

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 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.

Link to login

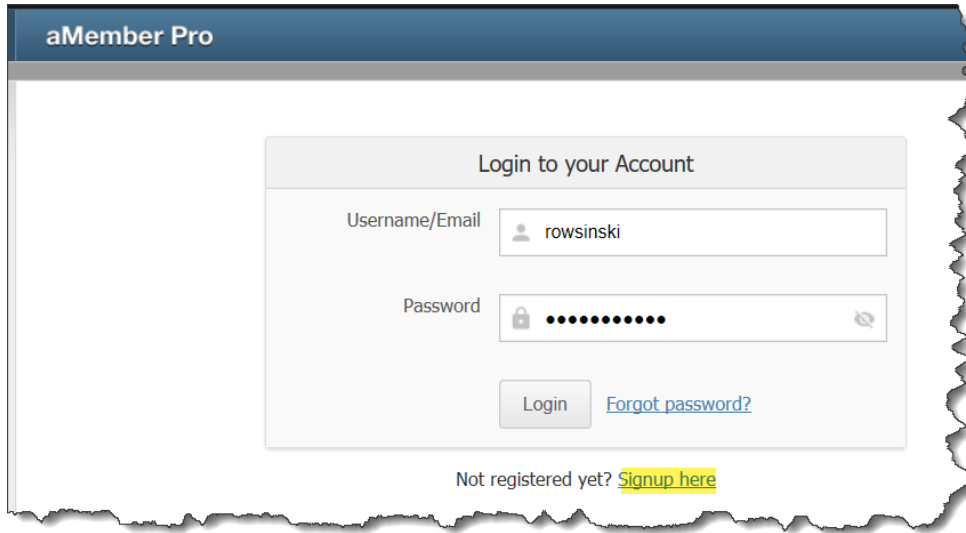
[2020 Financial Statement and 2021 Projections](#)

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

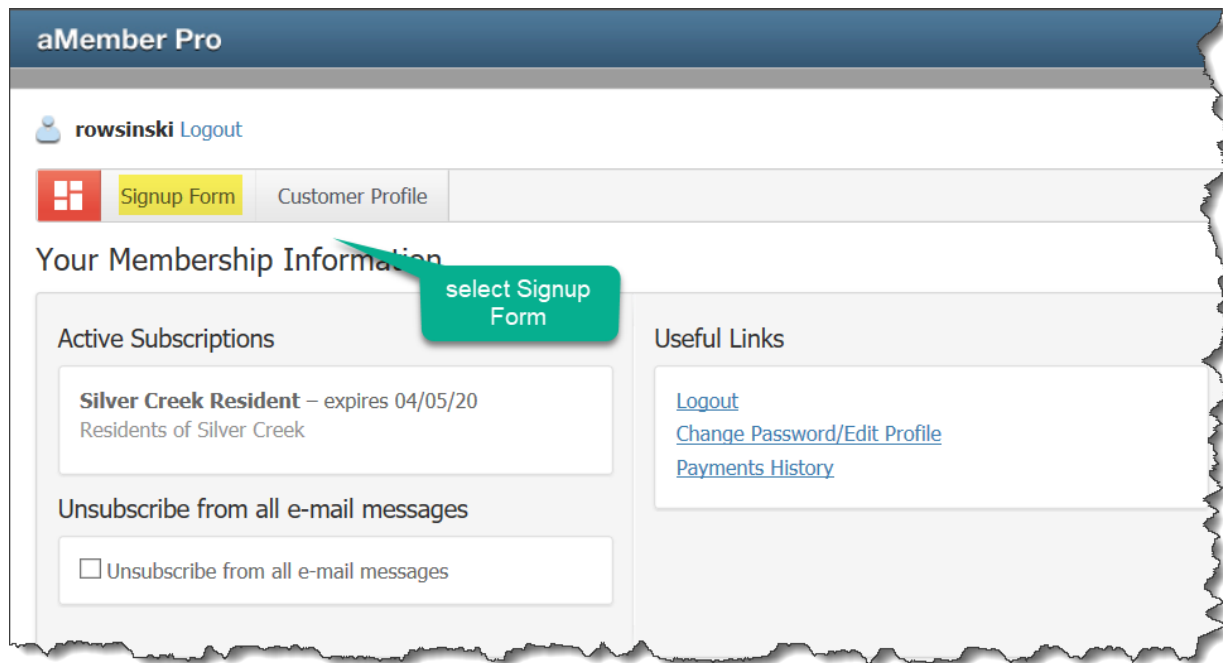


aMember Pro

If you are a registered member, please [login](#). If you are not registered yet, please [signup](#).



3) Select Sign up Form

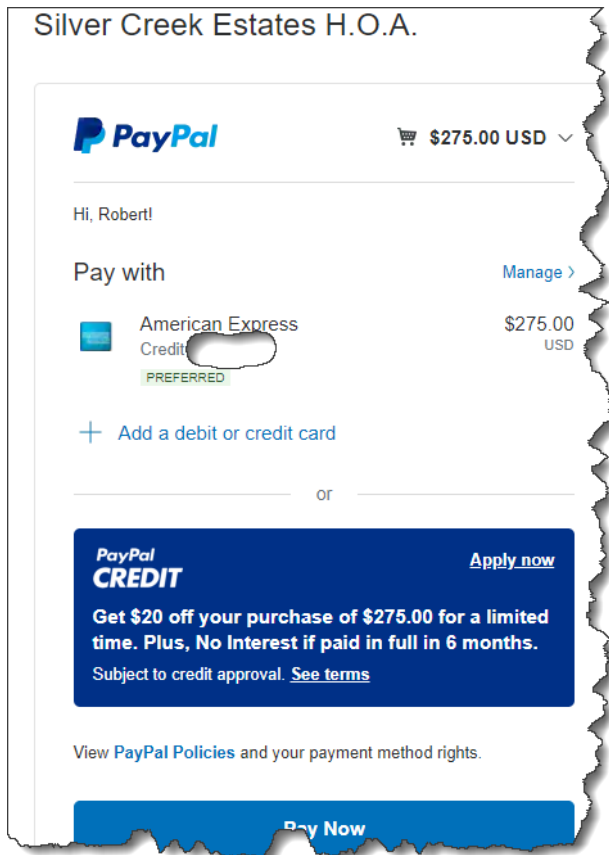


- 4) Select either **PayPal Payment** or **Offline Payment**. The amount is automatically selected. Complete your address if empty. Select Silver Creek Resident as the user Group. Other groups will be added maybe later.

The image shows a web browser window displaying a "Signup Form". At the top, there are tabs for "Signup Form" and "Customer Profile". Below the tabs, the page title is "Signup Form". A message states: "You are logged-in as rowsinski. [Logout](#) to signup as new user." The form contains several sections:

- Membership Type:** "Silver Creek Resident \$235.00 for one year" with the subtext "Residents of Silver Creek".
- Payment System:** Two radio buttons are present. "PayPal" is selected, with the subtext "secure credit card payment". "Offline Payment" is unselected, with the subtext "Payment sent by mail".
- Address Information:** A section with several fields:
 - * Street:** Text input containing "25836 Wild Flower Ln."
 - * City:** Text input containing "Flat Rock"
 - * Country:** Dropdown menu showing "United States"
 - * State:** Dropdown menu showing "Michigan"
 - * ZIP Code:** Text input containing "48134"
 - User Groups:** A dropdown menu with two options: "-- Please Select --" and "Silver Creek Resident". A red arrow points to the "Silver Creek Resident" option.
- Next:** A button located below the User Groups dropdown.

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:

rowen@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
Subtotal			\$275.00
Total			\$275.00

Subscription Terms: \$275.00 for one year

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

 Jan 31, 2020 10:37:38 PST
Transaction ID. [View Details](#)

Hello Robert Owsinski,

You sent a payment of \$235.00 USD to treasurer@silvercreekstates.org

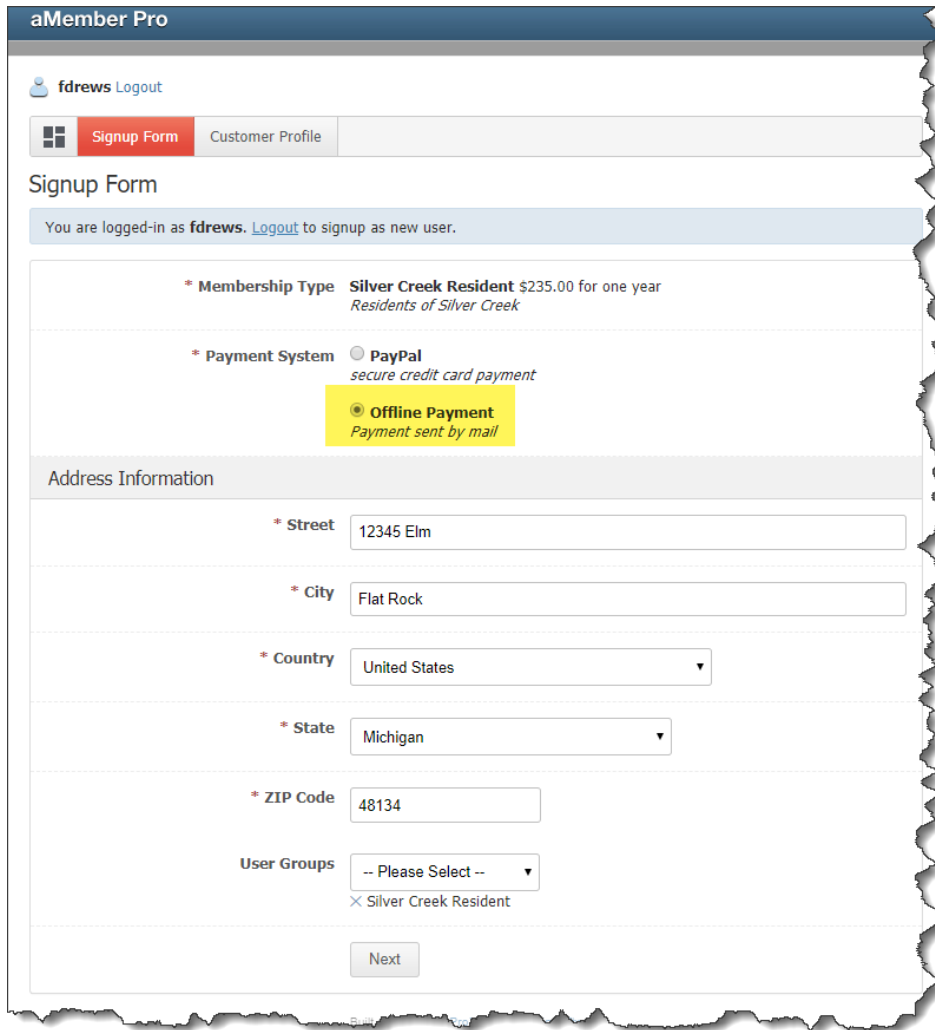
It may take a few moments for this transaction to appear in your account.

Merchant	Instructions to merchant
treasurer@silvercreekstates.org	You haven't entered any instructions.

Description	Unit price	Qty	Amount
Silver Creek Resident	\$235.00 USD	1	\$235.00 USD

Paying by mailed check

7) Select Offline Payment




The screenshot shows the 'aMember Pro' Signup Form. At the top, there is a navigation bar with 'fdrews Logout' and 'Signup Form' (highlighted in red) and 'Customer Profile'. Below the navigation bar, the page title is 'Signup Form'. A message states: 'You are logged-in as fdrews. Logout to signup as new user.' The form contains several sections:

- 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

A 'Next' button is located at the bottom of the form.

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