

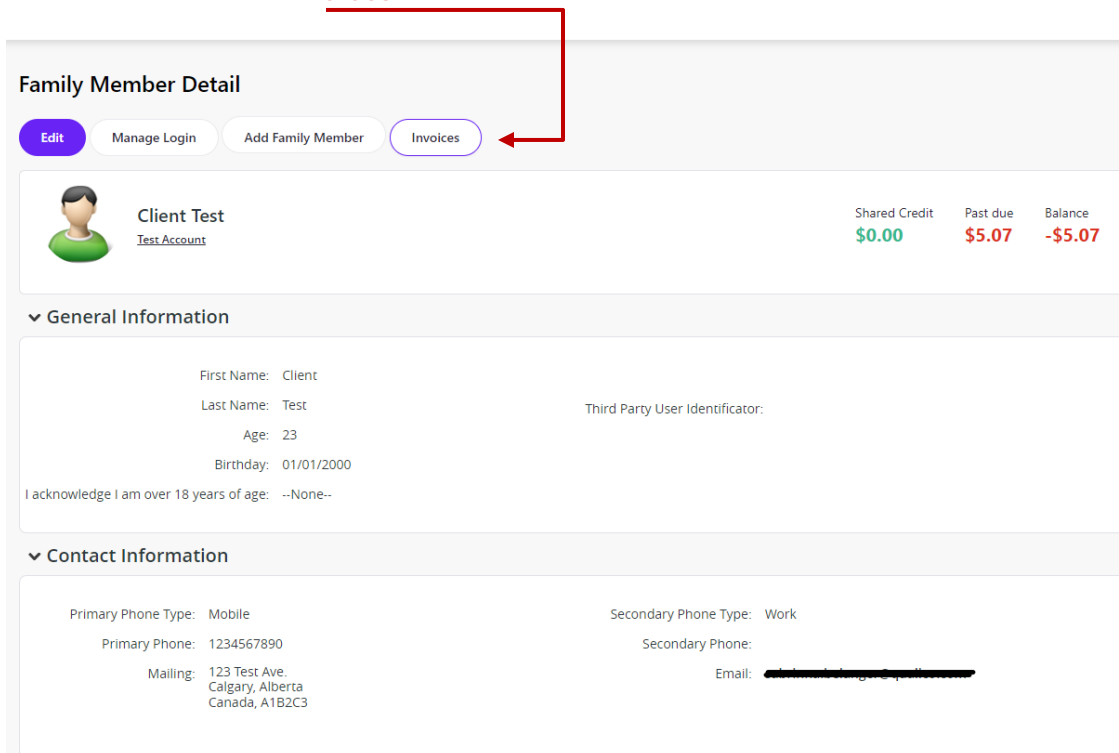
PerfectMind Fee Payment Instructions

February 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:



Family Member Detail

Edit Manage Login Add Family Member **Invoices**

 **Client Test**
Test Account

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

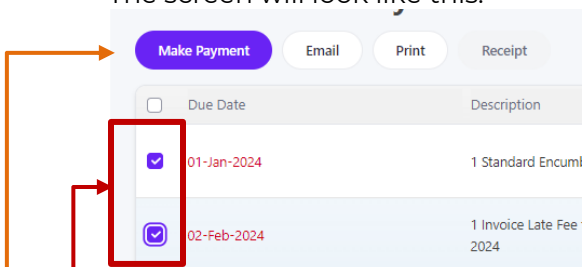
▼ General Information

First Name: Client
Last Name: Test
Age: 23
Third Party User Identifier:
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: [REDACTED]

The screen will look like this:



Make Payment Email Print Receipt

<input type="checkbox"/>	Due Date	Description
<input checked="" type="checkbox"/>	01-Jan-2024	1 Standard Encuml
<input checked="" type="checkbox"/>	02-Feb-2024	1 Invoice Late Fee 2024

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**.



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 the PerfectMind app interface. At the top, there is a 'Back' button and the title 'Invoices Owned by the Test Account Account'. Below the title are two buttons: 'Make Payment' (highlighted in purple) and 'Receipt'. To the right, there are two summary boxes: 'Due Soon' showing '\$0.00' and 'Balance Due' showing '\$5.07'. Below this is a table with columns: Due Date, Description, References, Contact, Amount Payable, and Balance Remaining. The table contains one row with a checked checkbox, due date '19/10/2023', description '1 Vending Revenue', references 'Invoice ID 1' and 'Transaction ID 1', contact 'Client Test', amount payable '\$5.00', and balance remaining '\$5.00'. A modal window titled 'Pay Your Invoice' is overlaid on the table. It has a close button (X) in the top right. The modal contains: an 'Amount' field with '5.00' and a note 'Enter amount between \$0.01 - \$5.00'; a 'Payment method' dropdown menu set to 'Credit Card'; and a 'Your credit cards' section with a dropdown menu set to 'Please select'. Below the dropdown, there is a list of cards, 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

CREDIT CARD TEND	(\$5.00)
STATUS	Success
Payment#	PYMT-2
Payment Date	19/10/2023 09:48:38

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



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