

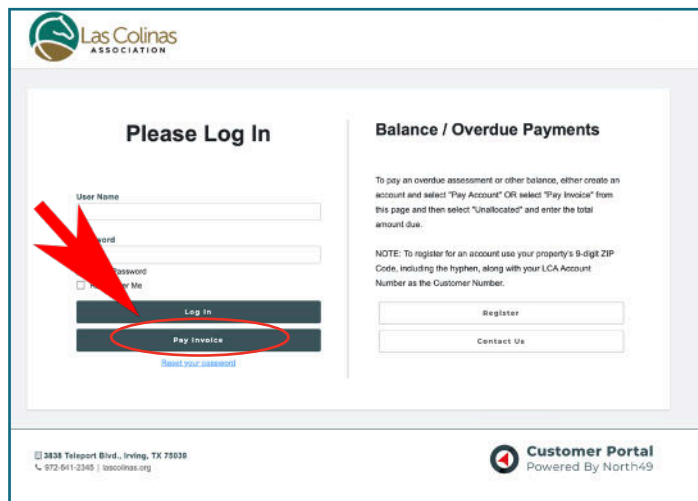


HOW TO PAY YOUR BALANCE

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

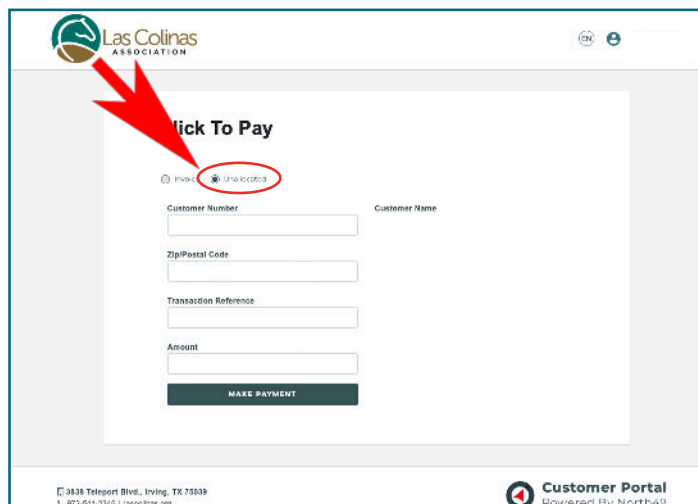
STEP 1

- Go to the member portal at members.lascalinas.org
- Select “Pay Invoice”



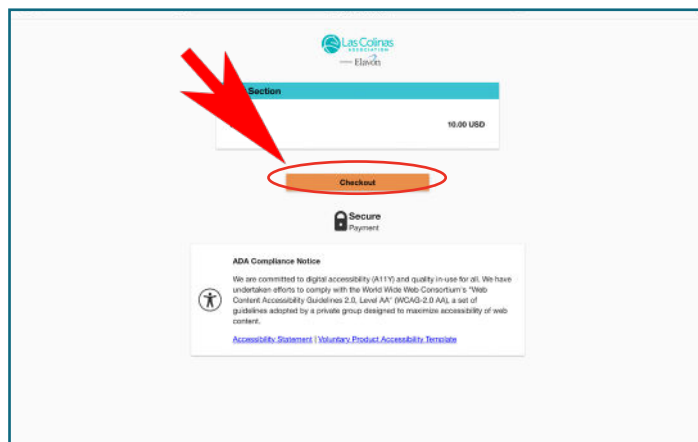
STEP 2

- Select “Unallocated” at the top of the page
- Enter your Customer Number (LCA Account Number)
- Enter your 9-digit ZIP code, including the hyphen (to locate the 9-digit ZIP code, refer to your LCA assessment, statement or invoice)
- In the Transaction Reference field, please type enter a description of your payment (examples: “overdue assessment”, “payment plan installment”, “balance payment”)
- Enter the total amount due on your statement
- Click “Make Payment” button



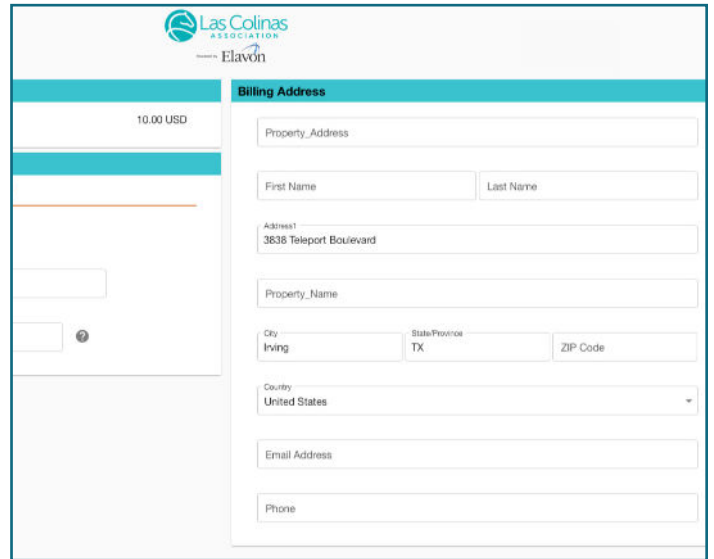
STEP 3

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



STEP 4

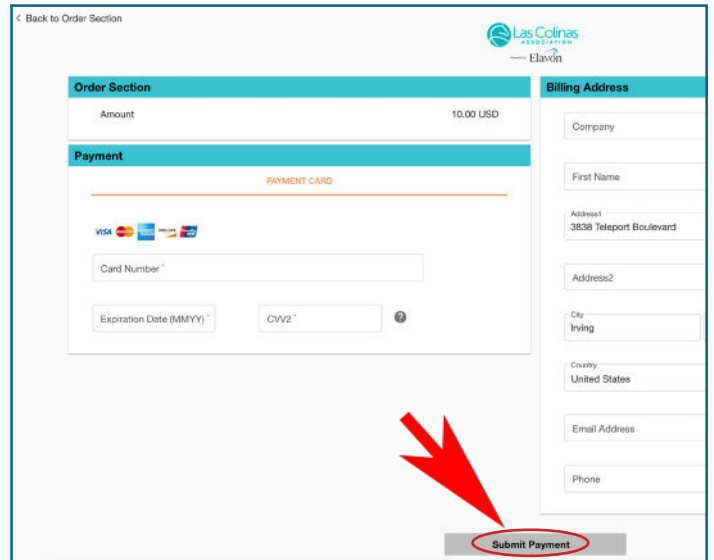
- Complete the steps on the payment page by entering your information into the blank fields under the billing address section



The screenshot shows the 'Billing Address' section of a payment page. At the top left, there is a logo for 'Las Colinas ASSOCIATION' and 'Elavon'. Below the logo, the amount '10.00 USD' is displayed. The 'Billing Address' section contains several input fields: 'Property_Address', 'First Name', 'Last Name', 'Address' (with the value '3838 Teleport Boulevard'), 'Property_Name', 'City' (with the value 'Irving'), 'State/Province' (with the value 'TX'), 'ZIP Code', 'Country' (with the value 'United States'), 'Email Address', and 'Phone'.

STEP 5

- After completing the fields, select the Submit Payment button
- Print or save the receipt for your records
- It may take up to 48 hours for your account balance to reflect payment



The screenshot shows the payment page with the 'Submit Payment' button highlighted. The page is titled 'Back to Order Section' and features the 'Las Colinas ASSOCIATION' and 'Elavon' logos. The 'Order Section' shows the amount '10.00 USD'. The 'Payment' section is titled 'PAYMENT CARD' and includes a 'VISA' logo and input fields for 'Card Number*', 'Expiration Date (MMYY)*', and 'CVV2*'. The 'Billing Address' section is on the right, with fields for 'Company', 'First Name', 'Address' (with the value '3838 Teleport Boulevard'), 'Address2', 'City' (with the value 'Irving'), 'Country' (with the value 'United States'), 'Email Address', and 'Phone'. A red arrow points to the 'Submit Payment' button, which is circled in red.