

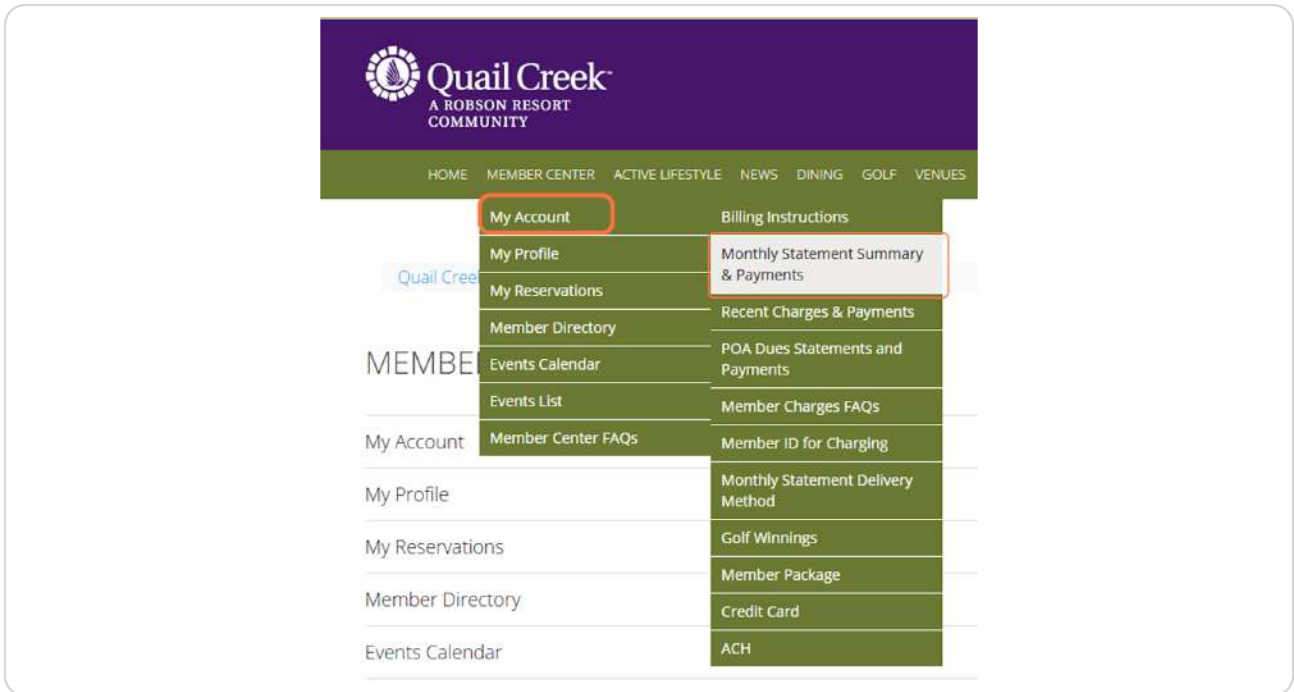
STEP 1

Click on MEMBER CENTER



STEP 2

Move your cursor to My Account from the drop-down menu. A fly-out menu appears. Click on Monthly Statement Summary & Payments.



STEP 3

Review the charges for the month to ensure they are accurate. Scroll up for the Make Payment button.

04/07	360421	Deposit for Event: Concert - The Woods (O'Roarke) Deposit for Res# : 1, Event# : 115190	\$0.00	\$0.00	\$58.00
04/07	360737	Deposit for Event: Concert-One of these Nights (Eagles Tribute) Deposit for Res# : 1, Event# : 111889	\$0.00	\$0.00	\$64.00
04/11	7882217	Accessories - Administration - 020	\$0.00	\$0.00	\$5.00
04/11	7884686	Grill at Quail Creek	\$9.00	\$0.00	\$51.69
04/24	7940404	Horizons Bistro	\$5.00	\$0.00	\$36.88
Subtotal Ella Vader					\$215.57
20-QC Club Charge Total					\$220.57
Grand Total					\$220.57

STEP 4

Click on the Make Payment button.

Monthly Statement Summary

Statement Months: Apr 25 | Mar 25 | Feb 25 | Previous »

Make Payment
Print Statement

STATEMENT DATE	DUE UPON RECEIPT	BALANCE DUE
04/30/2025	05/25/2025	\$220.57

DATE	TRANS/REF	DESCRIPTION	SVC	SURCHARGE	TOTAL
		Balance Forward			\$101.93
		Payments			
04/25	4068182	Website ACH Payment	\$0.00	\$0.00	(\$101.93)
		Payment Total			(\$101.93)
		20-QC Club Charge			
		Member # - Member Name			
04/18	7916278	Accessories - Administration - 020	\$0.00	\$0.00	\$5.00

STEP 5

To add a payment option, click on the down arrow and select your payment option.

Make a Payment

Payment Summary - Your Account as of : 05/05/2025 Make Payment

RECEIVABLE TYPE	LAST STATEMENT DATE	LAST STATEMENT BALANCE DUE	RECENT PAYMENTS	LAST PAYMENT DATE	CURRENT AMOUNT DUE	PAYMENT AMOUNT
20-QC Club Charge	04/30/2025	\$220.57	(\$5.00)	05/05/2025	\$215.57	215.57
Total Payment Amount					\$215.57	

Include scheduled payments

Please select Payment Option

▼

One Time Payment Schedule Date:
05/05/2025 m

Make Payment

STEP 6

Select **Create new ACH-EFT Account (bank-to-bank transfer)** or create a new **Credit Card**. Credit Card payments incur a 2.5% processing fee. ACH transfers have no processing fee. In this example, we are creating a new ACH-EFT Account.

Make a Payment

Payment Summary - Your Account as of : 05/05/2025 Make Payment

RECEIVABLE TYPE	LAST STATEMENT DATE	LAST STATEMENT BALANCE DUE	RECENT PAYMENTS	LAST PAYMENT DATE	CURRENT AMOUNT DUE	PAYMENT AMOUNT
20-QC Club Charge	04/30/2025	\$220.57	(\$5.00)	05/05/2025	\$215.57	215.57
Total Payment Amount						\$215.57

Include scheduled payments

Please select Payment Option

ACH-EFT Account List

- Create New
- Create new ACH-EFT Account**
- Create new Credit Card

STEP 7

Type the Bank Name, Routing Number and Bank Account Number in the appropriate fields. The Name on the Account defaults from your member account. Change the name if it is different.

RECEIVABLE TYPE	LAST STATEMENT DATE	LAST STATEMENT BALANCE DUE	RECENT PAYMENTS	LAST PAYMENT DATE	CURRENT AMOUNT DUE	PAYMENT AMOUNT
20-QC Club Charge	04/30/2025	\$220.57	(\$5.00)	05/05/2025	\$215.57	215.57

Total Payment Amount: \$215.57

Include scheduled payments

Please select Payment Option

Create new ACH-EFT Account:


Bank Name: *

Name on the Account: *

Routing Number: *
(Please use check, not deposit slip.)

Bank Account Number: *

Account Description:



STEP 8

Click on Save.

RECEIVABLE TYPE	LAST STATEMENT DATE	LAST STATEMENT BALANCE DUE	RECENT PAYMENTS	LAST PAYMENT DATE	CURRENT AMOUNT DUE	PAYMENT AMOUNT
20-QC Club Charge	04/30/2025	\$220.57	(\$5.00)	05/05/2025	\$215.57	215.57
Total Payment Amount:						\$215.57

Include scheduled payments

Please select Payment Option

Create new ACH-EFT Account ▾


Bank Name: * Bank of Quail Crook

Name on the Account: * Ella Vader

Routing Number: * 555333111
(Please use check, not deposit slip.)

Bank Account Number: * 123456789

Account Description:



STEP 9

Click the calendar icon to set the payment date.

Make a Payment

Payment Summary - Your Account as of : 05/05/2025

RECEIVABLE TYPE	LAST STATEMENT DATE	LAST STATEMENT BALANCE DUE	RECENT PAYMENTS	LAST PAYMENT DATE	CURRENT AMOUNT DUE	PAYMENT AMOUNT
20-QC Club Charge	04/30/2025	\$220.57	(\$5.00)	05/05/2025	\$215.57	215.57
Total Payment Amount:						\$215.57

Include scheduled payments

Please select Payment Option

Your ACH-EFT Account ▾

One Time Payment Schedule Date:
05/05/2025

STEP 10

The system allows you to schedule your payment 3 days in advance.

Make a Payment

Payment Summary - Your Account as of: 05/05/2025 Make Payment

RECEIVABLE TYPE	LAST STATEMENT DATE	LAST STATEMENT BALANCE DUE	RECENT PAYMENTS	LAST PAYMENT DATE	CURRENT AMOUNT DUE	PAYMENT AMOUNT
20-QC Club Charge	04/30/2025	\$220.57	(\$5.00)	05/05/2025	\$215.57	215.57
Total Payment Amount						\$215.57

Include scheduled payments

Please select Payment Option

Your ACH-EFT Account

One Time Payment Schedule Date: 05/05/2025

May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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STEP 11

To make a payment, review the payment option that appears or select a different payment option using the drop-down arrow. Click on Make Payment. Payment is due in full on the 25th of each month.

Make a Payment

Payment Summary - Your Account as of : 05/05/2025 Make Payment

RECEIVABLE TYPE	LAST STATEMENT DATE	LAST STATEMENT BALANCE DUE	RECENT PAYMENTS	LAST PAYMENT DATE	CURRENT AMOUNT DUE	PAYMENT AMOUNT
20-QC Club Charge	04/30/2025	\$220.57	(\$5.00)	05/05/2025	\$215.57	\$5.00
Total Payment Amount						\$215.57

Include scheduled payments

Please select Payment Option

Your ACH-EFT Account

One Time Payment Schedule Date:
05/07/2025

Make Payment

STEP 12

Click the **Approve** button to submit the payment. If you have an email in the Northstar database, you will receive a confirmation email for the payment submission.

The screenshot shows a web application interface with a modal dialog box titled "APPROVE PAYMENT". The dialog contains the following information:

Payment Details	
Pay to:	Robson Communities Inc
Pay from:	Your ACH-EFT Account
Payment date:	05/07/2025
Due date:	05/25/2025
20-QC Club Charge:	\$5.00
Total Payment amount:	\$5.00

By clicking the Approve button, I hereby authorize the Club to initiate an electronic debit to my bank account listed above. I understand that this is a one time authorization and must be completed each time I make a payment.

Buttons:

One Time Payment Schedule Date: 05/07/2025