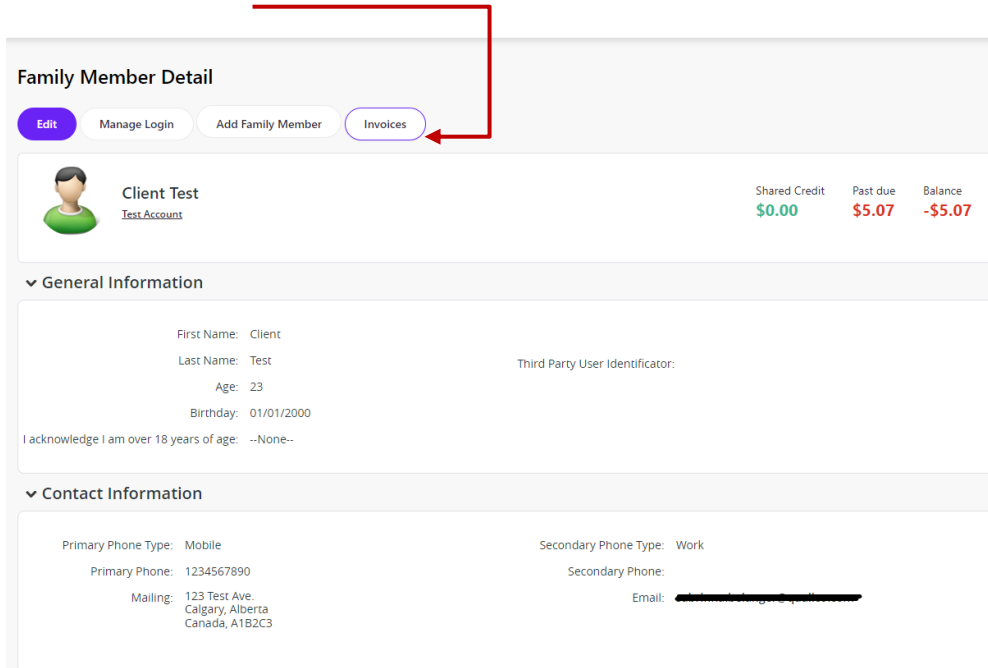


PerfectMind Overdue Fee Payment Instructions
May 2024

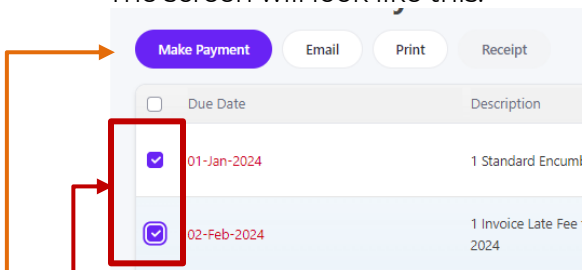
How to pay my fees online?

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:

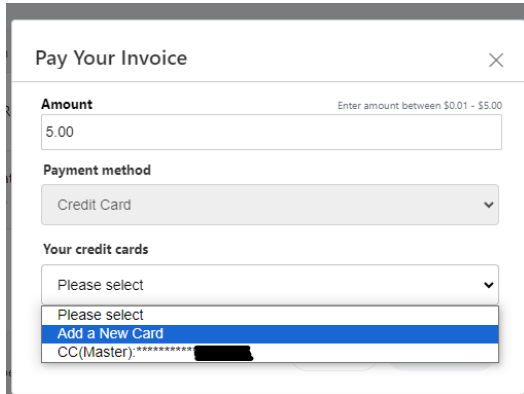


The screen will look like this:



You will need to **select the invoice to be paid and the added interest**, by ensuring both amounts **are checked**, and then **click Make Payment**.

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

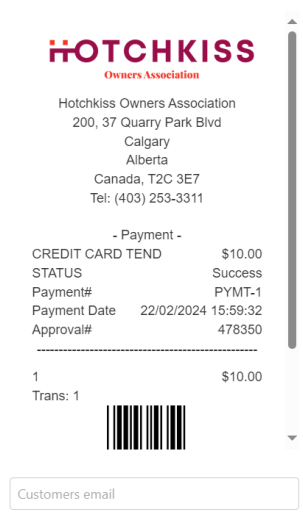


Select **Add a New Card** and fill out the information required to add in your preferred method of payment. PerfectMind accepts all major credit cards.

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.



Here is the link to PerfectMind: <https://hotchkissoa.perfectmind.com/>

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 admin@hotchkissoa.com 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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