

# How to Pay Annual Fees Online

1. **Begin by logging into the account.**



Contact Auburn House to create your account [Signup](#)

## Login to your account

Email



Password

[Forgot password?](#)

Login

## 2. Click on the property account

Auburn Bay Residents Association  
403.537.2601

One Forty Two Auburn Glen Way

My Profile Register for

### Client List

Search

Photo	Full Name Simple	Primary Phone	Email	Actions
<input type="checkbox"/>	123 Auburn Bay			>...
<input type="checkbox"/>				>...
<input type="checkbox"/>				>...
<input type="checkbox"/>				>...
<input type="checkbox"/>				>...
<input type="checkbox"/>				>...
<input type="checkbox"/>				>...
<input type="checkbox"/>				>...
<input type="checkbox"/>				>...
<input type="checkbox"/>				>...

Showing 1 - 9 of 9

Print Export



## 3. Click the "Invoices" tab at the top of the screen.

My Profile Register for

← Back to Client List

### Client Details

Manage Login **Invoices** Buy Membership

Shared **\$0.0**

Standard Resident Member...  
Annual Dues

Ongoing

General Information

4. Adjust the filter to select and expand the dates (from March 1<sup>st</sup> to today's date) in order to view your invoices. If you see your invoice already, please disregard this step.

Auburn Bay Residents Association  
403.537.2601

My Profile Register for

Filters [Reset All](#)

Start Date End Date

Invoice Status

Item Type

Amount of Detail

### Invoices Owned by the 142 Auburn Glen Way S.E. Family Account

Make Payment Receipt

<input type="checkbox"/>	Due Date	Description	References	Contact
<input type="checkbox"/>	4/01/24	1 Standard Resident Membership	Invoice ID 80347 Transaction ID <a href="#">1812</a>	142 Auburn Glen Way S.E.

Subtotals for all selected invoices:  
Totals for all invoices:

Showing 1 of 1 results 10 items per page

5. Check off the desired invoices and click on the “Make Payment” tab.

My Profile Register for

[Reset All](#) Back

### Invoices Owned by the 142 Auburn Glen Way S.E. Family Account

Make Payment Receipt

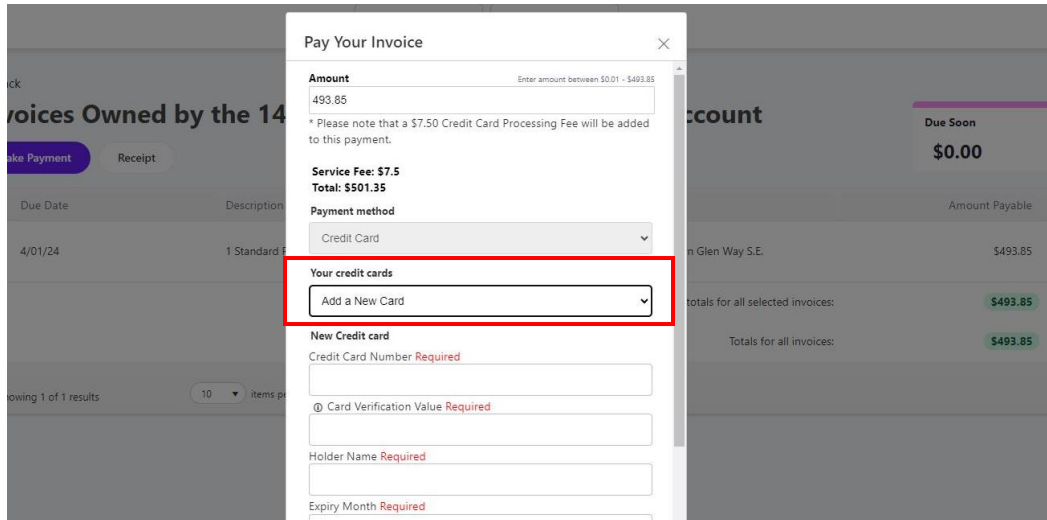
Due Soon \$0.00

<input type="checkbox"/>	Due Date	Description	References	Contact	Amount
<input checked="" type="checkbox"/>	4/01/24	1 Standard Resident Membership	Invoice ID 80347 Transaction ID <a href="#">1812</a>	142 Auburn Glen Way S.E.	

Subtotals for all selected invoices: \$  
Totals for all invoices: \$

Showing 1 of 1 results 10 items per page

6. Select “Add New Card” in the payment method drop down. Please note there is a credit card processing fee of \$7.50 for all credit card fee payments.



7. Input the credit card details & billing address for the credit card. Next, click complete.

The screenshot shows the 'Pay Your Invoice' modal window with the 'New Credit card' section expanded. The form includes the following fields and options:

- Credit Card Number Required**: Text input field.
- Card Verification Value Required**: Text input field with a card icon.
- Holder Name Required**: Text input field.
- Expiry Month Required**: Dropdown menu with 'Month' selected.
- Expiry Year Required**: Dropdown menu with 'Year' selected.
- Billing Address Required**: Text input field.
- Street**: Text input field.
- City**: Text input field.
- Canada**: Dropdown menu.
- Alberta**: Dropdown menu.
- Zip/Postal Code**: Text input field.

At the bottom of the form, there is a checkbox labeled 'Remember card information' which is unchecked. Below the form are two buttons: 'Cancel' and 'Complete', with the 'Complete' button highlighted by a red box.

**ALL FINISHED!**