



HOW TO PAY YOUR ASSESSMENT

The Las Colinas Association has upgraded the customer payment portal.
Below you will find step by step instructions on how to pay your annual assessment.
If you are experiencing any issues or have questions, please e-mail membermoney@lascalinas.org.

STEP 1

- Visit members.lascalinas.org/quickpay to begin

STEP 2

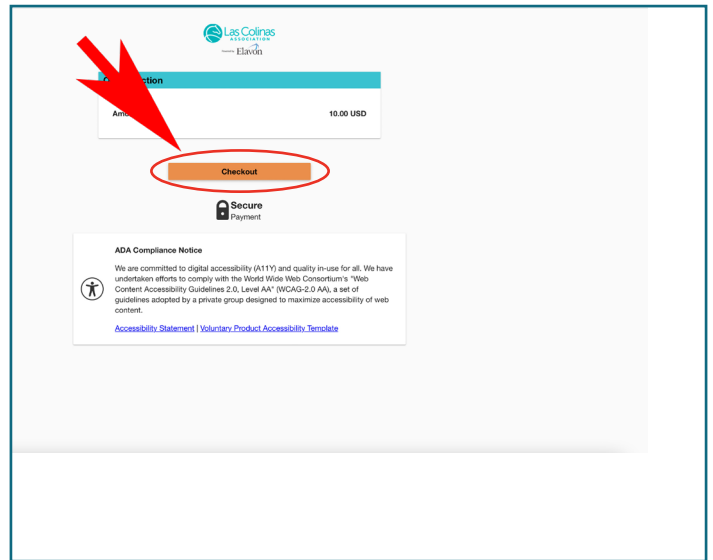
- Enter your account (customer) number
- Enter the invoice number located on your assessment
- Select the CHECK INVOICE button

STEP 3

- From there, your invoice amount, customer name and invoice date will appear
- Select a payment method: credit card (cc) or electronic check
- Select the PAY INVOICE button

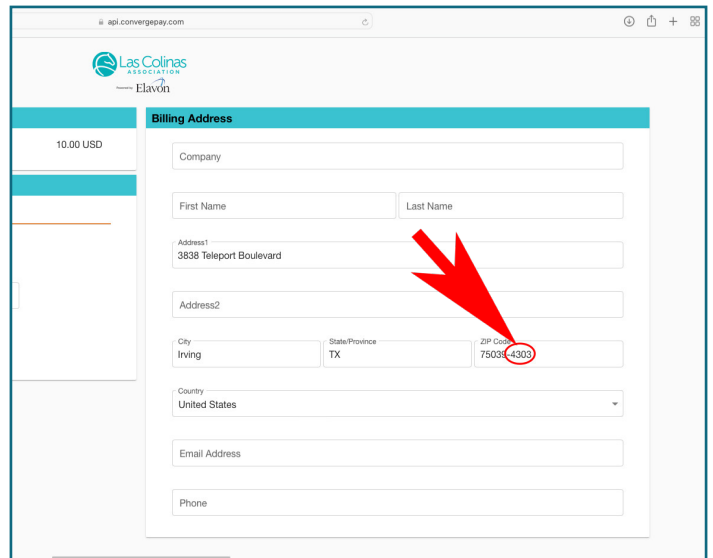
STEP 4

- Review your invoice amount, then select the orange Checkout button



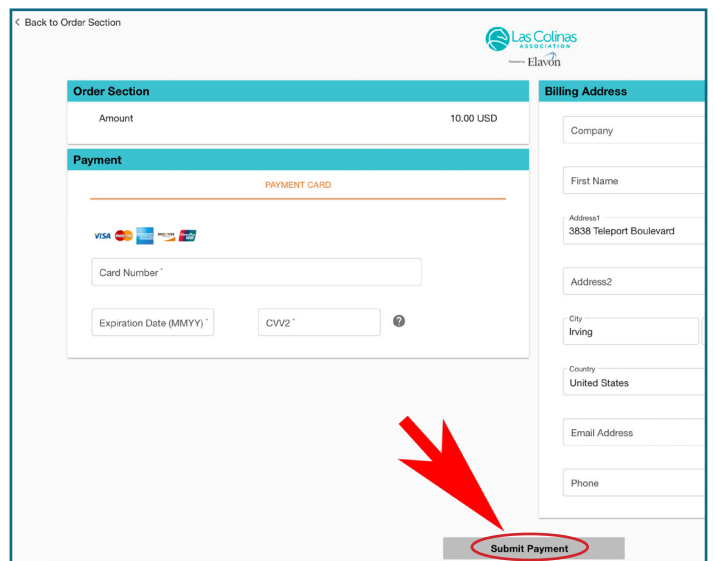
STEP 5

- On the payment page, your billing address will auto populate to show a nine-digit zip code
- IMPORTANT:** please remove the dash and the last four digits of your zip code before submitting payment
- Complete the steps on the payment page by entering your information into the blank fields under the billing address section



STEP 6

- Once the information has been entered, select the Submit Payment button
- To complete the payment process, select the return to portal button
- It may take up to 48 hours for your account balance to reflect payment



Scan for an instructional video