How to Make Associate Fall 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
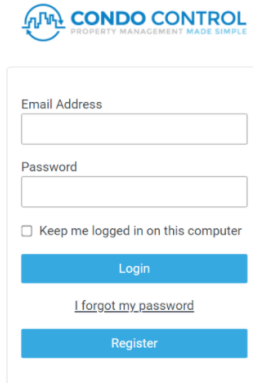- Optional – Contact phone number

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 Fall dues.
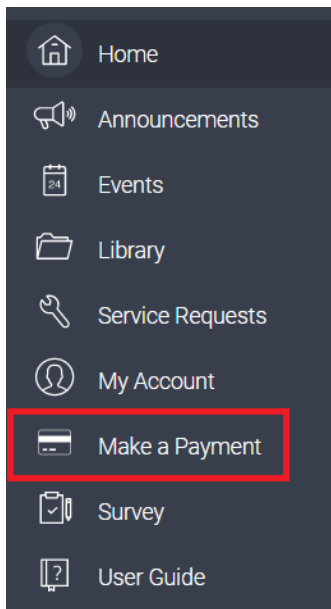
Online Associate Fall Dues Payment Instructions

Condo Control fees are $2 via Bank ACH and approximately 3% with a credit card.
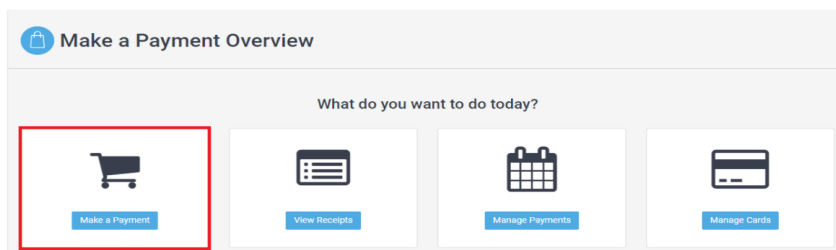
1. Login to your Condo Control account.

2. Select Make a Payment from the main menu.

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

4. Fill out the "Make a Payment" form as follows

    a. Select **"Fall Time Associate Swim Fee"** 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 $125. 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:	Spring Time Associate Swim Fee
Reference / Invoice #:	6720 Bret Harte Dr
Amount:	$125.00
Service Fee:	$0.50
Zego fee:	$1.50
Total (USD):	$127.00
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 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 the payment you wish to get a receipt for.
    d. Click on the Details button.
    e. Click on the download receipt button.