

How to Make Associate Summer Dues Payment Online

This user guide outlines how to submit online payments using the Make a Payment feature in Condo Control. The phone APP currently doesn't support the online payment option, so please pay via PC using the [Condo Control website](#).

You must have already subscribed to Condo Control(CC) via a "Welcome Letter" sent to you in December in order for online payments to work.

If, for some reason, you didn't receive the "Welcome Letter," please send an email to splasher@shadowbrook.org with the following information, and a new Welcome letter will be sent to you promptly:

- Full Member Name
- Member Home Address
- email address for communications
- Optional – Contact phone number

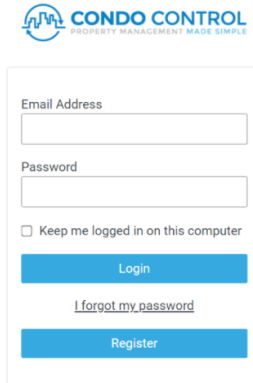
Please make sure your email filter is allowing emails from notify@condocontrolcentral.com to pass through to your inbox.

Once you have subscribed to Condo Control, please follow the steps starting on the next page to pay your Associate summer dues.

Online Associate Summer Dues Payment Instructions

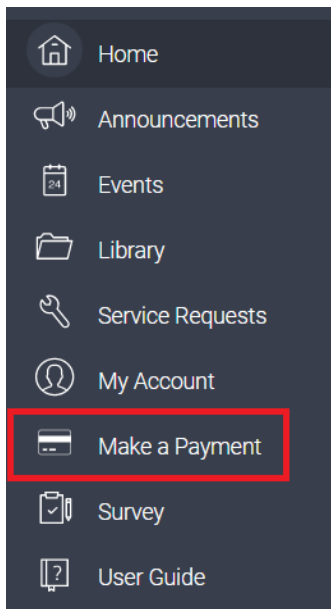
Condo Control fees are \$2 via Bank ACH and approximately 3% with a credit card.

1. Login to your [Condo Control](#) account.

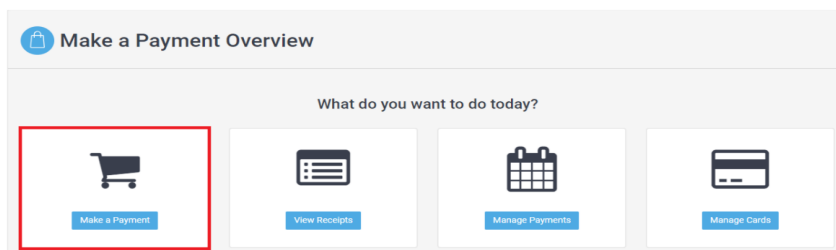


The image shows the Condo Control login interface. At the top left is the logo for CONDO CONTROL with the tagline 'PROPERTY MANAGEMENT MADE SIMPLE'. Below the logo is a form with two input fields: 'Email Address' and 'Password'. Under the password field is a checkbox labeled 'Keep me logged in on this computer'. There are three buttons: a blue 'Login' button, a blue 'Register' button, and a blue link that says 'I forgot my password'.

2. Select Make a Payment from the main menu.



3. From the payments page, click **Make a Payment**.



4. Fill out “Make a Payment” form as follows

Make a Payment

Payment Details Review & Save Confirmation

I want to pay for: 2022 Associate Dues - Summer

Reference / Invoice #: 6720 Bret Harte Dr

Amount: 695.00

Service Fee: 2

Type Of Payment: One Time Payment

Payment Type: Bank Transfer

Requestor Comment:

Cancel Next

- a. Select “**2022 Associate Dues - Summer**” from the “I want to pay for” drop down menu.
- b. In “**Reference / Invoice#**” enter your home street number and street name only. For example, 6720 Bret Harte Dr.
- c. The amount should be automatically pre-filled with \$695. The service fee is automatically calculated based on the amount field.
- d. The “Type of Payment” section will default to “One Time Payment”.
- e. Select “**Payment Type**” as “**Bank Transfer**” or “**Credit Card**”
 - i. Bank Transfer will incur a \$2 fee
 - ii. Credit Card will incur a 3% fee
- f. If applicable, add any relevant comments.
- g. Once completed, click Next.

5. Review the payment details. The final amount is listed in the "Total" row. If you are satisfied with the payment details, **select Confirm and Pay**.

Review and Pay

Payment Details
Review & Save
Confirmation

I want to pay for:	2022 Associate Dues - Summer
Reference / Invoice #:	6720 Bret Harte Dr
Amount:	\$695.00
Service Fee:	\$0.50
Zego fee:	\$1.50
Total (USD):	\$697.00
Type Of Payment:	One Time Payment
Order On Behalf Of:	Rodgers, John Mr. (2AS999)

Cancel
Confirm and Pay

6. If you wish, you can download your receipt as follows:
- a. Select Make a Payment from the main menu. (same as step 2 above)
 - b. From the payments page, click View Receipts.
 - c. Select payment you wish to get a receipt for.
 - d. Click on the details button.
 - e. Click on the download receipt button.

2022 Homeowner Dues

[Download Receipt](#)

Unit:	2AS999
User:	Rodgers, John Mr.
Payment Status:	Captured
Product / Service:	2022 Associate Dues - Summer
Date of Payment:	1/4/2022 9:16:47 AM
Payment #:	13
Reference / Invoice #:	6720 Bret Harte Dr
Payment Method:	Zego
Amount:	\$695.00
Service Fee:	\$0.50
Zego Fee:	\$1.50
Total:	\$697.00
Type Of Payment:	One Time Payment
Zego Reference:	269205747