

# 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

Standard Resident Member...  
Annual Dues

Ongoing

Shared \$0.0

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

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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

<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

Due Soon \$0.00

6. Select “Add New Card” in the payment method drop down. Please note there is a credit card processing fee of 2% for all credit card fee payments.

The screenshot shows a 'Pay Your Invoice' modal window. The 'Amount' field is set to 493.85. Below it, a note states: '\* Please note that a \$7.50 Credit Card Processing Fee will be added to this payment.' The 'Service Fee' is \$7.5 and the 'Total' is \$501.35. The 'Payment method' dropdown menu is open, showing 'Credit Card' as the selected option. Below this, a sub-menu titled 'Your credit cards' is visible, with 'Add a New Card' highlighted in a red box. The background shows a list of invoices with a 'Due Soon' amount of \$0.00.

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

The screenshot shows the 'New Credit card' section of the 'Pay Your Invoice' modal. The fields are: 'Credit Card Number Required', 'Card Verification Value Required', 'Holder Name Required', 'Expiry Month Required' (dropdown menu set to 'Month'), 'Expiry Year Required' (dropdown menu set to 'Year'), 'Billing Address Required' (Street, City, Country dropdown set to 'Canada', Province dropdown set to 'Alberta', Zip/Postal Code).

Remember card information

Cancel **Complete**

**ALL FINISHED!**