

200, 37 Quarry Park Blvd SE Calgary, AB T2C 5H9 403-253-3311 admin@hotchkissoa.com www.hotchkissoa.com

PerfectMind Fee Payment Instructions

February 2024

## How to pay my fees online?

Now that we have a method to pay fees online, we are sure you have some questions about how to accomplish this. Please see our step-by-step instructions on how to make a payment online using PerfectMind.

Once you are signed into your account, you will see your **family account**. From this screen, you will need to click on the **Invoices** button:

Family Member Do					
Client T Test Account			Shared Credit <b>\$0.00</b>	Past due <b>\$5.07</b>	Balance - <b>\$5.07</b>
✓ General Informat	ion				
	First Name: Client				
	Last Name: Test	Third Party User Identificator:			
	Age: 23				
	Birthday: 01/01/2000				
I acknowledge I am over 18 y	ears of age:None				
✓ Contact Informat	ion				
Primary Phone Type:	Mobile	Secondary Phone Type:	Work		
Primary Phone:	1234567890	Secondary Phone:			
Mailing:	123 Test Ave. Calgary, Alberta Canada, A182C3	Email:	<b>eninin nei zien gen E gezileen</b>	-	

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Invoices Owned b	y the Test Acco	unt Account		Due Soon	Due Soon Balance Due		
Make Payment	1			\$0.00	\$5.07		
Due Date	Description	References	Contact	Amount Payable	Balance Remaining		
19/10/2023	1 Vending Revenue	Invoice ID 1 Transaction ID <u>1</u>	Client Test	\$5.00	\$5.0		

You will need to select the invoice to be paid, by ensuring it is checked, and then click Make Payment.

With PerfectMind, you will be able to pay your HKOA fees online. You will also be able to view your paid invoices here as well.

## Live. Thrive. Belong.

A pop-up screen will take you to the following screen:

Pay Your Invoice	>
Amount	Enter amount between \$0.01 - \$5.0
5.00	
Payment method	
Credit Card	~
Your credit cards	
Please select	~
Please select	
Add a New Card	
CC(Master):********	

Select **Add a New Card** and fill out the information required to add in your preferred method of payment. PerfectMind accepts all major credit cards.

Once filled out, you will simply need to hit **Complete**, and you have paid your VHOA fees.

Your invoice should then show as \$0.00, and under the receipt of payment will be emailed to you for your records.

You can also download your receipt from the invoice tab, by selecting your invoice, then **receipt**. See below screenshot. You can choose to print or email receipt from this screen.

Owners Association	
Hotchkiss Owners Association 200, 37 Quarry Park Blvd	
Calgary	- 11
Alberta	
Canada, T2C 3E7	- 11
Tel: (403) 253-3311	
- Payment -	
CREDIT CARD TEND \$10.00	
STATUS Success	
Payment# PYMT-1	- 11
Payment Date 22/02/2024 15:59:32	
pproval# 478350	
\$10.00	
Trans: 1	
	-

Here is the link to PerfectMind: <a href="https://hotchkissoa.perfectmind.com/">https://hotchkissoa.perfectmind.com/</a>

## What do I do if my information isn't correct?

You can change your email address and mailing address on file directly in this portal. If you notice that your name is misspelled, please email <u>admin@hotchkissoa.com</u> and provide us with your Hotchkiss address and correct spelling of your name and we will ensure our records are corrected.

Thank you,

Your Hotchkiss Owners Association



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