

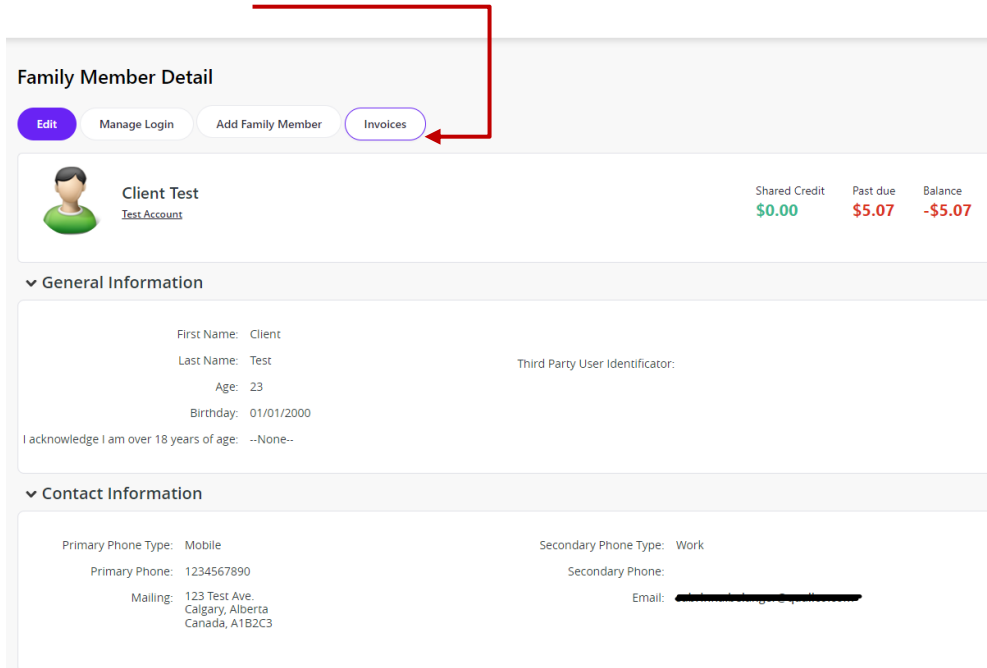
## PerfectMind Fee Payment Instructions

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: \$0.00 Past due: \$5.07 Balance: -\$5.07

General Information

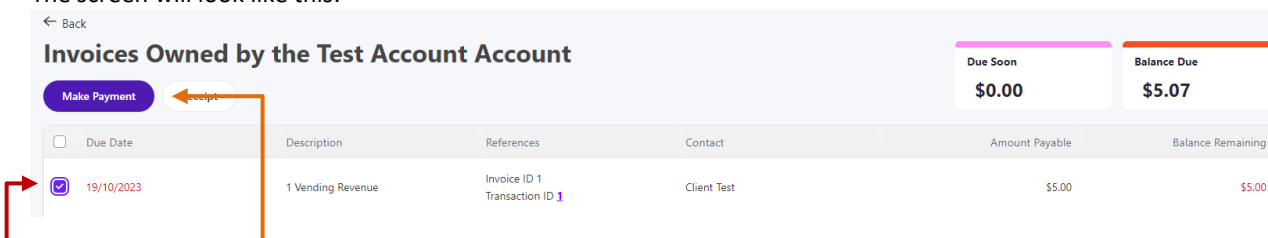
First Name: Client  
Last Name: Test  
Age: 23  
Birthday: 01/01/2000  
Third Party User Identifier:  
I acknowledge I am over 18 years of age: --None--

Contact Information

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

Secondary Phone Type: Work  
Secondary Phone:  
Email: [REDACTED]

The screen will look like this:



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### Invoices Owned by the Test Account Account

Due Soon: \$0.00 Balance Due: \$5.07

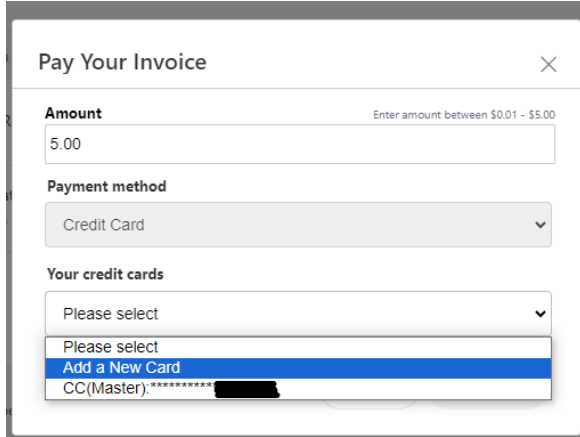
**Make Payment**

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

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 VHOA 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:

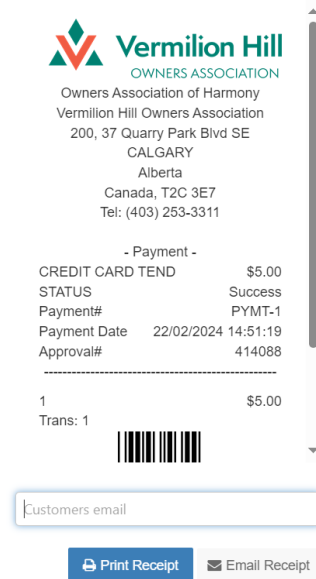


Select **Add a New Card** and fill out the information required to add in your preferred method of payment. PerfectMind accepts all major credit cards.

Once filled out, you will simply need to hit **Complete**, and you have paid your VHOA 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.



Here is the link to PerfectMind: <https://vermilionhilloa.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@vermilionhilloa.com](mailto:admin@vermilionhilloa.com) and provide us with your Vermilion Hill address and correct spelling of your name and we will ensure our records are corrected.

Thank you,

Your Vermilion Hill Owners Association