

## Silver Creek Dues Payment cheat sheet

*Note: If you registered last year use the same email login. Request your lost password and you will be guided to change the password and login.*

We are using a Membership system on our Web Site to track dues payments, allow PayPal payments and gives us the opportunity to communicate to all residents.

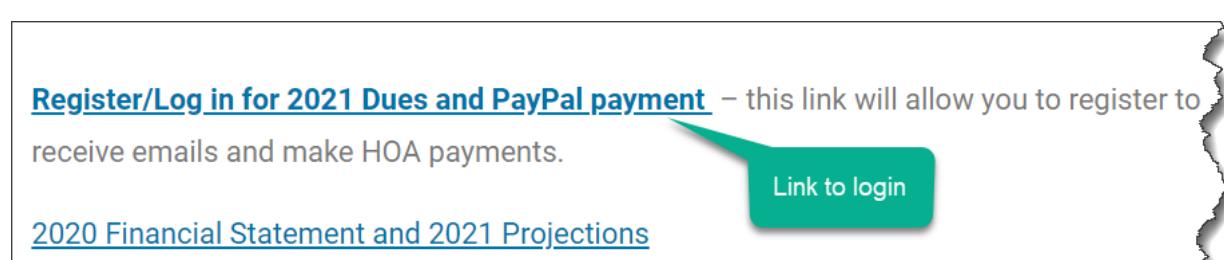
It relies on an email address to identify a user. Since we do not have everyone's email it's best if you register with your email. Otherwise we will need to create a member with a placeholder email so we can record dues payment. Please help us do as little typing as possible, by registering. 😊

If you register and indicate payment will be by check that you mail. It will create an internal invoice we can then match to your check to record payment. Payment using the PayPal option will do both automatically.

**Remember: You can just send the check via the return envelope, if you do not feel comfortable doing this, and we will do this for you.** Please write your email address on the check if you wish to receive community emails. Thanks.

Here is a the Steps required

- 1) Access the website [www.silvercreekestates.org](http://www.silvercreekestates.org) and click on the link to Register as shown below.

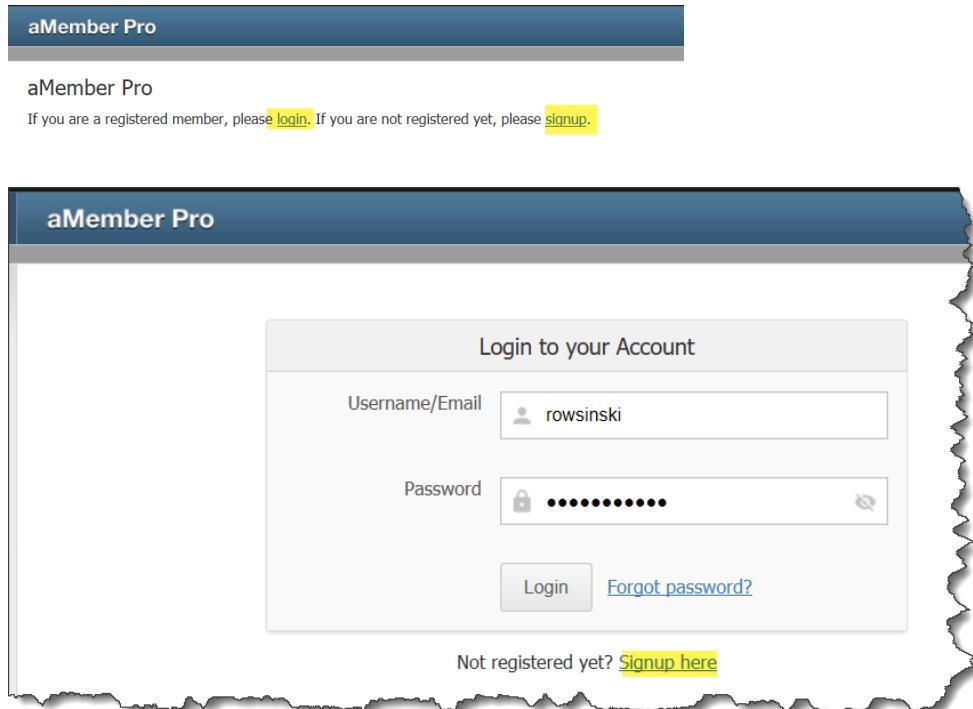


[\*\*Register/Log in for 2021 Dues and PayPal payment\*\*](#) – this link will allow you to register to receive emails and make HOA payments.

[2020 Financial Statement and 2021 Projections](#)

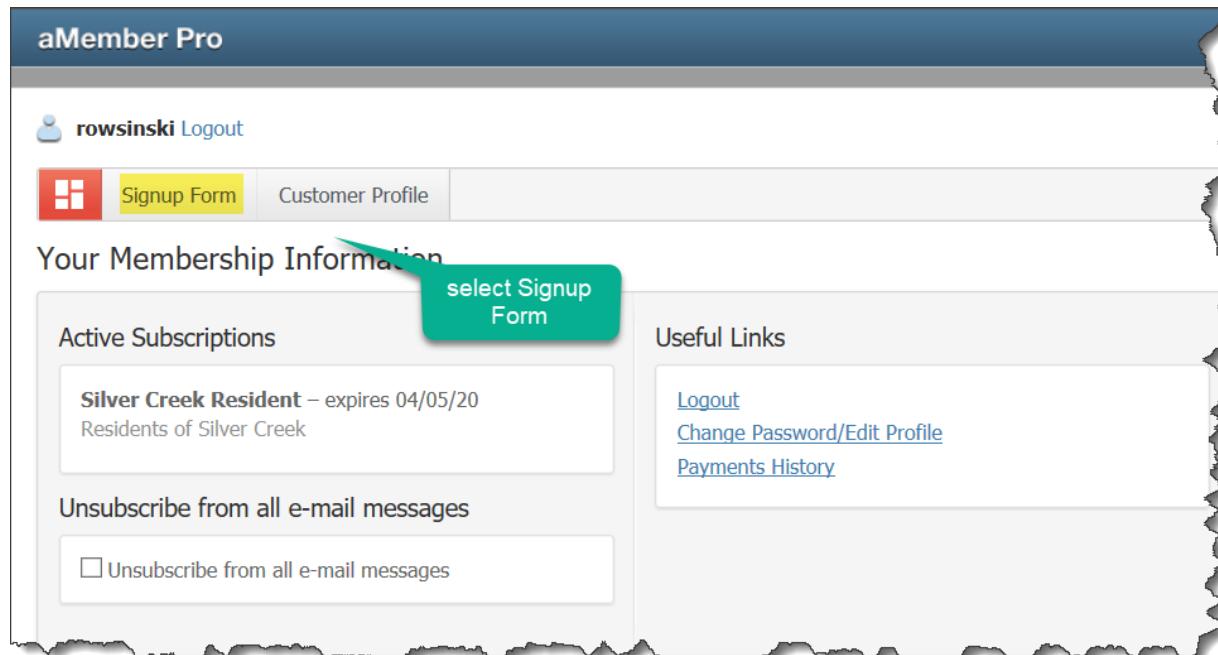
[Link to login](#)

2) Login or register as a member if new to the system



The image shows the aMember Pro login page. The header says "aMember Pro". Below it, a message says "If you are a registered member, please [login](#). If you are not registered yet, please [signup](#)." The main form is titled "Login to your Account". It has fields for "Username/Email" (with "rowsinski" entered) and "Password" (with a masked password). Below the form are "Login" and "Forgot password?" buttons. At the bottom, it says "Not registered yet? [Signup here](#)".

3) Select Sign up Form



The image shows the aMember Pro customer profile page. The header says "aMember Pro". The top navigation bar includes "rowsinski Logout", "Signup Form" (which is highlighted in yellow), and "Customer Profile". The main content area is titled "Your Membership Information". It shows "Active Subscriptions" with a box for "Silver Creek Resident" (expires 04/05/20, Residents of Silver Creek). Below this is an "Unsubscribe from all e-mail messages" section with a checkbox. To the right is a "select Signup Form" button. The "Useful Links" sidebar includes "Logout", "Change Password/Edit Profile", and "Payments History".

4) Select either **PayPal Payment** or **Offline Payment**. The amount is automatically selected. Complete your address if empty. Select Silver Creek Resident as the user Group. Other groups will be added maybe later.

Signup Form    Customer Profile

**Signup Form**

You are logged-in as **rowsinski**. [Logout](#) to signup as new user.

\* Membership Type **Silver Creek Resident** \$235.00 for one year  
*Residents of Silver Creek*

\* Payment System  **PayPal**  
*secure credit card payment*

**Offline Payment**  
*Payment sent by mail*

**Address Information**

\* Street

\* City

\* Country

\* State

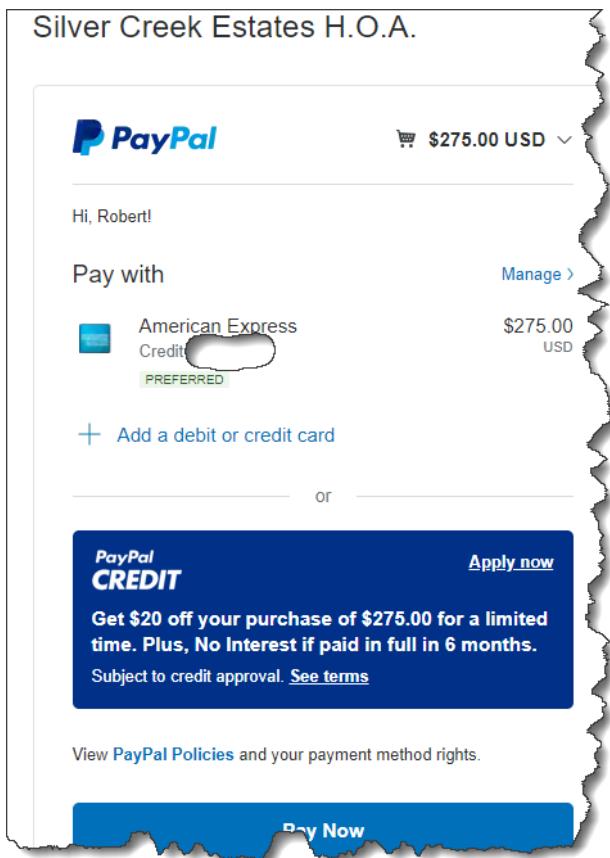
\* ZIP Code

**User Groups**

Silver Creek Resident



5) If selecting PayPal it will redirect you to PayPal to log on. Complete your payment as normal.



6) View your receipt and email.

Silver Creek Estates H.O.A.



You paid **\$275.00 USD**

to Silver Creek Estates H.O.A.  
[Details](#)

[Get PayPal Notifications in Messenger](#)

**Paid with**



\$275.00 usd

This transaction will appear on your statement as PAYPAL \*SILVERCREEK

**Purchase details**

Receipt number: 6G887698KG483661D

We'll send confirmation to:

rowan@comcast.net

## aMember Pro

Thank you for Signing up

Your payment has been successfully processed.

Order reference: **H7Y3Y/1**

Transaction reference: **90C19547BH416694L**

Date and time of payment: **01/13/21, 02:10 PM**

Subscription/Product Title	Qty	Unit Price	Total Price
Silver Creek Resident	1	\$275.00	\$275.00
<b>Subtotal</b>			<b>\$275.00</b>
<b>Total</b>			<b>\$275.00</b>

**Subscription Terms:** \$275.00 for one year

 Fri 1/31/2020 1:38 PM  
service@paypal.com  
Receipt for Your Payment to treasurer@silvercreekestates.org

Robert Owsinski

If there are problems with how this message is displayed, click [here](#) to view it in a web browser.  
Click [here](#) to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or  
tap and hold  
here to download

Jan 31, 2020 10:37:38 PST

Transaction ID.

Hello Robert Owsinski,

You sent a payment of \$235.00 USD to [treasurer@silvercreekestates.org](mailto:treasurer@silvercreekestates.org)

It may take a few moments for this transaction to appear in your account.

Merchant

[treasurer@silvercreekestates.org](mailto:treasurer@silvercreekestates.org)

Instructions to merchant

You haven't entered any instructions.

Description

Unit price

Qty

Amount

Silver Creek Resident \$235.00 USD \$235.00 USD

## Paying by mailed check

### 7) Select Offline Payment

**aMember Pro**

 **fdrews** [Logout](#)

 [Signup Form](#) [Customer Profile](#)

**Signup Form**

You are logged-in as **fdrews**. [Logout](#) to signup as new user.

\* **Membership Type** **Silver Creek Resident** \$235.00 for one year  
*Residents of Silver Creek*

\* **Payment System**  **PayPal**  
*secure credit card payment*

**Offline Payment**  
*Payment sent by mail*

**Address Information**

\* **Street** 12345 Elm

\* **City** Flat Rock

\* **Country** United States

\* **State** Michigan

\* **ZIP Code** 48134

**User Groups**  -- Please Select --

Silver Creek Resident

It will indicate to send in check



fdrews [Logout](#)



[Signup Form](#)

[Customer Profile](#)

## Offline Payment

**Please send payment to:**

Sliver Creek H.O.A Dues

25836 Wild Flower Ln.

Flat Rock, MI 48134