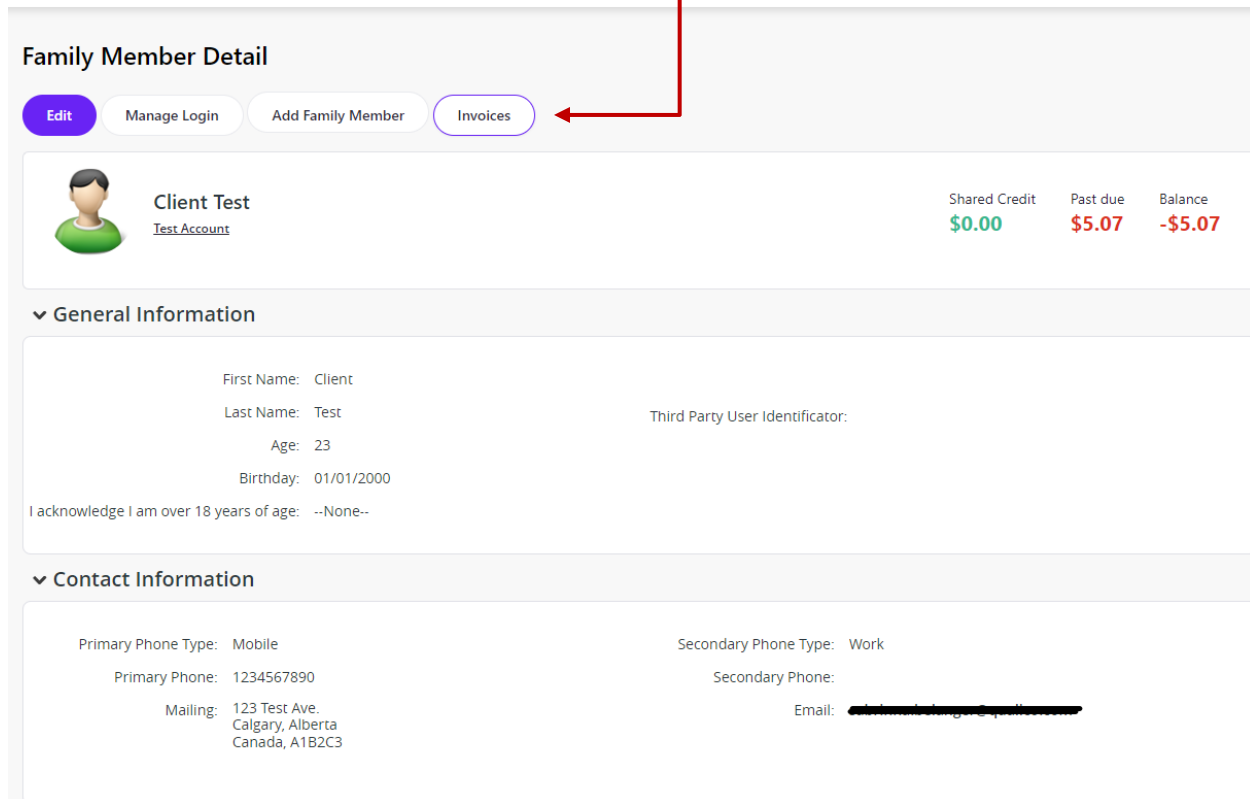


PerfectMind Payment Instructions November 2023

How to pay my fees online?


Now that we have a method to pay fees online, we are sure you have some questions about how to accomplish this. Please see our step-by-step instructions on how to make a payment online using PerfectMind.

In your family account, you will need to click on the **Invoices** button:



Family Member Detail

[Edit](#)
[Manage Login](#)
[Add Family Member](#)
[Invoices](#)


Client Test
 Test Account

Shared Credit: **\$0.00** Past due: **\$5.07** Balance: **-\$5.07**

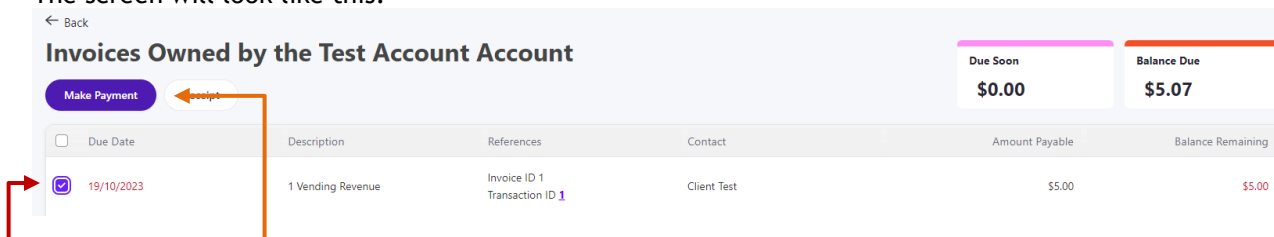
General Information

First Name: Client
 Last Name: Test
 Age: 23
 Birthday: 01/01/2000
 I acknowledge I am over 18 years of age: --None--

Contact Information

Primary Phone Type: Mobile Secondary Phone Type: Work
 Primary Phone: 1234567890 Secondary Phone:
 Mailing: 123 Test Ave.
 Calgary, Alberta
 Canada, A1B2C3 Email:

The screen will look like this:



← Back

Invoices Owned by the Test Account Account

[Make Payment](#)

Due Date	Description	References	Contact	Amount Payable	Balance Remaining	
<input checked="" type="checkbox"/>	19/10/2023	1 Vending Revenue	Invoice ID 1 Transaction ID 1	Client Test	\$5.00	\$5.00

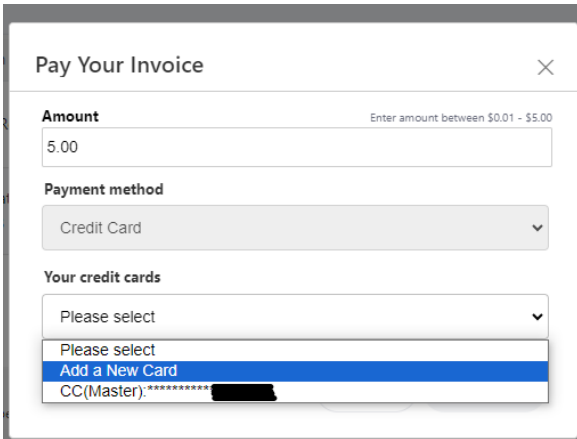
Due Soon: \$0.00 **Balance Due: \$5.07**

You will need to **select the invoice to be paid**, by ensuring it is checked, and then **click Make Payment**.

With PerfectMind, you will be able to pay your DLOA fees online. You will also be able to view your paid invoices here as well.



A pop-up screen will take you to the following screen:

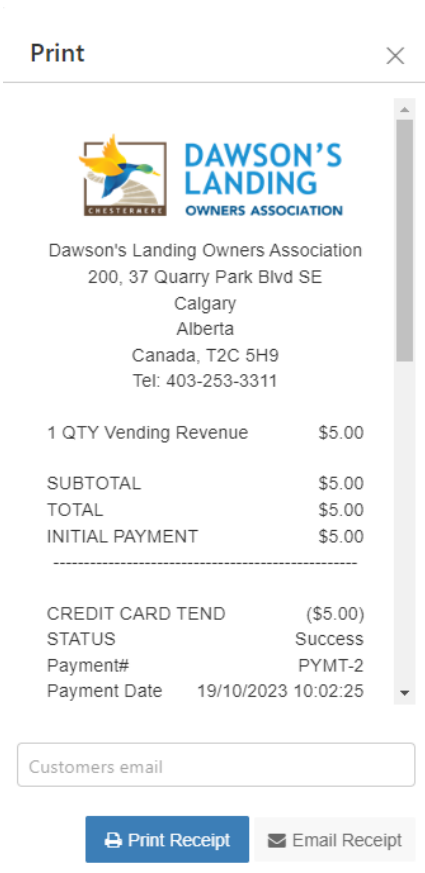


Select **Add a New Card** and fill out the information required to add in your preferred method of payment. PerfectMind accepts all major credit cards.

Once filled out, you will simply need to hit **Complete**, and you will have paid your DLOA fees.

Your invoice should then show as \$0.00. The receipt of payment will be emailed to you for your records.

You can also download your receipt from the invoice tab, by selecting your invoice, then **receipt**. See below screenshot. You can choose to print or email receipt from this screen.



1 QTY Vending Revenue	\$5.00
SUBTOTAL	\$5.00
TOTAL	\$5.00
INITIAL PAYMENT	\$5.00

CREDIT CARD TEND (\$5.00)
STATUS Success
Payment# PYMT-2
Payment Date 19/10/2023 10:02:25

Here is the login link to PerfectMind: <https://dawsonslandingoa.perfectmind.com/>



What do I do if my information isn't correct?

You can change your email address and mailing address on file directly in this portal. If you notice that your name is misspelled, please email admin@dawsonslandingoa.com and provide us with your Ambleton address and correct spelling of your name and we will ensure our records are corrected.

Thank you,

Your Dawson's Landing Owners Association