

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 Billing link to Register as shown below.



Use the Payment Button below to Pay Annual dues



Instructions for registering and paying dues Cheat Sheet is available below



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](#).

A screenshot of the aMember Pro login page. It features a dark blue header with "aMember Pro". Below it, a light gray box titled "Login to your Account" contains a "Username/Email" field with the value "rowsinski", a "Password" field with masked characters and a toggle icon, a "Login" button, and a "Forgot password?" link. Below the box, it says "Not registered yet? [Signup here](#)". The entire image has a torn paper effect on the right side.

3) Select Sign up Form

A screenshot of the aMember Pro user dashboard for user "rowsinski". The header is dark blue with "aMember Pro". Below it, the user's name "rowsinski" and a "Logout" link are shown. A navigation bar contains a red square icon, a yellow "Signup Form" button, and a "Customer Profile" link. The main content area is titled "Your Membership Information" and is divided into two columns. The left column, "Active Subscriptions", shows "Silver Creek Resident" with an expiration date of 04/05/20 and a link to "Residents of Silver Creek". Below this is a section "Unsubscribe from all e-mail messages" with a checkbox. The right column, "Useful Links", contains links for "Logout", "Change Password/Edit Profile", and "Payments History". A green callout bubble with the text "select Signup Form" points to the "Signup Form" button. The image has a torn paper effect on the right side.

- 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

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** 25836 Wild Flower Ln.

* **City** Flat Rock

* **Country** United States

* **State** Michigan

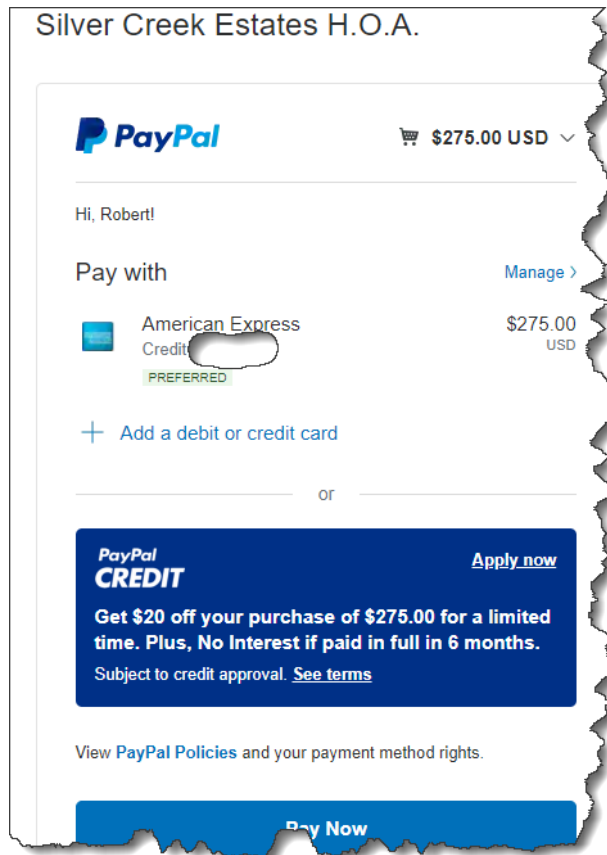
* **ZIP Code** 48134

User Groups

-- Please Select --
Silver Creek Resident

Next

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:

rowc@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.

Right-click or tap and hold here to download

Transaction ID.

Inn 31, 2020 10:37:38 PST

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

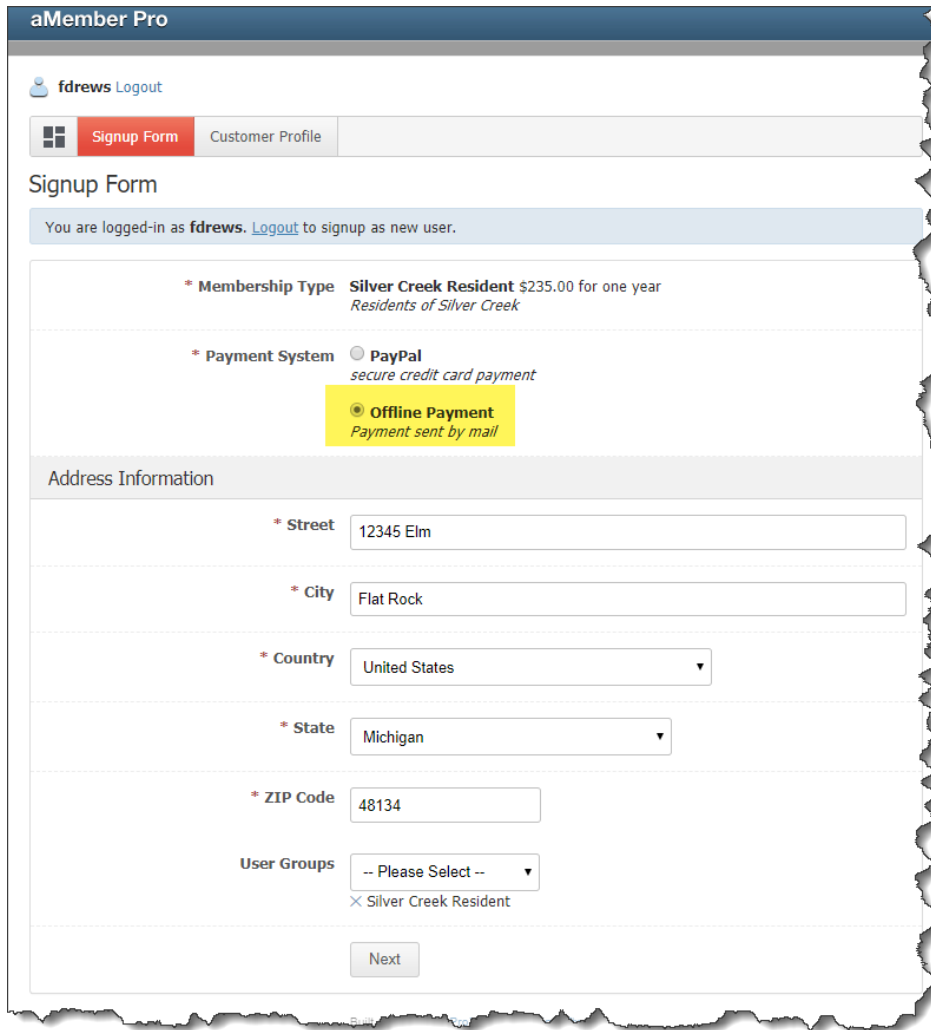
treasurer@silvercreekstates.org

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's a navigation bar with 'fdrews Logout' and tabs for 'Signup Form' (active) and 'Customer Profile'. Below the navigation bar, a message states: 'You are logged-in as **fdrews**. [Logout](#) to signup as new user.'

The main form area is divided into sections. The first section is for selecting membership and payment options:

- * 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*

The second section is 'Address Information' with the following fields:

- * Street:** 12345 Elm
- * City:** Flat Rock
- * Country:** United States (dropdown menu)
- * State:** Michigan (dropdown menu)
- * ZIP Code:** 48134
- User Groups:** -- Please Select -- (dropdown menu)
X Silver Creek Resident

At the bottom of the form is a 'Next' button.

It will indicate to send in check

aMember Pro



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