

How to Make Associate Dues Payment Online

This user guide outlines how to submit online payments using the Make a Payment feature in [Condo Control](#) using a browser on a laptop/desktop. The phone APP currently doesn't work properly, so please pay via PC/Mac using the [Condo Control](#) website.

If you are a returning associate member, you should already have a Condo Control account. Your email address is your username. If you can't remember your password, use the 'I forgot my password' link on the login page to reset it.

For newly invited members, you will receive a "welcome email" to activate your account.

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 email will be sent to you promptly:

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

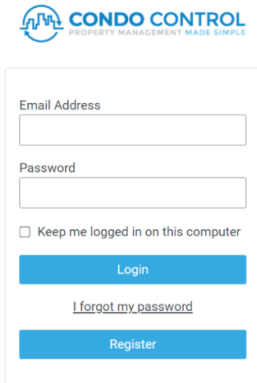
Please make sure your email filter is allowing emails from notify@condocontrolcentral.com to pass through to your inbox.

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

Online Associate Summer/Annual Dues Payment Instructions

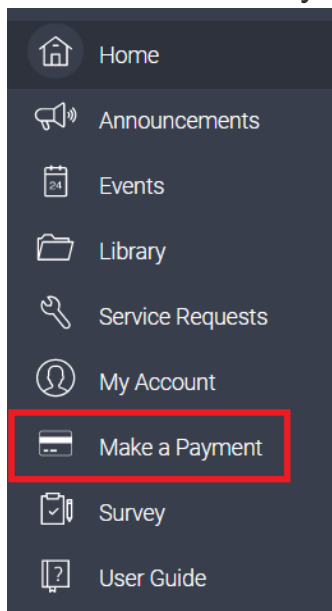
Condo Control fees are \$2 via Bank ACH and approximately 3% with a credit card.

1. Login to your [Condo Control](https://app.condocontrol.com/login) account.
Link: <https://app.condocontrol.com/login>

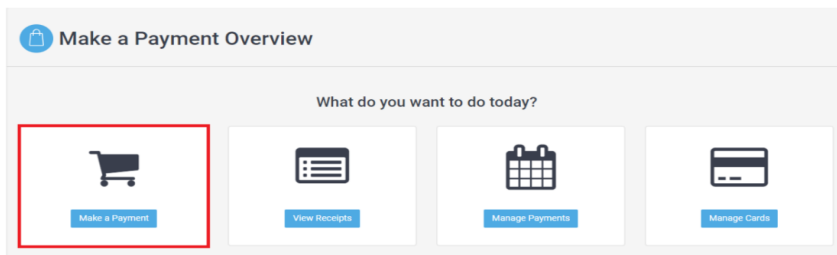


The screenshot shows the Condo Control login interface. At the top left is the logo for CONDO CONTROL with the tagline 'PROPERTY MANAGEMENT MADE SIMPLE'. Below the logo are two input fields: 'Email Address' and 'Password'. Under the password field is a checkbox labeled 'Keep me logged in on this computer'.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

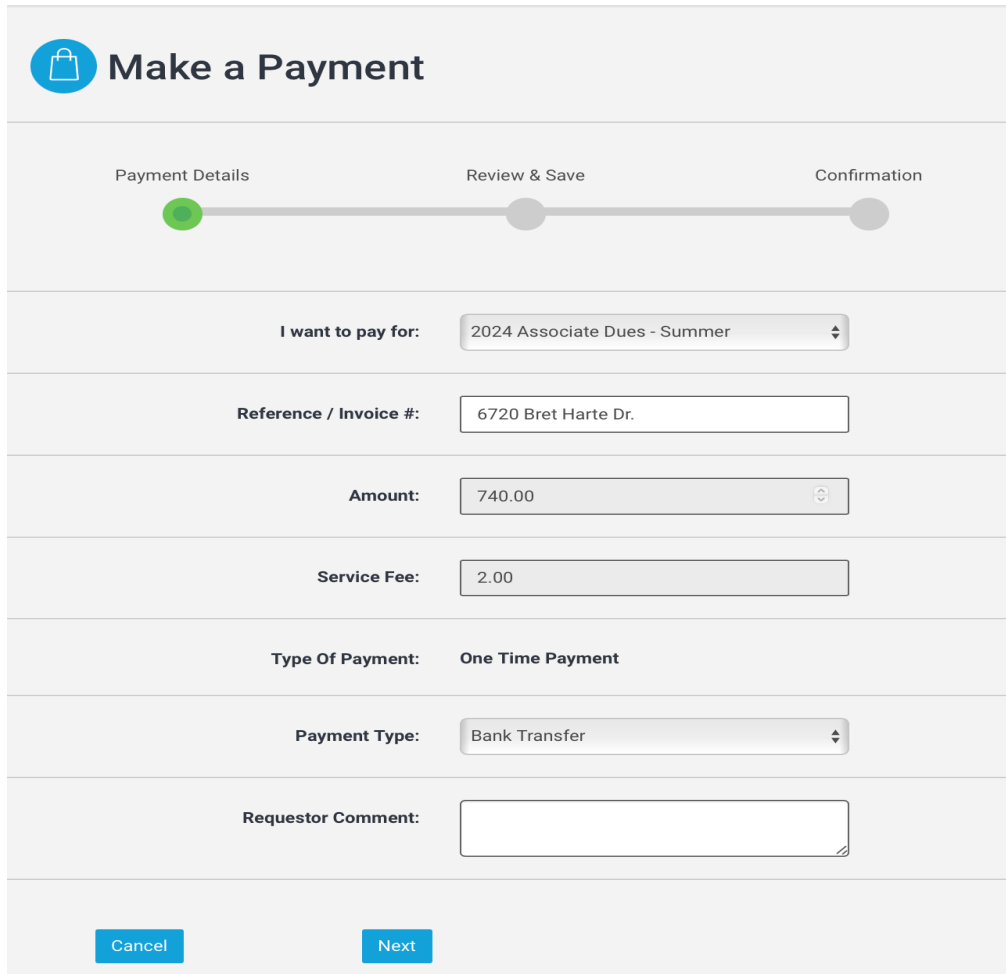
2. Select Make a Payment from the main menu.



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



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



- Select “2024 Associate Dues -Summer” from the “I want to pay for” drop-down menu. For the Year Round membership choose “2024 Associate Dues – Annual”.
- In “**Reference / Invoice#**” enter your home street number and street name only. For example, 6720 Bret Harte Dr.
- The amount should be automatically pre-filled with \$740 for summer and \$1375 for the Year Round membership. 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:	2024 Associate Dues - Summer
Reference / Invoice #:	6720 Bret Harte Dr.
Amount:	\$740.00
Service Fee:	\$0.50
Zego Fee:	\$1.50
Total (USD):	\$742.00
Type Of Payment:	One Time Payment
Order On Behalf Of:	Vakhshoori, Koorosh (1BH6659)

[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. The select payment you wish to get a receipt for.
- d. Click on the details button.
- e. Click on the download receipt button.



2024 Associate Dues - Summer

[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:	\$740
Service Fee:	\$0.50
Zego Fee:	\$1.50
Total:	\$742
Type Of Payment:	One Time Payment
Zego Reference:	269205747