

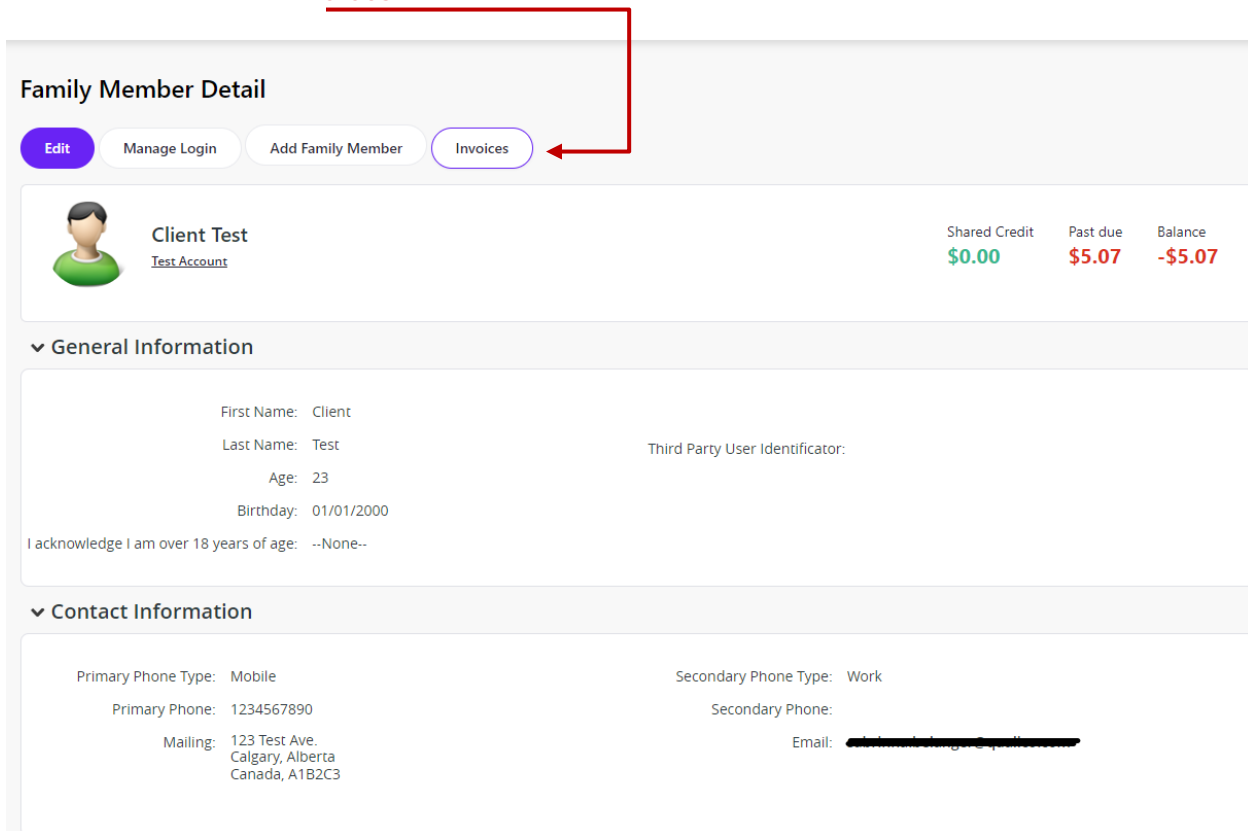
PerfectMind Fee Payment Instructions

November 2023


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 Detail


Client Test
[Test Account](#)

Shared Credit: **\$0.00** Past due: **\$5.07** Balance: **-\$5.07**

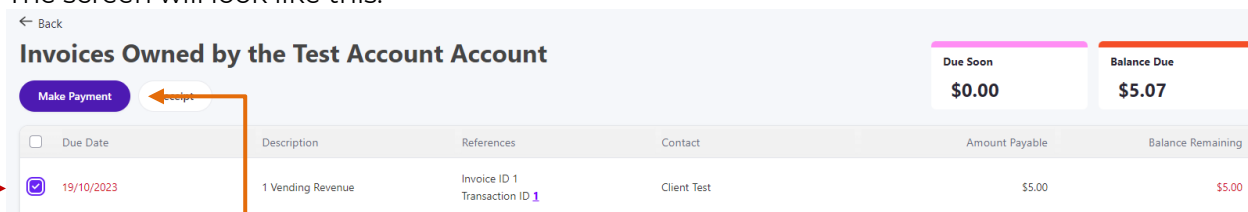
General Information

First Name: Client
 Last Name: Test Third Party User Identifier:
 Age: 23
 Birthday: 01/01/2000
 I acknowledge I am over 18 years of age: --None--

Contact Information

Primary Phone Type: Mobile Secondary Phone Type: Work
 Primary Phone: 1234567890 Secondary Phone:
 Mailing: 123 Test Ave.
 Calgary, Alberta
 Canada, A1B2C3 Email: ████████████████████

The screen will look like this:



← Back

Invoices Owned by the Test Account Account

Due Date	Description	References	Contact	Amount Payable	Balance Remaining	
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	19/10/2023	1 Vending Revenue	Invoice ID 1 Transaction ID 1	Client Test	\$5.00	\$5.00

Due Soon **Balance Due**
\$0.00 **\$5.07**

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 AOA fees online. You will also be able to view your paid invoices here as well.

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

The screenshot shows a mobile application interface for 'Invoices Owned by the Test Account Account'. At the top right, there are two boxes: 'Due Soon' with '\$0.00' and 'Balance Due' with '\$5.07'. Below this is a table of invoices:

Due Date	Description	References	Contact	Amount Payable	Balance Remaining
19/10/2023	1 Vending Revenue	Invoice ID 1 Transaction ID 1	Client Test	\$5.00	\$5.00

A 'Pay Your Invoice' pop-up form is overlaid on the table. It contains the following fields:

- Amount:** A text input field containing '5.00'. A note above the field says 'Enter amount between \$0.01 - \$5.00'.
- Payment method:** A dropdown menu currently showing 'Credit Card'.
- Your credit cards:** A dropdown menu currently showing 'Please select'. Below it, a list of saved cards is visible, with 'Add a New Card' highlighted in blue. Below that, a card is partially visible: 'CC(Master)*****[REDACTED]'.


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 AOA 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.

Print ×



Ambleton
OWNERS ASSOCIATION

Ambleton Owners Association
200, 37 Quarry Park Blvd SE
Calgary
Alberta
Canada, T2C 5H9
Tel: 403-253-3311

1 QTY Vending Revenue	\$5.00								
SUBTOTAL	\$5.00								
TOTAL	\$5.00								
INITIAL PAYMENT	\$5.00								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">CREDIT CARD TEND</td> <td style="text-align: right;">(\$5.00)</td> </tr> <tr> <td>STATUS</td> <td style="text-align: right;">Success</td> </tr> <tr> <td>Payment#</td> <td style="text-align: right;">PYMT-2</td> </tr> <tr> <td>Payment Date</td> <td style="text-align: right;">19/10/2023 09:48:38</td> </tr> </table>		CREDIT CARD TEND	(\$5.00)	STATUS	Success	Payment#	PYMT-2	Payment Date	19/10/2023 09:48:38
CREDIT CARD TEND	(\$5.00)								
STATUS	Success								
Payment#	PYMT-2								
Payment Date	19/10/2023 09:48:38								

Customers email

Print Receipt
Email Receipt

Here is the link to PerfectMind: <https://ambletonoa.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@ambletonoa.com and provide us with your Ambleton address and correct spelling of your name and we will ensure our records are corrected.

Thank you,

Your Ambleton Owners Association



200, 37 Quarry Park Blvd SE
Calgary, AB T2C 5H9
admin@ambletonoa.com
www.ambletonoa.com