

How to Pay Annual Fees Online

1. Go to our website, auburnbayra.ca, and Click the Green button that says 'Login' on the top corner



2. Log into your account

A screenshot of the Auburn Bay Residents Association login page. At the top is the Auburn Bay Residents Association logo. Below the logo is the text 'Contact Auburn House to create your account [Signup](#)'. The main content is a white login form with a red border. The form has a title 'Login to your account' in red. It contains two input fields: 'Email' and 'Password'. The 'Email' field has an envelope icon on the right. Below the 'Password' field is a link for 'Forgot password?'. At the bottom of the form is a large blue button labeled 'Login'.

- When you log on, click on your property's profile (the invoice will not appear under your personal profile)

My Profile | Register for

Client List

Search

Photo ↑	Full Name Simple	Primary Phone	Email	Actions
<input type="checkbox"/>	155 Autumn Green S.E.			> ..
<input type="checkbox"/>				> ..
<input type="checkbox"/>				> ..
<input type="checkbox"/>				> ..
<input type="checkbox"/>			mlado@telus.net	> ..

Showing 1 - 5 of 5 | Print | Export


- Click the 'Invoices' button on the top of the screen

My Profile | Register for

← Back to Client List

Client Details

Manage Login | **Invoices** | Buy Membership



155 Autumn Green S.E.
155 Autumn Green S.E. Family

Shared Credit
\$0.00

Standard Resident Member...
Annual Dues

Ongoing

Proof of Vaccination
Annual Dues

Cancelled

▼ General Information

First Name:

Last Name: 155 Autumn Green S.E. | Third Party User Identifier:

Age: 26

Birthday: 1/01/00

5. The invoice should appear right away, if not, Adjust the filter to select and expand the dates (from March 1st to today's date) to view the invoice.

Filters [Reset All](#)

Search

Start Date: End Date:

Invoice Status: Scheduled Active

Item Type: All

Amount of Detail: Summarized

Invoices Owned by the 155 Autumn Green S.E. Family Account

Due Soon: **\$0.00** Balance Due: **\$0.00**

Make Payment Receipt

<input type="checkbox"/>	Due Date	Description	References	Contact	Amount Payable	Balance Remainin
<input type="checkbox"/>	4/01/26	1 Standard Resident Membership	Invoice ID 119670 Transaction ID 1545	155 Autumn Green S.E.	\$523.92	\$523.9
Subtotals for all selected invoices:					\$0.00	\$0.0
Totals for all invoices:					\$523.92	\$523.9

Showing 1 of 1 results items per page

6. Select the box beside the invoice, then select 'Make Payment' button

Invoices Owned by the 155 Autumn Green S.E. Family Account

Make Payment Receipt

<input type="checkbox"/>	Due Date	Description	References	Contact
<input checked="" type="checkbox"/>	4/01/26	1 Standard Resident Membership	Invoice ID 119670 Transaction ID 1545	155 Autumn Green S.E.

Subtotals for all selected invoices: **\$0.00**

Totals for all invoices: **\$523.92**

Showing 1 of 1 results items per page

7. Now you can **enter your credit cards details** to make payment. *Please note that there is a credit card processing fee which is 2% of the transaction.*

The screenshot shows a 'Pay Your Invoice' form with the following sections:

- Pay Your Invoice** (Title)
- Service Fee: \$10.48**
- Total: \$534.4**
- Payment method:** Credit Card (dropdown menu)
- Processor:** Billing Direct, In-House
- Your credit cards:** Add a New Card (dropdown menu)
- New Credit card:**
 - Credit Card Number **Required** (text input)
 - Card Verification Value **Required** (checkbox and text input)
 - Holder Name **Required** (text input)
 - Expiry Month **Required** (dropdown menu, currently set to Month)
 - Expiry Year **Required** (dropdown menu, currently set to Year)

Once you enter credit card details and the billing address for the card, you can click "complete" and then you are all done!

If you have any questions, or would like to set up an online account for your property, please call the main office at 403-537-2601