

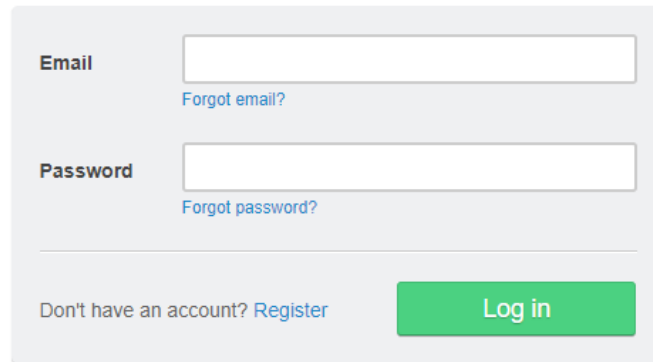
## Online Fee Payment Instructions – Logging In

The Orchards Residents Association is pleased to offer a credit card payment system. This payment system will allow homeowners to easily and securely pay annual fees online.

To get started, go to [www.orchardsra.com](http://www.orchardsra.com) and click on 'Pay Your Fees' from any internet browser. Then click 'Log into your account'

If you have not logged in before, please select "forgot password" and enter the email address you provided to your lawyer when you purchased the property. You will receive an email with prompts to reset your password.

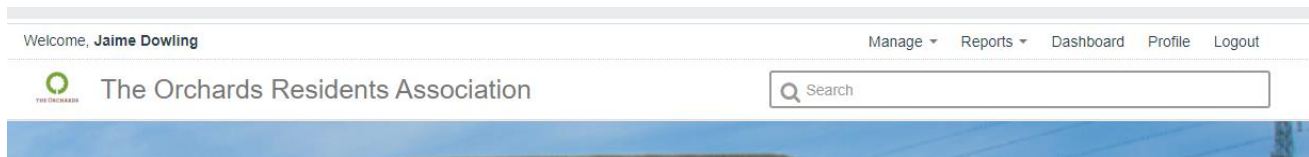
## Sign in



Sign in form with the following elements:




- Email input field with a "Forgot email?" link below it.
- Password input field with a "Forgot password?" link below it.
- A horizontal line separating the form from the bottom section.
- Text: "Don't have an account? [Register](#)"
- A green "Log in" button.

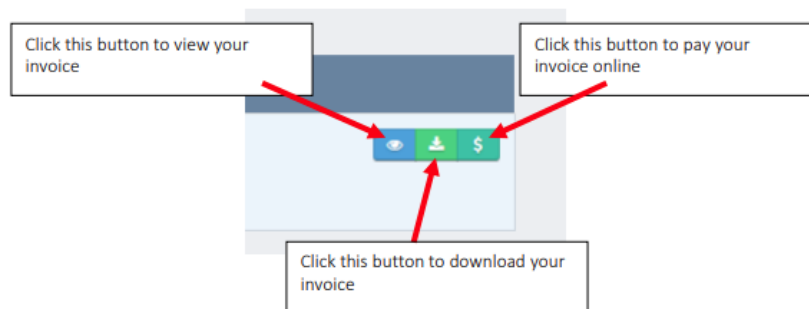
Once you've logged in click 'Dashboard'



Under Payments Due you will see your current invoice

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| Transaction Details and Status | Amount     | Paid     |   |
|--------------------------------|------------|----------|---|
| Standard                       | CAD 105.00 | CAD 0.00 |    |



Click the dollar sign to pay your invoice online.

Click 'Next' two times

Click 'Proceed with entering credit card information'

Enter your credit card information

Click 'Next'

Confirm your Billing Address

Click 'Submit' Click 'Complete payment'