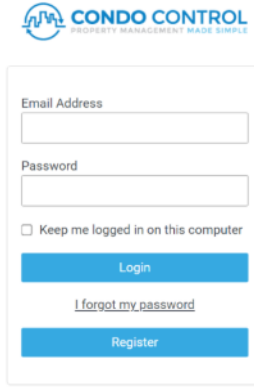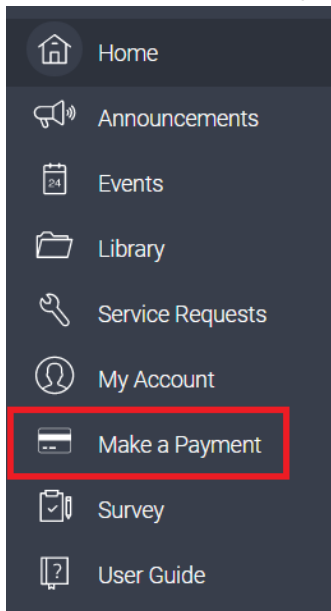# How to Make SB Member Due Payment Online

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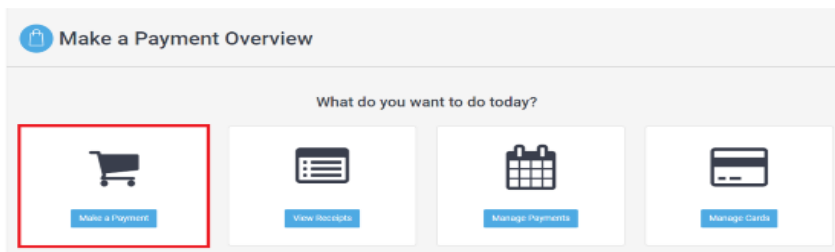
1. Login to your Condo Control account.

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 **"2024 Homeowner Dues"** from the "**I want to pay for**" drop-down menu.

b. The "**Reference / Invoice#**" is an important field, enter your <mark>HOA address</mark> **i**n the field. The accounting team uses this field for tracking your payment! (e.g street number and street name only - for example, 6720 Bret Harte Dr)

c. Then, review the amount and the service fee. They will be automatically calculated based on "Payment Type" you will select later.

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:	2024 Homeowner Dues
Reference / Invoice #:	6720 Bret Harte Dr
Amount:	$710.00
Service Fee:	$0.50
Zego Fee:	$1.50
Total (USD):	$712.00
Type Of Payment:	One Time Payment
Order On Behalf Of:	Doe, John (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 the payment you wish to get a receipt for.
   d. Click on the details button.
   e. Click on the download receipt button.

2024 Homeowner Dues   ⬇ Download Receipt

Unit:	1BH6720
User:	Mr. John Doe
Payment Status:	**Captured**
Product / Service:	2024 Homeowner Dues
Date of Payment:	1/1/2024 12:00:00 PM
Payment #:	335
Reference / Invoice #:	6720 Bret Harte Dr.
Payment Method:	Zego
Amount:	$710
Service Fee:	$0.50
Zego Fee:	$1.50
Total:	$712
Type Of Payment:	One Time Payment
Requestor Comment:	2024 HOA Dues
Zego Reference:	328213664