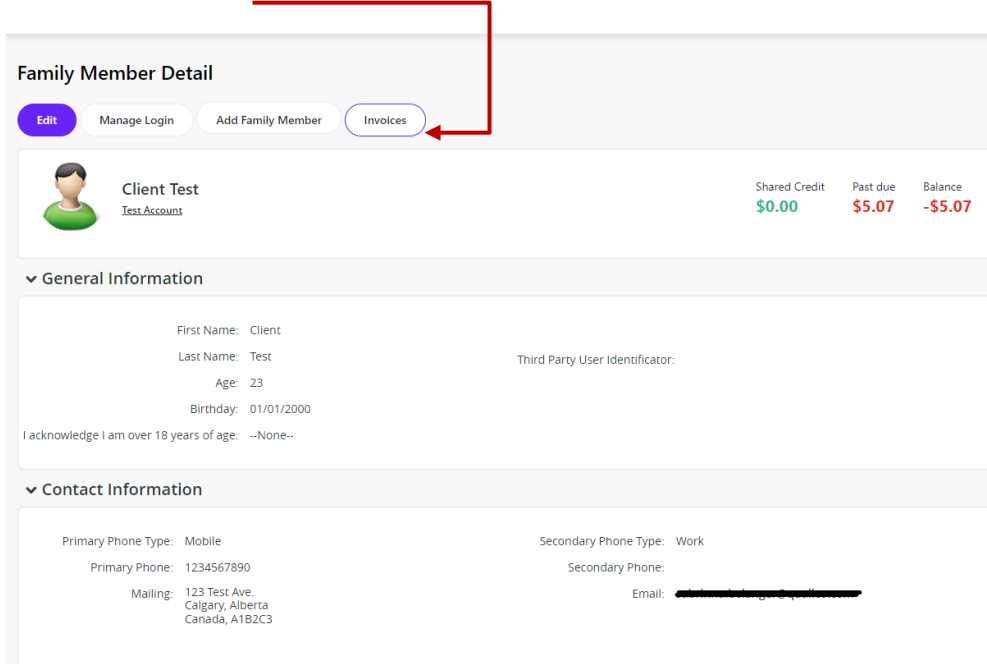


PerfectMind Overdue Fee Payment Instructions May 2024

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

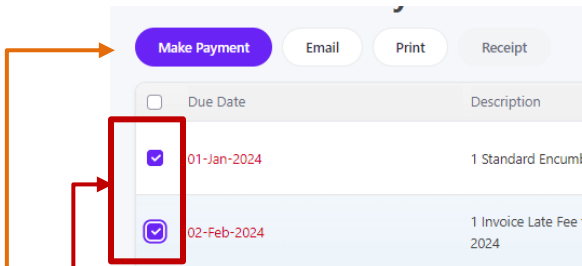
First Name: Client
Last Name: Test
Age: 23
Birthday: 01/01/2000
Third Party User Identifier:
I acknowledge I am over 18 years of age: --None--

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:

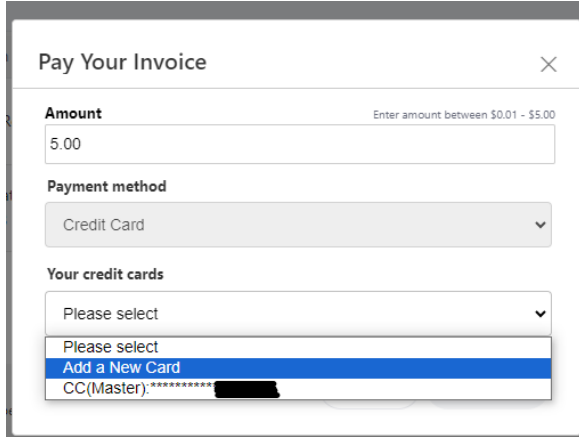


Make Payment Email Print Receipt

<input type="checkbox"/>	Due Date	Description
<input checked="" type="checkbox"/>	01-Jan-2024	1 Standard Encum
<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**.

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

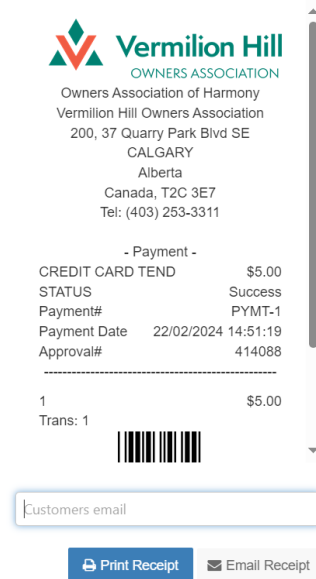


Select **Add a New Card** and fill out the information required to add in your preferred method of payment. PerfectMind accepts all major credit cards.

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 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