

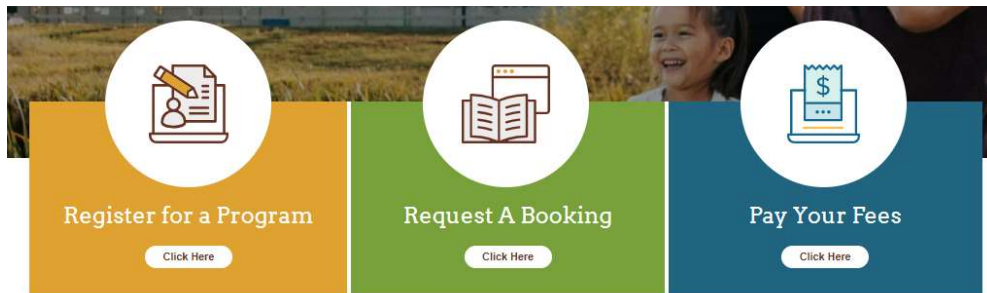
## E-transfer Instructions

To pay your fees via Interac E-transfer, email [feepayments@orchardsra.ca](mailto:feepayments@orchardsra.ca) (please include your name, and property address in the message.) Please ensure that the transfer is of the full amount inclusive of GST which is \$443.10.

## 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.



Please sign 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

Email   
[Forgot email?](#)

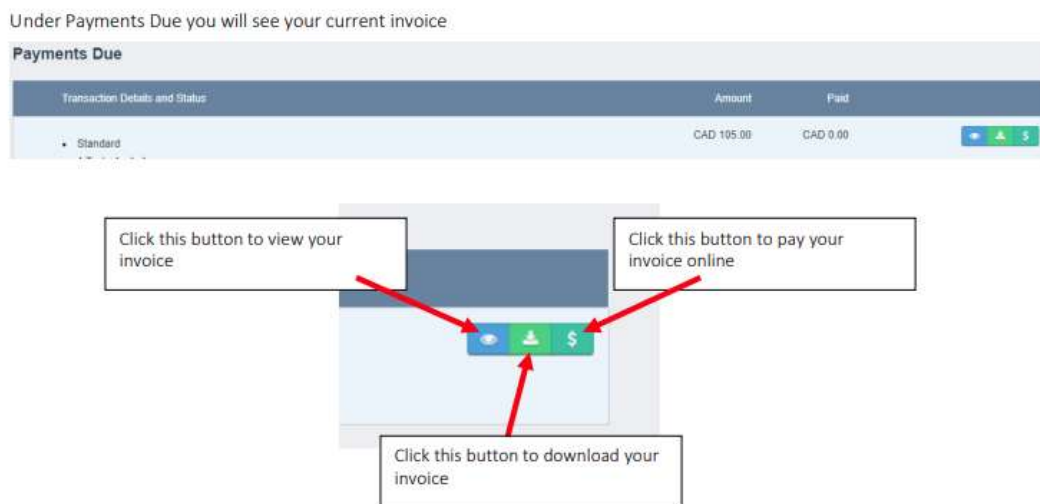
Password   
[Forgot password?](#)

Don't have an account? [Register](#)

Once you've logged in click 'Dashboard'



Under Payments Due you will see your current invoice



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'