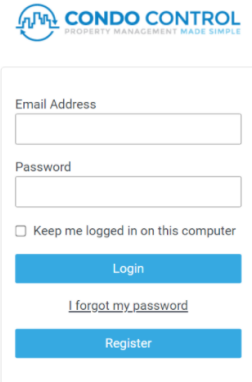


# How to Make SB Member Due Payment Online

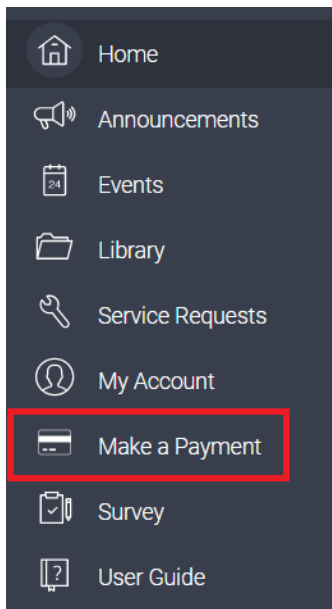
This user guide outlines how to submit online payments using the **Make a Payment** feature in Condo Control.

1. Login to your Condo Control account.

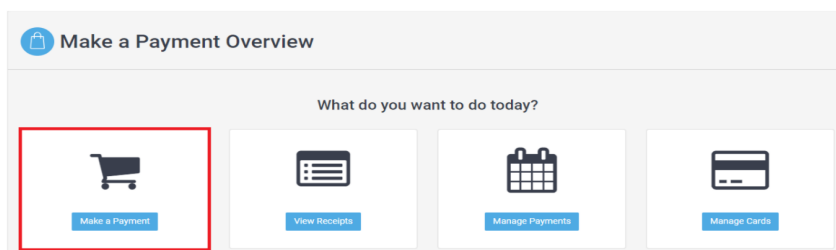


The image shows the login page for Condo Control. At the top left is the logo with the text "CONDO CONTROL" and "PROPERTY MANAGEMENT MADE SIMPLE" below it. The form contains the following elements: an "Email Address" label above a text input field; a "Password" label above a text input field; a checkbox labeled "Keep me logged in on this computer"; a blue "Login" button; a link that says "I forgot my password"; and a blue "Register" button.

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

The screenshot shows a 'Make a Payment' form with a progress bar at the top. The progress bar has three steps: 'Payment Details' (active, green dot), 'Review & Save' (grey dot), and 'Confirmation' (grey dot). Below the progress bar, the form fields are as follows:

- I want to pay for:** A dropdown menu with '2022 Homeowner Dues' selected.
- Reference / Invoice #:** A text input field containing '6720 Bret Harte Dr'.
- Amount:** A text input field containing '675.00'.
- Service Fee:** A text input field containing '2'.
- Type Of Payment:** A dropdown menu with 'One Time Payment' selected.
- Payment Type:** A dropdown menu with 'Bank Transfer' selected.
- Requestor Comment:** A text area for entering comments.

At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Next' on the right.

- Select “**2022 Homeowner Dues**” from the “**I want to pay for**” drop down menu.
- In “**Reference / Invoice#**” enter your HOA address (e.g street number and street name only - for example 6720 Bret Harte Dr)
- Then, enter the amount you are paying (e.g. member dues are \$675). The service fee will be automatically calculated based on the amount you enter.
- The “Type of Payment” section will default to “One Time Payment”.
- Select “**Payment Type**” as “**Bank Transfer**” or “**Credit Card**”
  - Bank Transfer will incur a \$2 fee
  - Credit Card will incur a 3% fee
- If applicable, add any relevant comments.
- 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 Homeowner Dues
Reference / Invoice #:	6720 Bret Harte Dr
Amount:	\$675.00
Service Fee:	\$0.50
Zego fee:	\$1.50
Total (USD):	\$677.00
Type Of Payment:	One Time Payment
Order On Behalf Of:	Ilsever, Sibel Mrs. (1BH6720)

Cancel
Confirm and Pay

6. If you wish you can download your receipt follow the following steps

- 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 Dues

[Download Receipt](#)

Unit:	1BH6720
User:	Mrs. Sibel Ilsever
Payment Status:	<b>Captured</b>
Product / Service:	2022 Dues
Date of Payment:	1/4/2022 9:16:47 AM
Payment #:	13
Reference / Invoice #:	6720 Bret Harte Dr
Payment Method:	Zego
Amount:	\$675.00
Service Fee:	\$0.50
Zego Fee:	\$1.50
Total:	\$677.00
Type Of Payment:	One Time Payment
Zego Reference:	269205747