



## 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](mailto:membermoney@lascalinas.org).

### STEP 1

- Visit [members.lascalinas.org/quickpay](https://members.lascalinas.org/quickpay) to begin

Click To Pay

Invoice Unallocated

Customer Number

Customer Name

Invoice Number

Invoice Date

Invoice Amount

**CHECK INVOICE**

3838 Teleport Blvd., Irving, TX 75039  
972-561-2345 | [lascalinas.org](http://lascalinas.org)

Customer Portal  
Powered By North49

### STEP 2

- Enter your account (customer) number
- Enter the invoice number located on your assessment (please include INV followed by the numbers)
- Select the CHECK INVOICE button

Click To Pay

Invoice Unallocated

Customer Number

Customer Name

Invoice Number

Invoice Date

Invoice Amount

**CHECK INVOICE**

3838 Teleport Blvd., Irving, TX 75039  
972-561-2345 | [lascalinas.org](http://lascalinas.org)

Customer Portal  
Powered By North49

### 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

Click To Pay

Invoice Unallocated

Customer Number

Customer Name Las Colinas Association (The)

Invoice Number INV009427

Invoice Date 05/08/2023

Invoice Amount \$10.00

Payment Option

CC  CHECK / ACH

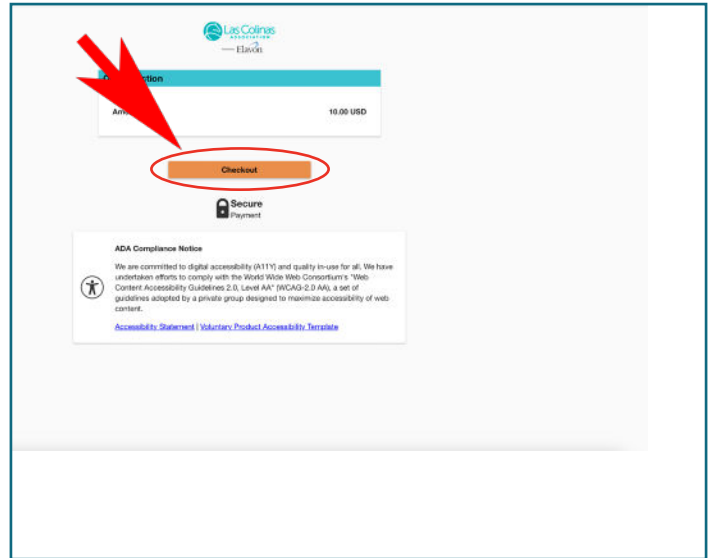
**PAY INVOICE**

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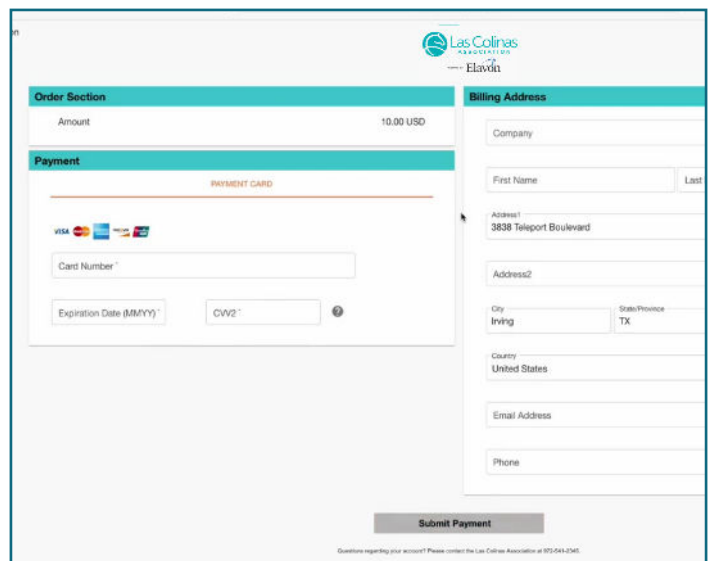
## STEP 4

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



## STEP 5

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



## STEP 6

- Once the information has been entered, select the Submit Payment button
- If you would like a receipt of this payment, please ensure you fill out the e-mail field

