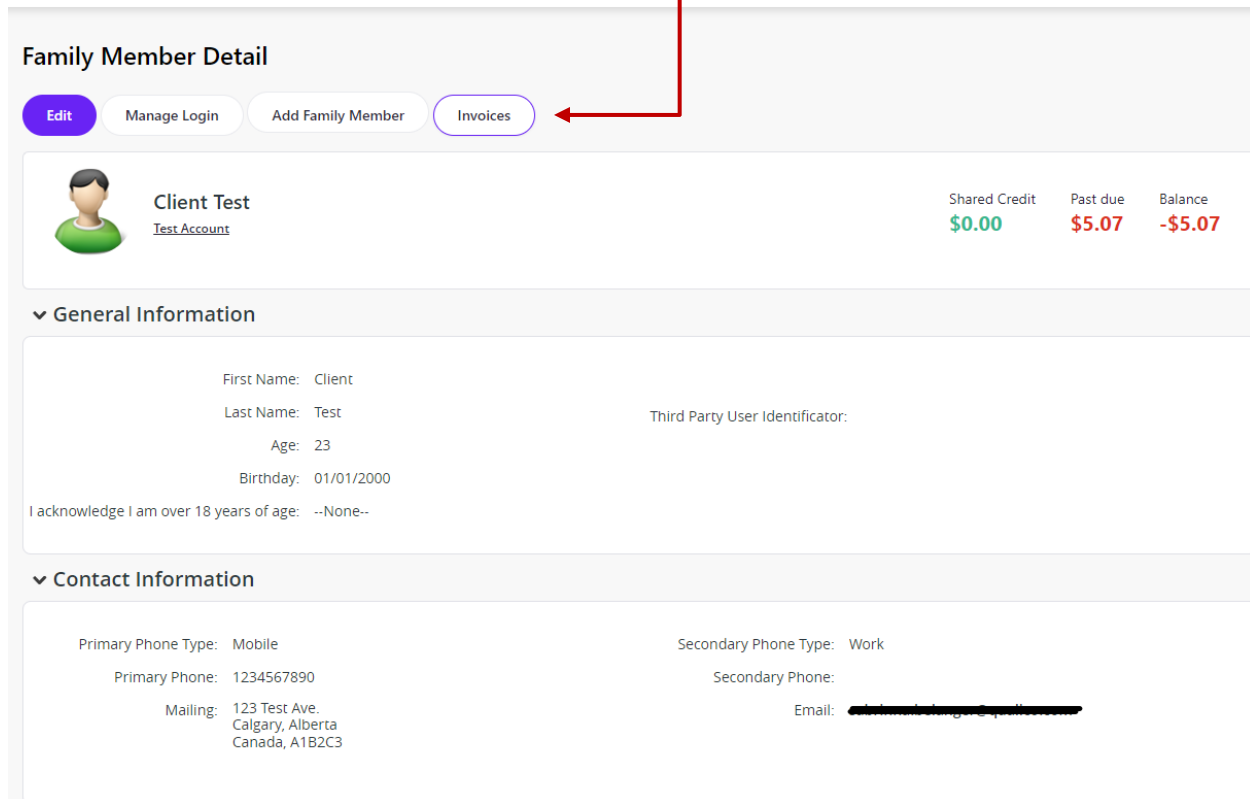


## PerfectMind Payment Instructions February 2024

### 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	Past due	Balance
\$0.00	\$5.07	-\$5.07

▼ **General Information**

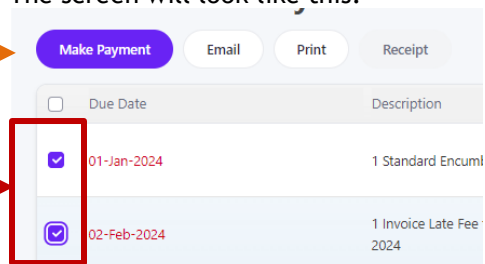
First Name: Client  
Last Name: Test  
Age: 23  
Birthday: 01/01/2000  
Third Party User Identifier:  
I acknowledge I am over 18 years of age: --None--

▼ **Contact Information**

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

Secondary Phone Type: Work  
Secondary Phone:  
Email: [REDACTED]

The screen will look like this:



[Make Payment](#) [Email](#) [Print](#) [Receipt](#)

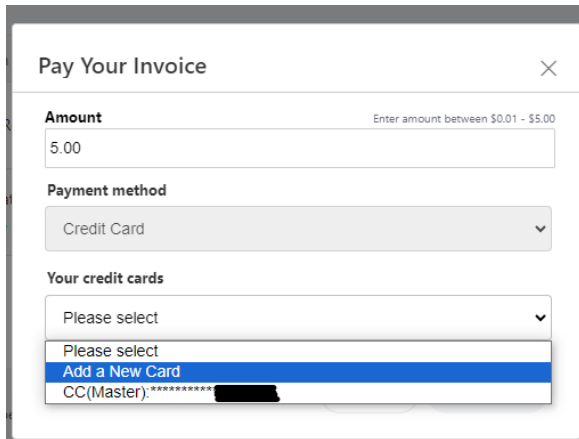
<input type="checkbox"/>	Due Date	Description
<input checked="" type="checkbox"/>	01-Jan-2024	1 Standard Encum
<input checked="" type="checkbox"/>	02-Feb-2024	1 Invoice Late Fee 2024

You will need to **select the invoice to be paid and the added interest, by ensuring both amounts are 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.

Print ✕



**DAWSON'S LANDING**  
OWNERS ASSOCIATION

Dawson's Landing Owners Association  
200, 37 Quarry Park Blvd SE  
Calgary  
Alberta  
Canada, T2C 5H9  
Tel: 403-253-3311

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

Print Receipt
 Email Receipt

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](mailto: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



200, 37 Quarry Park Blvd SE  
Calgary, AB T2C 5H9  
[admin@dawsonslandingoa.com](mailto:admin@dawsonslandingoa.com)  
[www.dawsonslandingoa.com](http://www.dawsonslandingoa.com)