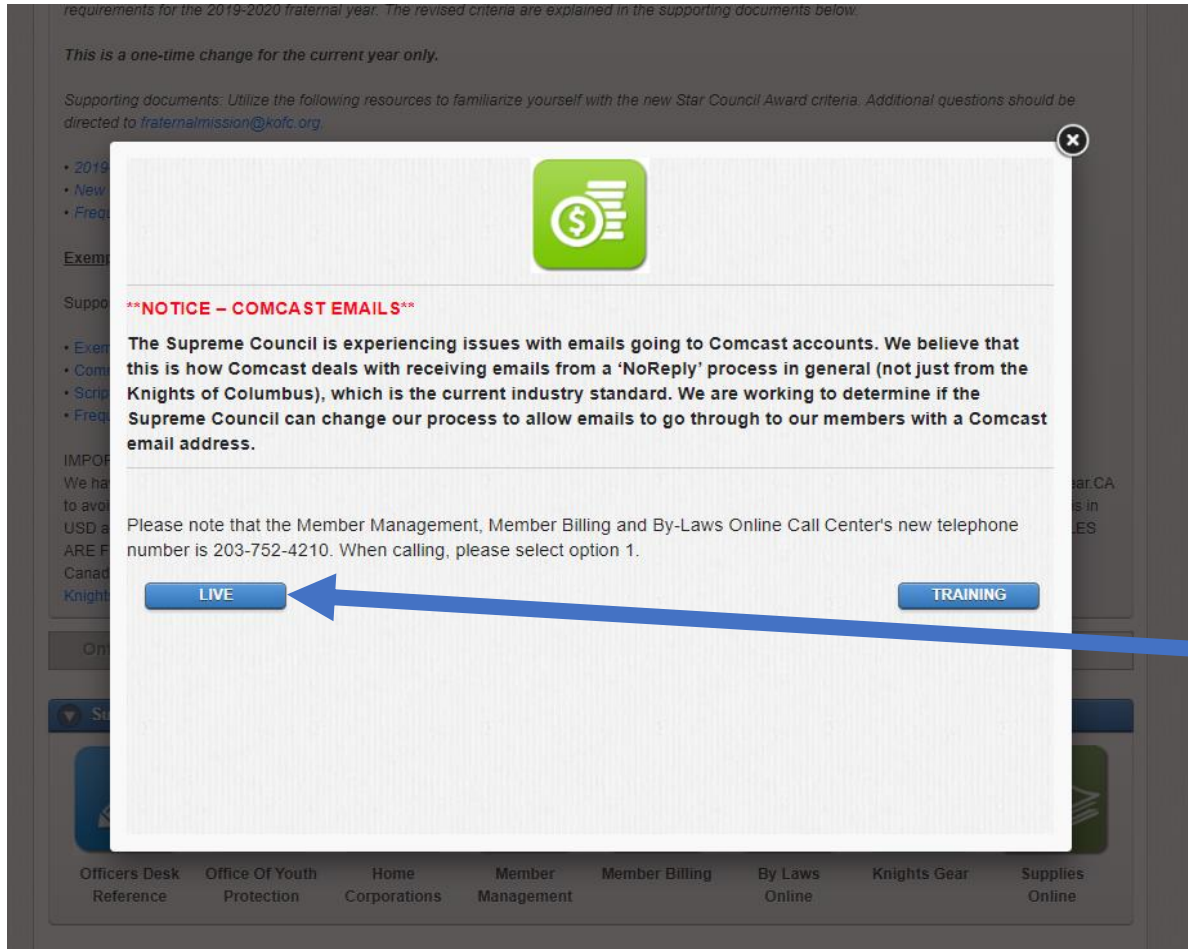
Member  
Management

Member Billing

By Laws  
Online

Knights Gear

Supplies  
Online



**\*\*NOTICE – COMCAST EMAILS\*\***


The Supreme Council is experiencing issues with emails going to Comcast accounts. We believe that this is how Comcast deals with receiving emails from a 'NoReply' process in general (not just from the Knights of Columbus), which is the current industry standard. We are working to determine if the Supreme Council can change our process to allow emails to go through to our members with a Comcast email address.

Please note that the Member Management, Member Billing and By-Laws Online Call Center's new telephone number is 203-752-4210. When calling, please select option 1.


[LIVE](#) [TRAINING](#)

Step 6 click on Printer Center-MB

English | Español | Français Home | Contact Us | Logout

 **KNIGHTS OF COLUMBUS**  
IN SERVICE TO ONE. IN SERVICE TO ALL.


Find a Member by Last Name:

 **TRAINING APPLICATION**

**Officers Online**   **Member Billing**   **Print Center-MB**

**Council Billing & Accounting - Council Ledger**

**Council**

 **BISHOP JOHN T KIDD** **Council 4924**  
Council Location: WINDSOR      Jurisdiction: ON  
District: 039      Date of Institution: 04-03-1960

**View Transactions**

Show from:   to:     
MM-DD-YYYY      MM-DD-YYYY

**Council Transactions - Processed**

Date	Transaction Type	Batch #	Account: Sub Account	Event	Amount
------	------------------	---------	----------------------	-------	--------

**Council Transactions - Pending**

[Pending Receipts](#)  
[Pending Vouchers](#)  
[Pending Assessments](#)  
[Pending Adjustments](#)

Copyright © Knights of Columbus 2008 - 2020. All rights reserved.  
See [Privacy Policy](#) and [Terms of Service](#) for details  
APPS02-P

Step 7 click on billing

English | Español | Français Home | Contact Us | Logout

 **KNIGHTS OF COLUMBUS**  
IN SERVICE TO ONE. IN SERVICE TO ALL.

Find a Member by Last Name:

 **TRAINING APPLICATION**

**Officers Online** | **Member Billing** | **Print Center-MB**

**Print Center - Treasurer Reports**

**Treasurer - Receipt Reports**

- 1. Report of Receipts
- 2. Report of Receipts - Transaction Details
- 3. Report of Pending Receipts
- 4. Report of Pending Receipts - Transaction Details


**Navigation Menu:**

- Treasurer Reports
- Receipt Reports
  - ▶ Voucher Reports
  - ▶ **Billing**
  - ▶ Membership Cards
  - ▶ Retention
  - ▶ Journals & Ledger
  - ▶ Labels
  - ▶ Miscellaneous Reports
  - ▶ Data Extract Tool
  - ▶ Email


Copyright © Knights of Columbus 2008 - 2020. All rights reserved.  
See [Privacy Policy](#) and [Terms of Service](#) for details  
APPS02-P

Step 8- Click on & Create First Notice

English | Español | Français Home | Contact Us | Logout

 **KNIGHTS OF COLUMBUS**  
IN SERVICE TO ONE. IN SERVICE TO ALL.

Find a Member by Last Name:

 **TRAINING APPLICATION**

**Officers Online** | **Member Billing** | **Print Center-MB**

**Print Center - Billing Notices**

**Billing Notices**

- 1. **First Notice**
- 2. **Second Notice**
- 3. **Knight Alert**
- 4. **Intent to Retain**


▶ Treasurer Reports  
• **Billing**  
▶ Membership Cards  
▶ Retention  
▶ Journals & Ledger  
▶ Labels  
▶ Miscellaneous Reports  
▶ Data Extract Tool  
▶ Email

Copyright © Knights of Columbus 2008 - 2020. All rights reserved.  
See [Privacy Policy](#) and [Terms of Service](#) for details  
APPS02-P


Step 9.

- a. Add addendum message
- b. Delect Deelivery Preference
- c. Create file copy
- d. Click on generate notice

English | Español | Français Home | Contact Us | Logout

 **KNIGHTS OF COLUMBUS**  
IN SERVICE TO ONE. IN SERVICE TO ALL.


Find a Member by Last Name:

 **TRAINING APPLICATION**

**Officers Online** | **Member Billing** | **Print Center-MB**

▸ Treasurer Reports  
• **Billing**  
▸ Membership Cards  
▸ Retention  
▸ Journals & Ledger  
▸ Labels  
▸ Miscellaneous Reports  
▸ Data Extract Tool  
▸ Email

**Note: Using Email functionality in Training will generate a record as if the Email was actually sent but will not actually generate and send Emails to individuals.**

**Print Center - Billing Notices** 

**Billing - 1st Notice**

**Additional Options / Requirements**

**Addendum Message:**

0 of 1000 characters used.

**Select Delivery Preference:**

Email  
 Mail  
 Create File Copy

[Back](#)

Copyright © Knights of Columbus 2008 - 2020. All rights reserved.  
See [Privacy Policy](#) and [Terms of Service](#) for details  
APPS02-P



Step 10. Send out notice based on your selection above.

Step 11. 30 days after the first notice was sent out click on and create Second Notice.

- a) Activate councils retention committee.
- b) Add addendum message
- c) Delect Delevery Preference
- d) Create file copy
- e) Click on generate notice

The screenshot shows the website interface for the Knights of Columbus. At the top, there are language options (English, Español, Français) and navigation links (Home, Contact Us, Logout). The main header includes the Knights of Columbus logo and a search bar for finding members by last name. Below the header, there are three main menu items: Officers Online, Member Billing, and Print Center-MB. The Print Center-MB menu is expanded, showing a list of options: Treasurer Reports, Billing, Membership Cards, Retention, Journals & Ledger, Labels, Miscellaneous Reports, Data Extract Tool, and Email. The 'Billing' option is selected, leading to the 'Print Center - Billing Notices' page. This page has a sub-header 'Billing Notices' and a list of four options: 1. First Notice, 2. Second Notice, 3. Knight Alert, and 4. Intent to Retain. A blue arrow points to the '2. Second Notice' option.

English | Español | Français Home | Contact Us | Logout

**KNIGHTS OF COLUMBUS** Find a Member by Last Name:   **TRAINING APPLICATION**

**Officers Online** **Member Billing** **Print Center-MB**

**Print Center - Billing Notices**

**Billing Notices**

1. First Notice
2. Second Notice
3. Knight Alert
4. Intent to Retain

Copyright © Knights of Columbus 2008 - 2020. All rights reserved.  
See [Privacy Policy](#) and [Terms of Service](#) for details  
APPS02-P



Find a Member by Last Name:

Go



**TRAINING APPLICATION**

Officers Online

Member Billing

Print Center-MB

▶ Treasurer Reports

• Billing

▶ Membership Cards

▶ Retention

▶ Journals & Ledger

▶ Labels

▶ Miscellaneous Reports

▶ Data Extract Tool

▶ Email

Note: Using Email functionality in Training will generate a record as if the Email was actually sent but will not actually generate and send Emails to individuals.

### Print Center - Billing Notices



#### Billing - 1st Notice

#### Additional Options / Requirements

#### Addendum Message:

0 of 1000 characters used.

#### Select Delivery Preference:

- Email
- Mail
- Create File Copy

Generate Notice

Back

Step 12

- a) Continue to utilize council retention committee
- b) 30 days after the second notice was sent out click on and create Knight Alert
- c) Save a pdf or electronic copy to your computer.
- d) Print letter and have signed by GK
- e) Mail letters out. THIS IS A MUST

The screenshot shows the website interface for the Knights of Columbus. At the top, there are language options (English, Español, Français) and navigation links (Home, Contact Us, Logout). The main header includes the Knights of Columbus logo and a search bar for finding members by last name. Below the header, there are three main menu categories: Officers Online, Member Billing, and Print Center-MB. The Print Center-MB section is expanded, showing a list of billing notices. A blue arrow points to the '3. Knight Alert' option in the list. The footer contains copyright information and links to the Privacy Policy and Terms of Service.

English | Español | Français Home | Contact Us | Logout

**KNIGHTS OF COLUMBUS** Find a Member by Last Name:  Go

**TRAINING APPLICATION**

Officers Online Member Billing Print Center-MB

Print Center - Billing Notices

**Billing Notices**

- 1. First Notice
- 2. Second Notice
- 3. Knight Alert
- 4. Intent to Retain

Copyright © Knights of Columbus 2008 - 2020. All rights reserved.  
See [Privacy Policy](#) and [Terms of Service](#) for details  
APPS02-P

Step 13.

- a) Continue to utilize council retention committee
- b) 15 days after the Knight Alert was sent out click and create Intent to Retain
- c) Save a pdf or electronic copy to your computer.
- d) Print letter and have signed by GK and FS
- e) **Mail letters out. THIS IS A MUST**
- f) Send copy to Ontario Membership Retention Director at [membershipretentiondirector@ontariokofc.ca](mailto:membershipretentiondirector@ontariokofc.ca) with SO47

The screenshot shows the website interface for the Knights of Columbus. At the top, there are language options (English, Español, Français) and navigation links (Home, Contact Us, Logout). The main header features the Knights of Columbus logo and a search bar for finding members by last name. Below the header, there are three main menu items: Officers Online, Member Billing, and Print Center-MB. The Print Center-MB menu is expanded, showing a list of billing notices. A blue arrow points to the 'Intent to Retain' option, which is the fourth item in the list. The list also includes '1. First Notice', '2. Second Notice', and '3. Knight Alert'. The footer contains copyright information and links to the Privacy Policy and Terms of Service.

English | Español | Français Home | Contact Us | Logout

**KNIGHTS OF COLUMBUS** Find a Member by Last Name:  Go

**TRAINING APPLICATION**

Officers Online Member Billing Print Center-MB

Print Center - Billing Notices

**Billing Notices**

1. First Notice
2. Second Notice
3. Knight Alert
4. Intent to Retain

Copyright © Knights of Columbus 2008 - 2020. All rights reserved.  
See [Privacy Policy](#) and [Terms of Service](#) for details  
APPS02-P

Step 14 Once Membership Retention Director approves the suspension, he will send the intent to retain to Supreme with a CC to the FS.

Step 15 60 days after Once Membership Retention Director approves the suspension send form 100 to Supreme to process the suspension. [membership@kofc.org](mailto:membership@kofc.org)>