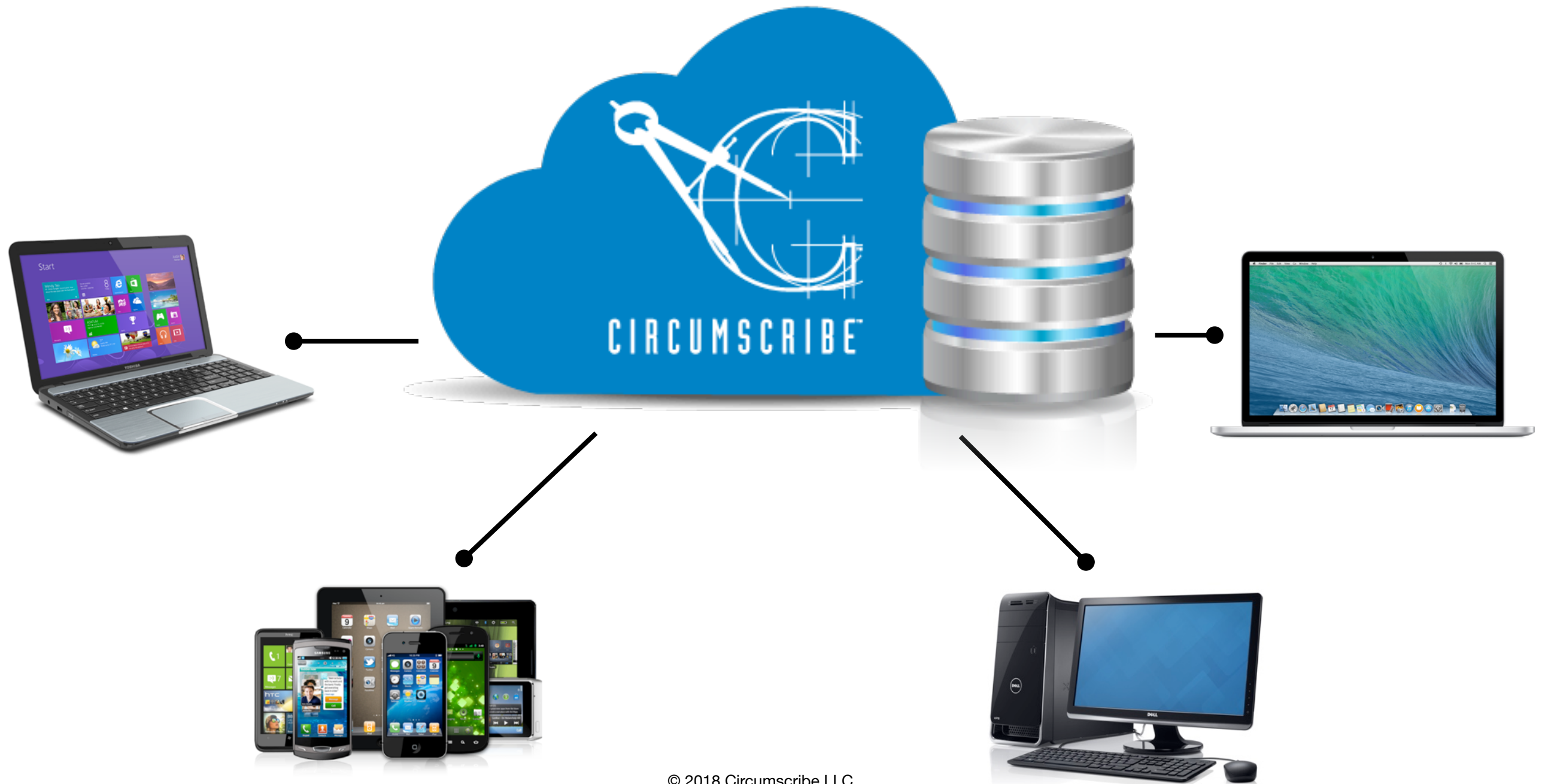


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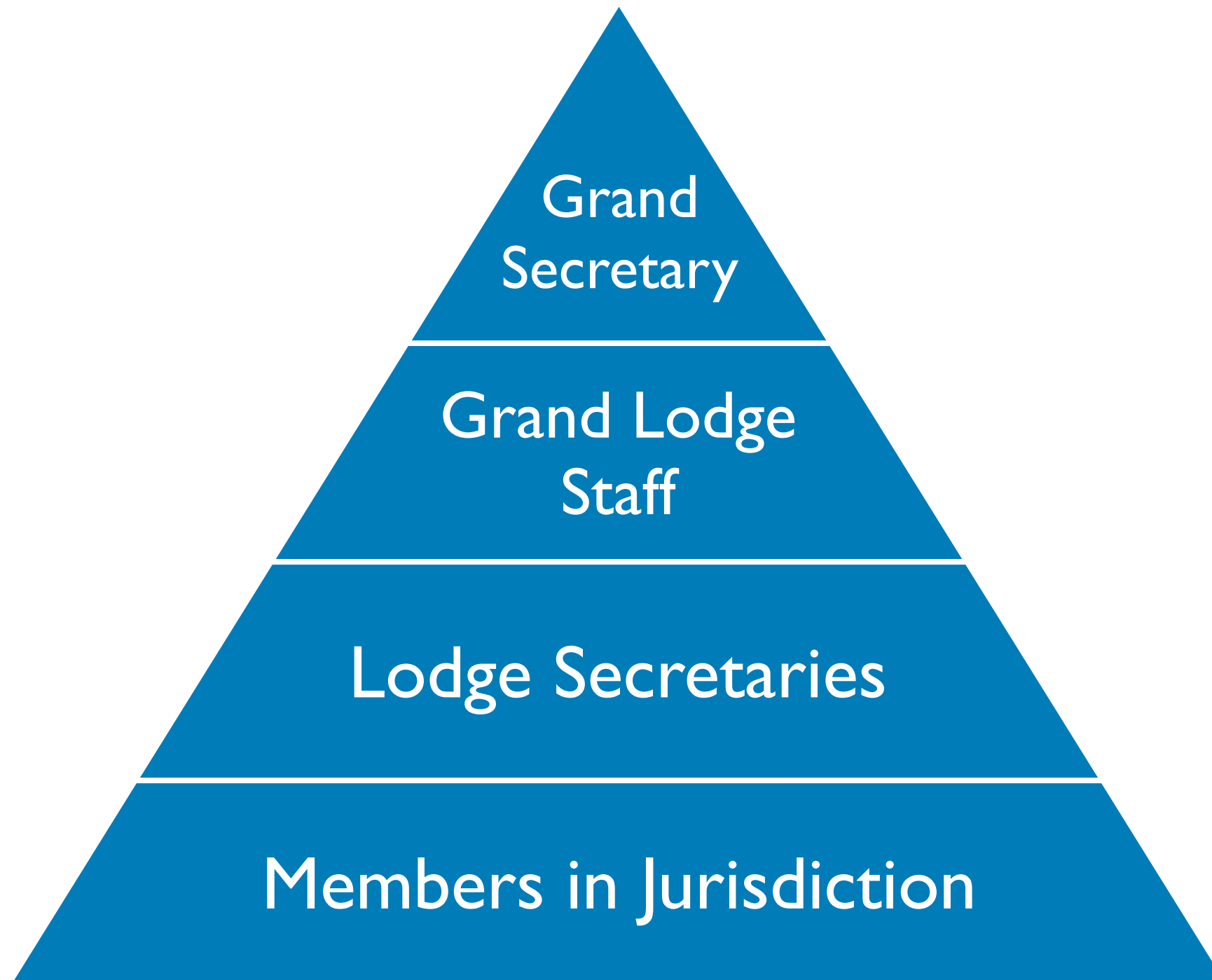
# What is Circumscribe?

A modern, browser platform that allows secure, online administration of organizational information, procedures and member communication.



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# Circumscribe Permission Based Access





# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



NOTE: each first time login requires the following credentials for each member, where 1234567 should be replaced with the member's number

Username:

FL1234567@changeyouremail.info

Password: FL1234567

## Login

Username

Password

[Forgot Password](#)

[Login](#)

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# First Time Login

**FLI234567@changeyouremail.info**

**FLI234567**



# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



## Welcome

To the Grand Lodge of Florida Membership Portal,  
powered by Circumscribe™.

powered by



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To insure the security of your information, you must  
change your login email address and password.



Use an email  
address  
frequently  
accessed

Enter Your New Email Address

example@gmail.com

Enter Your New Password

Must contain 8 characters and 1 number

Re-Enter Your New Password

Must match your previous entry

**Submit Changes**

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# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



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Profile Updated. You will need to log back in using your new email and password

Ok

Submit Changes

[View this email in your browser](#)



## The Most Worshipful Grand Lodge of Free & Accepted Masons of Florida

Information from the Grand Lodge of Florida

### Login / Password update.

**Dear User:** Your login email address and/or password has been changed. If you did not initiate this change, please contact the Secretary of your Lodge immediately.

Login

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# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



 Profile

 Attendance

 Examinations

 Payments

## Profile Page

Please verify that all of your member information (address, phone, title) is correct.



Upload a color photo of yourself for your new permanent ID card.



Use the -/+ buttons to set the image size. Click and drag to choose the crop area.



Rotate

Set as Profile Photo

Cancel

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# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



Profile



Attendance



Examinations



Payments



Final picture  
should look like  
this for ID  
production

## Profile Page

Please verify that all of your member information (address, phone, title) is correct.



Select a picture for upload:

Choose File

no file selected

powered by



CIRCUMSCRIBE

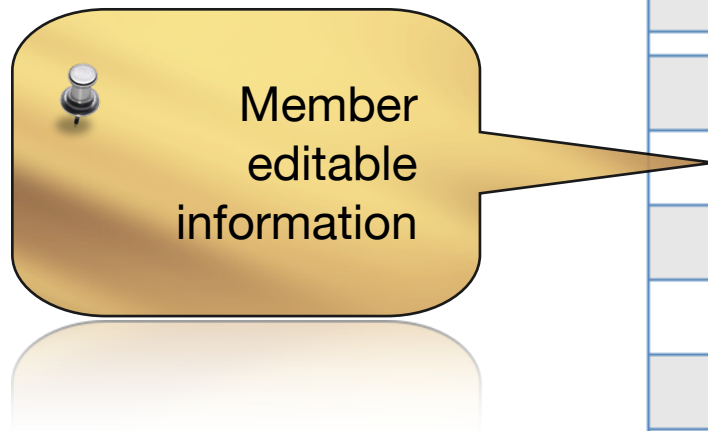
Copyright ©2015

### Member Information

Member ID	C^LSec114
User Email	<input type="text" value="LBob114@circumscribe.net"/>
User Password	<a href="#">Change Password</a>

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Member Information	
Member ID	FL2570002
User Email	<input type="text" value="remote@lucidlogo.com"/>
User Password	<a href="#">Change Password</a>
Title	Mr
First Name	Joseph
Middle Name	Anthony
Last Name	Gonzalez
Lineage	Jr
Post Title	
Nickname	<input type="text" value="Joe"/>
Date of Birth	04/02/1973
Spouse / Lady Name	<input type="text" value="Desiree Gonzalez"/>
Address 1	<input type="text" value="4211 W ZELAR ST"/>
Address 2	<input type="text"/>
City	<input type="text" value="TAMPA"/>
State	<input type="text" value="FL"/>
Zip 5	<input type="text" value="33629"/>
Zip 4	<input type="text" value="4918"/>
Member Status	Entered Apprentice
Emeritus	<input type="checkbox"/>
Home Lodge	Brandon
Perpetual Type	None
Dual Lodge	
Plural 1st	
Plural 2nd	



# Circumscribe Mobile App



App Store > Utilities > Circumscribe LLC



Circumscribe 4+

Circumscribe LLC >

Details Ratings and Reviews Related

Screenshots iPhone iPad

+ Get -

This app is designed for both iPhone and iPad

Rating: 4+

LINKS

Privacy Policy  
Developer Website

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Circumscribe

Circumscribe Development Productivity

★★★★★ 1

Everyone

You don't have any devices

Add to Wishlist

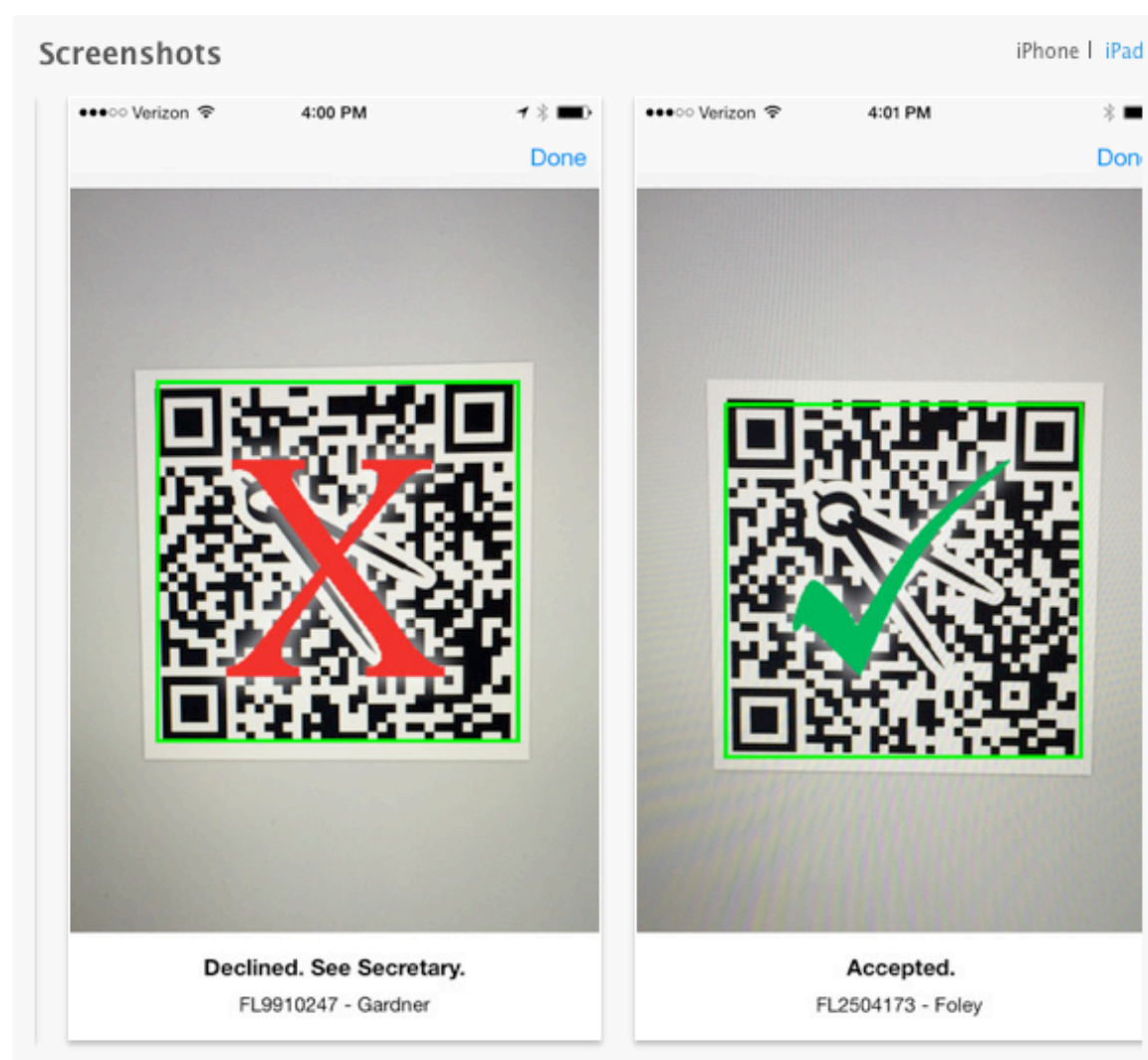
Install



A custom QR code scanning app for use in conjunction with permanent ID cards issued by Circumscribe LLC. The Circumscribe LLC QR code can be recognized by the compasses icon which appears in the center of the QR code. Although this is a free app, it is not intended as a general-purpose QR code scanning app, and will only yield a meaningful result when used to scan Circumscribe LLC generated QR codes.

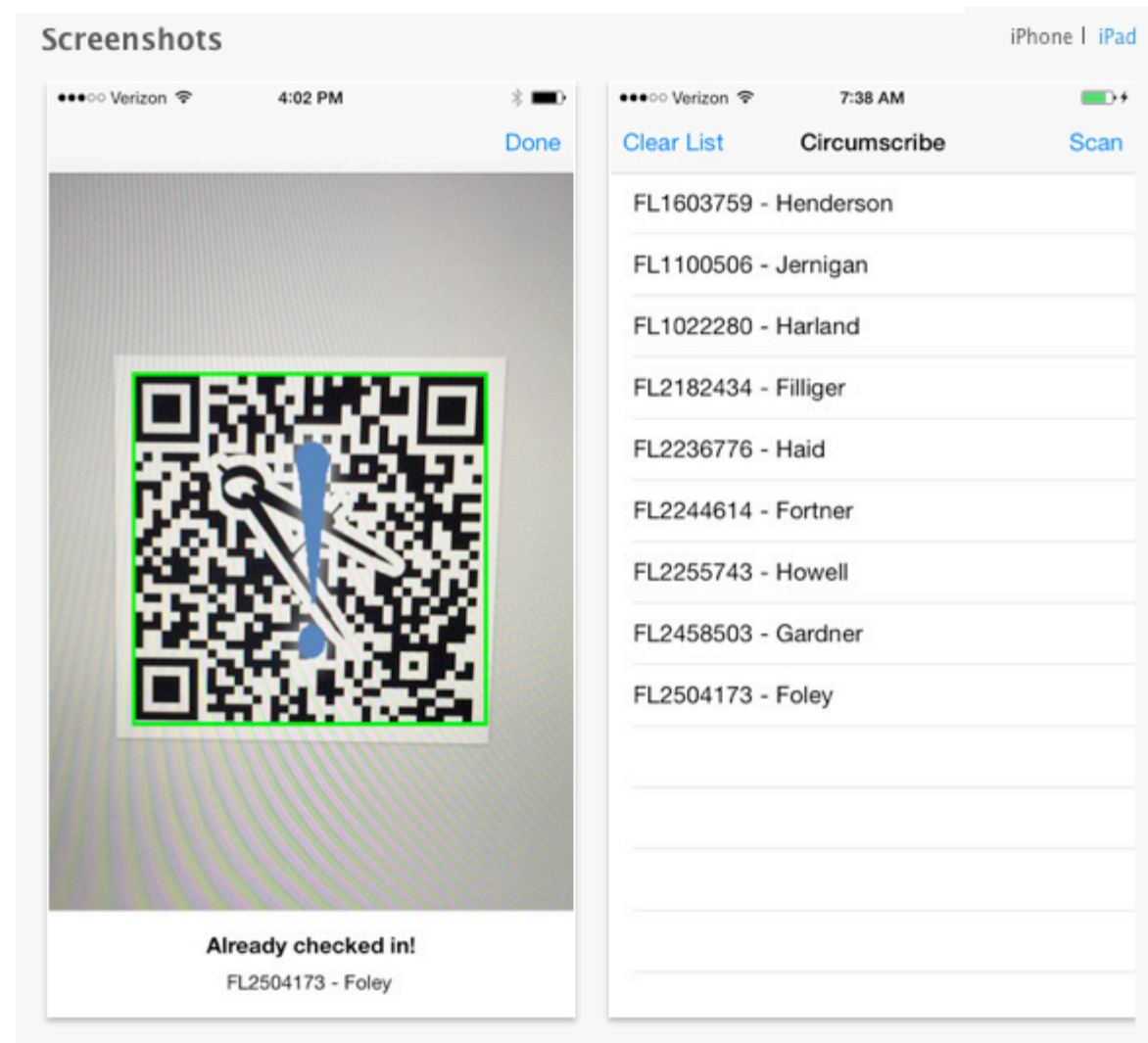


Scan QR Code with device to verify status.



Declined

Accepted



Duplicate

Report List



# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



Profile



Attendance



Examinations



Payments

## Profile Page

Please verify that all of your member information (address, phone, title) is correct.



Select a picture for upload:

no file selected

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Member Information	
Member ID	FL2458503
User Email	<input type="text" value="sales2@circumscribe.net"/>






# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



-  Profile
-  Attendance
-  Examinations
-  Payments

 Brothers can report their attendance here.

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## Attendance

Event

Location

Date

## Recent Attendance

Date	Event	Location
------	-------	----------

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# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



Profile



Attendance



Examinations



Payments

## Profile Page

Please verify that all of your member information (address, phone, title) is correct.



Select a picture for upload:

no file selected

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### Member Information

Member ID	FL2458503
User Email	<input type="text" value="sales2@circumscribe.net"/>



# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



-  Profile
-  Attendance
-  **Examinations**
-  Payments

## Master Mason Examinations

The Master Mason Examinations are open book type exams designed to give any Mason the opportunity to increase his knowledge of some of the Ancient Tenets, Rules and Regulations of Masonry. They contain a mixture of multiple choice and True or False questions which should be answered by clicking on the check box of your choice.

Exams scored automatically online, with notification to Grand Lodge.

Master Mason Exam I: **Already Passed**

Master Mason Exam II: **Already Passed**

Master Mason Exam III: **Take this Exam**

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# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



- Profile
- Attendance
- Examinations
- Payments

## Profile Page

Please verify that all of your member information (address, phone, title) is correct.



Select a picture for upload:

no file selected

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Member Information	
Member ID	FL2458503
User Email	<input type="text" value="sales2@circumscribe.net"/>



# Circumscribe Payment Options



## Online / Mobile Options:

- Debit / Credit by Member
- ACH Bank Draft by Member
- 24 Hour Access

## Lodge Secretary Options:

- Cash / Check
- Debit / Credit
- Automatic Bank Deposits
- Weekly Reporting

Profile

Contact

Status

Dues

Select	Lodge	Item	Amount	Adjust
<input checked="" type="checkbox"/>	Brandon Lodge No. 114	Let Your Pennies Make Good Cents	0.10	<a href="#">Change Amount</a>
<input checked="" type="checkbox"/>	Brandon Lodge No. 114	Annual Membership Dues 2017	1.00	
<input checked="" type="checkbox"/>	Brandon Lodge No. 114	Building Maintenance	0.10	<a href="#">Change Amount</a>
<input checked="" type="checkbox"/>	Brandon Lodge No. 114	Charity	0.10	<a href="#">Change Amount</a>
<input checked="" type="checkbox"/>	Brandon Lodge No. 114	Grand Lodge Per Capita	0.10	
<b>Balance</b>			<b>1.40</b>	

Pay with Brother Credit / Debit

Deposit ACH / Check

Record a Manual  
PaymentCsh ☒  
Chk ☐

Ref#:

Record Payment

Emeritus Status

No

Change Emeritus

Enter Manual  
Payments Here  
for Check /  
Cash




Circumscribe Secure Payment Portal

<https://trans.worldpay.us/cgi-bin/WebPay.cgi?formid=a524e00ac9...>

# Circumscribe Payment Portal

You will be billed 1.40



Name on Card

Card Number

Exp.  
Month

Exp.  
Year

CVV  
SIC/CV2










Submit

Your IP Address of: 75.112.189.130 will be logged.



# Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



-  Profile
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Grand Lodge No.	Annual Membership Dues
114	2017 1.00

### Confirm ACH Deposit

By selecting this option, you are authorizing an electronic payment of funds using the account information entered.

Do you wish to continue ?

**Yes, Deposit** **No, Stop**

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# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



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-  Payments
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-  Search
-  Broadcast
-  Reports

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## Payment Portal

### Circumscribe ACH Payment

You authorize  
to be drafted from your bank account.



12345

Pay to the Order of \_\_\_\_\_ Date \_\_\_\_\_

\$ \_\_\_\_\_ Dollars

Memo \_\_\_\_\_

Matching Check # \_\_\_\_\_ Routing (ABA) 9 Digit Num. \_\_\_\_\_ Account Number \_\_\_\_\_

Name on Check\*

Enter Name on Check

Check Number

Optional

Routing  
Number\*

See Example

Account Number\*

See Example

**Submit**

Your IP Address of: 174.201.4.202 will be logged.

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[View this email in your browser](#)



## The Most Worshipful Grand Lodge of Free & Accepted Masons of Florida

Payment Information from the Grand Lodge of Florida

**Thank You! Your payment has been received and applied.**

**Please note:** Any questions or concerns regarding your payment or membership should be directed to the Secretary of your Lodge.

Login

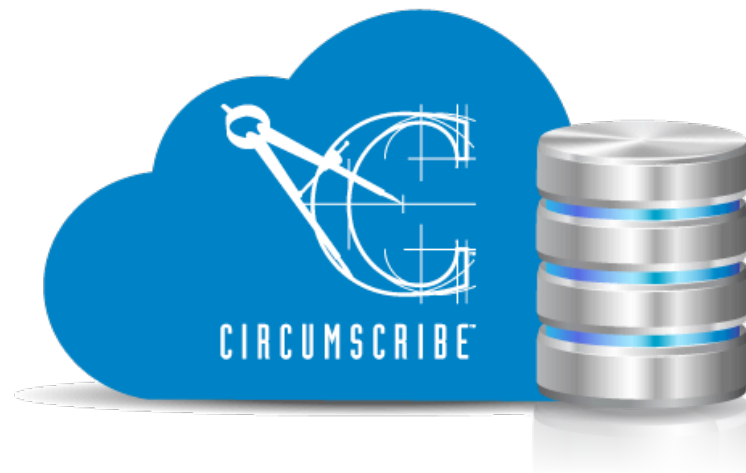
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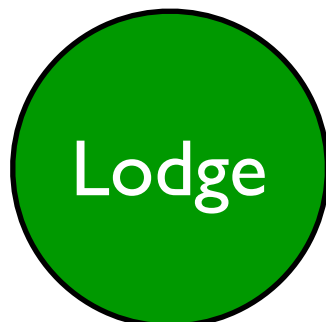
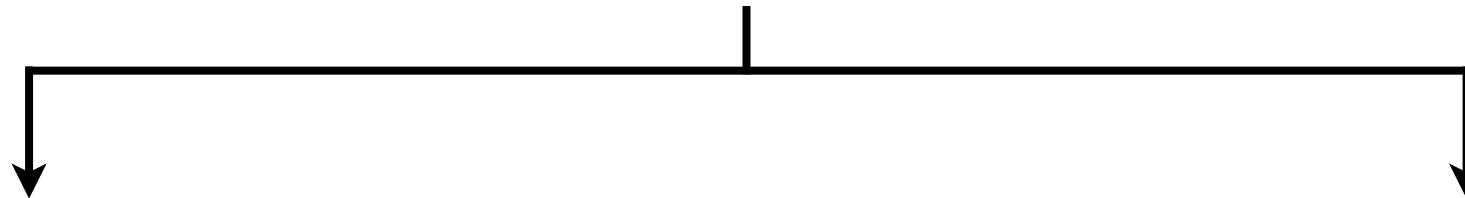
## \$150 Payment Example

- \$100 Lodge Dues
- \$25 GL Per Capita
- \$10 GL Masonic Home
- \$10 Lodge Bldg Fund
- \$5 Lodge Charity



Lodge Receives \$115

GLFL Receives \$35





**Gainesville Lodge No. 41**  
**11-17-2016 - 11-24-2016**  
**FL041**

Trans Date	GL #	Member Name	Pay Type	Dues	Per Capita	LYPMGC	Total
2016-11-21	FL1377897	William Bryan Jr	CC / Debit	110.00	20.00	7.30	137.30
2016-11-22	FL2008613	Farnell Cole	CC / Debit	110.00	20.00	7.30	137.30
2016-11-22	FL2341832	Kevin Hanson	CC / Debit	110.00	20.00	7.30	137.30
2016-11-22	FL2402279	Jason Heeter	CC / Debit	110.00	20.00	20.00	150.00
2016-11-22	FL2507739	Brandon Sedgley	CC / Debit	110.00	20.00	7.30	137.30
2016-11-23	FL2575389	Michael Wohl	CC / Debit	110.00	20.00	7.30	137.30
				660.00	120.00	56.50	836.50

Deposit Total for FL041 660.00

Deposit Total for GLFL 120.00

Deposit Total for MHEF 56.50







# Grand Lodge Of Florida

Report Period:2016-11-11 - 2016-11-17

Trans. Date	GL #	Member Name	Lodge ID	Per Cap	LYPMGC	Total Transaction
11/14/2016	FL2121820	Richard Rooney	FL011	\$ 20.00	\$ 7.30	\$ 27.30

<b>Lodge Totals</b>	<b>FL011</b>			<b>\$ 20.00</b>	<b>\$ 7.30</b>	<b>\$ 27.30</b>
---------------------	--------------	--	--	-----------------	----------------	-----------------

Trans. Date	GL #	Member Name	Lodge ID	Per Cap	LYPMGC	Total Transaction
11/17/2016	FL2337020	Keith Goulet	FL027	\$ 20.00	\$ 7.30	\$ 27.30
11/17/2016	FL2556043	James Poole III	FL027	\$ 20.00	\$ 7.30	\$ 27.30

<b>Lodge Totals</b>	<b>FL027</b>			<b>\$ 40.00</b>	<b>\$ 14.60</b>	<b>\$ 54.60</b>
---------------------	--------------	--	--	-----------------	-----------------	-----------------

Trans. Date	GL #	Member Name	Lodge ID	Per Cap	LYPMGC	Total Transaction
11/16/2016	FL2564107	John Miller	FL390	\$ 20.00	\$ 7.30	\$ 27.30

<b>Lodge Totals</b>	<b>FL390</b>			<b>\$ 20.00</b>	<b>\$ 7.30</b>	<b>\$ 27.30</b>
---------------------	--------------	--	--	-----------------	----------------	-----------------

Trans. Date	GL #	Member Name	Lodge ID	Per Cap	LYPMGC	Total Transaction
11/15/2016	FL2395085	Antonio DeFaria	FL395	\$ 20.00	\$ 7.30	\$ 27.30

<b>Lodge Totals</b>	<b>FL395</b>			<b>\$ 20.00</b>	<b>\$ 7.30</b>	<b>\$ 27.30</b>
---------------------	--------------	--	--	-----------------	----------------	-----------------









Total Per Capita: \$ 580.00  
Total LYPMGC: \$ 226.30  
Total Deposit for GLFL: \$ 806.30





# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



-  Profile
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-  Payments
-  Users
-  Search
-  Broadcast
-  Reports

## User Management

### New Applicants 3

Member ID	Date	Name	Action
FL2570003	Aug 6th 2015	Jason Gonzalez	<a href="#">View</a>
FL2570004	Aug 6th 2015	Nelson Smith	<a href="#">View</a>
FL2570008	Oct 29th 2015	Donald Cassidy	<a href="#">View</a>

### Pending Background Checks 0

Member ID	Date	Name	Action
-----------	------	------	--------

### Pending Petitioner Approvals 0


Member ID	Date	Name	Action
-----------	------	------	--------


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 Profile

 Attendance

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 Users

 Search

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## User Management

New Applicants <sup>1</sup>

Member ID	Date	Name	Action
FL2610020	May 28th 2017	Joseph Gonzalez	<a href="#">View</a>

Pending Background Checks <sup>0</sup>

Member ID	Date	Name	Action
-----------	------	------	--------

Pending Petitioner Approvals <sup>0</sup>

Member ID	Date	Name	Action
-----------	------	------	--------

Pending Plural Requests <sup>1</sup>

Name	Member ID	Lodge	Date Requested	Action
RW Joseph Gonzalez	FL2458503	Brandon Lodge No. 114	May 28th 2017	<a href="#">Withdraw</a>

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[Add New Applicant](#)

[Request Plural Member](#)

New User  
Profile for New  
Petitioners  
Only, not  
Existing  
Brothers.

New User Profile	
Email	Format: textnumbers@gmail.com
Title	Mr
First Name	
Middle Name	
Last Name	
Lineage	
Post Title	
Nickname	
Date of Birth	
Spouse / Lady Name	Enter First and Last Name
Address 1	
Address 2	
City	
State	FL
Zip 5	
Zip 4	
Home Lodge	Albert J Russell Lodge No. 47
Home Phone	Format: 813-123-4567
Cell Phone	Format: 813-123-4567
Background Check	<input type="checkbox"/> select only if background check not required

Save Profile


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# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



 Background

 Payments

## Background Check

### DISCLOSURE NOTICE AND AUTHORIZATION REGARDING BACKGROUND CONSUMER REPORTS

#### **Important: Please read carefully before signing.**

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living and/or credit and indebtedness may be obtained in connection with your petition for, and continued membership with the Grand Lodge of Florida. A consumer report and/or an investigative consumer report may be obtained at any time during the petition process or during your membership with the organization. Upon timely written request of the Lodge Secretary, or the Grand Secretary of the Grand Lodge, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

### AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting

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By signing below, you hereby authorize without reservation, any party or agency contacted by Circumscribe LLC to furnish the above mentioned information on behalf of the Grand Lodge of Florida. You further authorize ongoing procurement of the above mentioned reports at any time during your membership with the Grand Lodge of Florida (whether active or otherwise). You also agree that a fax, photocopy, email or any other electronic delivery of this authorization with your signature, or digital signature, be accepted with the same authority as the original.

## READ, ACKNOWLEDGED AND AUTHORIZED By:

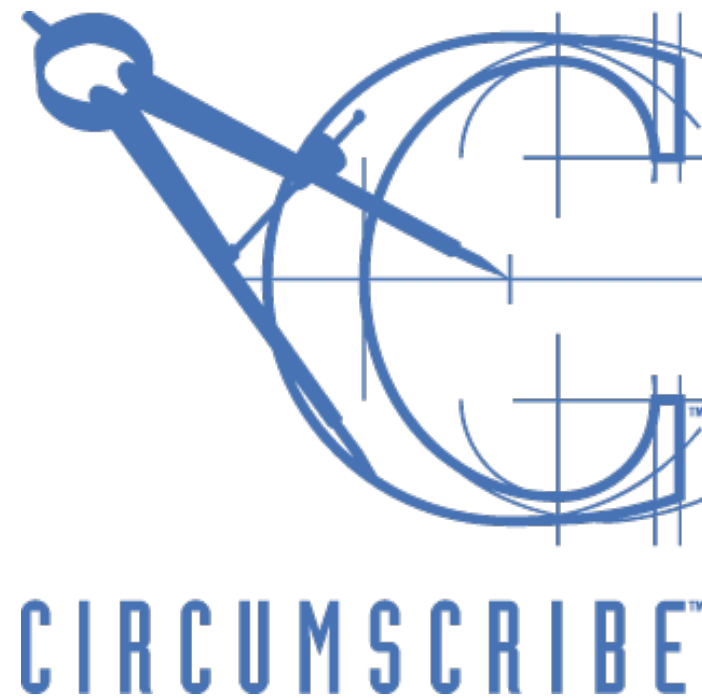
Please type your name and todays date into the box below to indicate you have READ, ACKNOWLEDGED AND AUTHORIZED the above statements

Digital Signature (enter Name)		Date (MM-DD-YYYY)	
<input type="text" value="Joseph Gonzalez"/>		<input type="text" value="10-29-2015"/>	
Required info			
Firstname		<input type="text" value="Joseph"/>	
Lastname		<input type="text" value="Gonzalez"/>	
SSN		<input type="text"/>	
Date of Birth (MM DD YYYY)		<input type="text" value="04"/> <input type="text" value="02"/> <input type="text" value="73"/>	

Information  
entered by and  
paid by  
Petitioner

Submit






## Integrated Background Screening

- Initiated by Petitioner
- Paid by Petitioner
- National, SOR and DOC Databases
- Alias and Address Reporting

 Profile

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 Users

 Search

 Reports

## User Management

New Applicants <sup>1</sup>

Member ID	Date	Name	Action
FL2610020	May 28th 2017	Joseph Gonzalez	<a href="#">View</a>

Pending Background Checks <sup>0</sup>

Member ID	Date	Name	Action
-----------	------	------	--------

Pending Petitioner Approvals <sup>0</sup>

Member ID	Date	Name	Action
-----------	------	------	--------

Pending Plural Requests <sup>1</sup>

Name	Member ID	Lodge	Date Requested	Action
RW Joseph Gonzalez	FL2458503	Brandon Lodge No. 114	May 28th 2017	<a href="#">Withdraw</a>

[Add New Applicant](#)

[Request Plural Member](#)



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**Plural Lookup** [X]

Lookup plural candidate

Member ID  **Lookup member**

Member	Lodge	Status
--------	-------	--------

Pending Plural Requests **1**









1. Enter GL Member Number
2. Click “Lookup Member”



# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



## Member Search

-  Profile
-  Attendance
-  Examinations
-  Payments
-  Users
-  **Search**
-  Broadcast
-  Reports

Search Criteria	
Member ID	<input type="text"/>
Member Email	<input type="text"/>
Member Status	<input type="text" value="All"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>
Post Title	<input type="text"/>
City	<input type="text"/>
Title	<input type="text"/>
Open Search	<input type="text"/>
Include members that have never logged in:	<input checked="" type="checkbox"/>

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Include members that have never logged in:



Search

Export to CSV



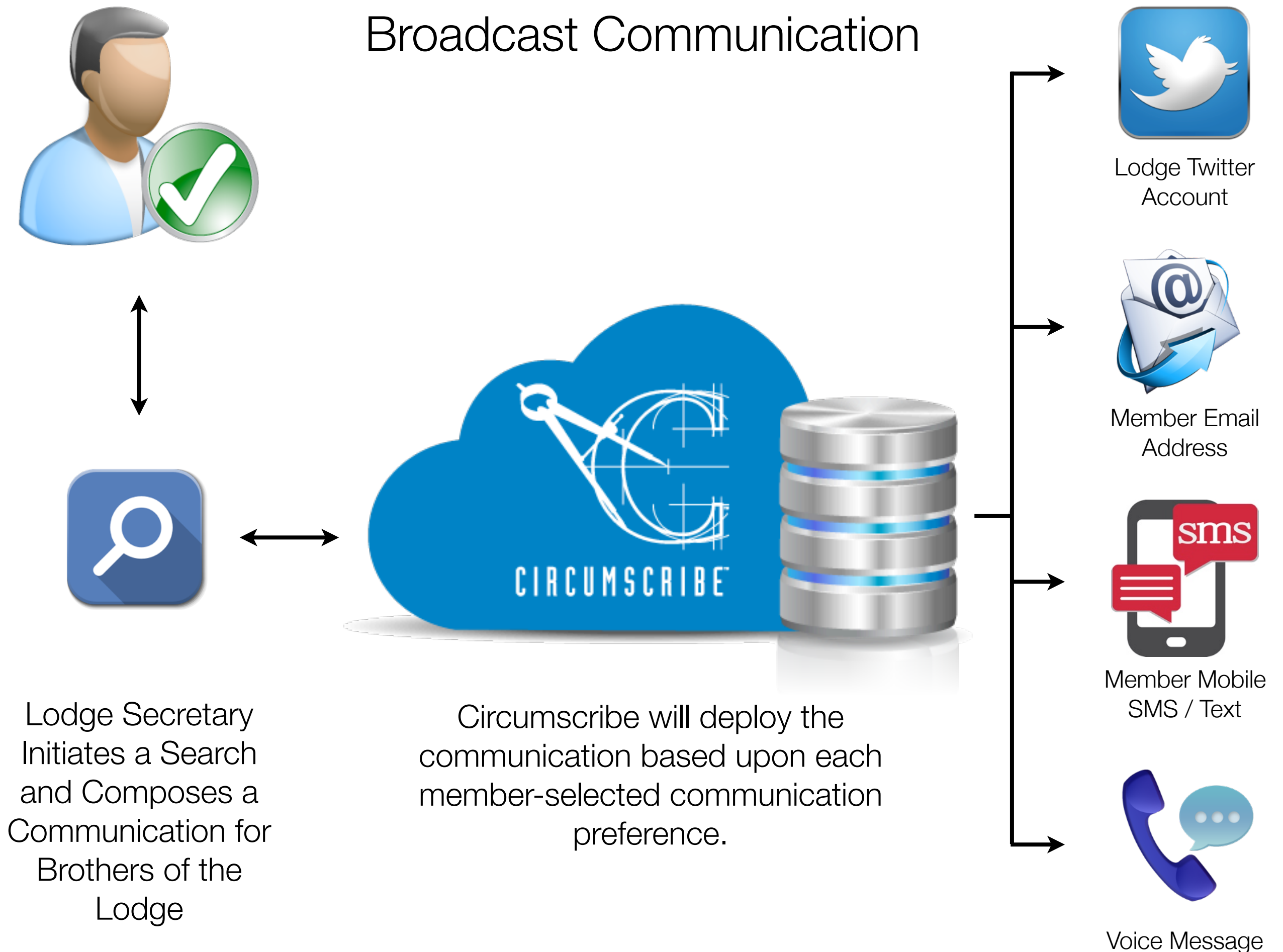
## Results

Member ID	First Name	Last Name	Status	Lodge	
FL2150464	John	Adams	Active (MM)	Brandon	<a href="#">View</a>
FL1509861	Roy	Age	Active (MM)	Brandon	<a href="#">View</a>
FL2526416	Marvin	Aguilar III	Active (MM)	Brandon	<a href="#">View</a>
FL2551922	Richard	Aguilar	Active (MM)	Brandon	<a href="#">View</a>
FL2554307	Juan	Alayon	Active (MM)	Brandon	<a href="#">View</a>
FL2312064	Jerry	Alderman Sr	Active (MM)	Brandon	<a href="#">View</a>
FL2407567	Justin	Aldrich	Active (MM)	Brandon	<a href="#">View</a>
FL1410887	George	Alfonso	Active (MM)	Brandon	<a href="#">View</a>





# Broadcast Communication













# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



## Member Search

-  Profile
-  Attendance
-  Examinations
-  Payments
-  Users
-  Search
-  Broadcast
-  Reports

Search Criteria	
Member ID	<input type="text"/>
Member Email	<input type="text"/>
Member Status	<input type="text" value="All"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>
Post Title	<input type="text"/>
City	<input type="text"/>
Title	<input type="text"/>
Open Search	<input type="text"/>
Include members that have never logged in:	<input checked="" type="checkbox"/>

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# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



- Profile
- Attendance
- Examinations
- Payments
- Users
- Search
- Broadcast
- Reports

## Broadcast Communication

Social

limit 140 characters....

Copy Down

SMS / Phone

limit 250 characters....

Copy Down

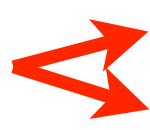
powered by



Email

Compose Email....

Attachment:  no file selected









- 
- ☐ Include All Lodge Secretaries Within Your District
  - ☐ Include Grand Secretary of the Grand Lodge



# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



## Reports

-  Profile
-  Attendance
-  Examinations
-  Payments
-  Users
-  Search
-  Broadcast
-  Reports

Lodge Administration Reports	
Worshipful Masters Report	<a href="#">Execute</a>
Degree Progress Report	<a href="#">Execute</a>
25yr Service Award	<a href="#">Execute</a>
40yr Service Award	<a href="#">Execute</a>
50+yr Service Award	<a href="#">Execute</a>
Outstanding Dues Report	<a href="#">Execute</a>
Widow's Report	<a href="#">Execute</a>
Broadcast Report	<a href="#">Execute</a>
NPD Report	<a href="#">Execute</a>

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# New Support Portal

[support.circumscribe.net](https://support.circumscribe.net)



**CIRCUMSCRIBE™**

Keep your members connected.

[Submit a request](#)

[Sign in](#)

 Search

## Recent activity

ies yet.

C

# Submit a request

Your email address \*

GL Member # \*

Enter your Grand Lodge member number


Member Name \*

Your Full Name

Description \*

Please enter the details of your support need. A member of our support staff will respond as soon as possible.

Attachments








 [Add file](#) or drop files here

Submit



# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



-  Profile
-  Attendance
-  Examinations
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## Video Tutorials








Circumscribe ARC Series	
Login Screen	
Reset Password	<a href="#">View</a>
Next Section	
Next Video	





# The Most Worshipful Grand Lodge of Free & Accepted Masons of the State of Florida



-  Profile
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-  Reports

## Secretary Tools

GL 705

Supplies

This section will also  
include:

Return of Elections  
Other Lsec Tools



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