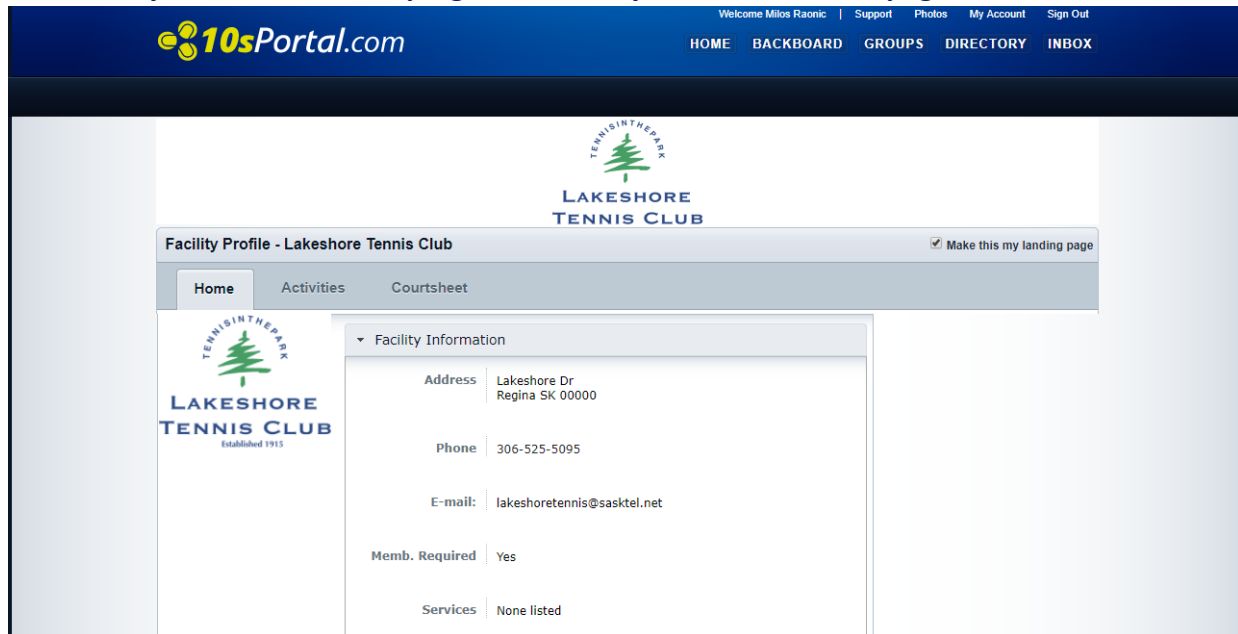


How to: Pay Your Account Balance

As before, a member can come into the clubhouse during office hours and pay their account balance via cash or cheque with a staff member. Staff can also process credit card payments in the office for members. If a member prefers to pay their account balance online on their own, they can follow the steps below.

Step 1.

Click on 'My Account' in the top right corner of your account homepage.



The screenshot shows the 10sPortal.com website interface. At the top, there is a dark blue navigation bar with the 10sPortal.com logo on the left and user options (Welcome Milos Raonic, Support, Photos, My Account, Sign Out) on the right. Below this is a secondary navigation bar with links for HOME, BACKBOARD, GROUPS, DIRECTORY, and INBOX. The main content area features the Lakeshore Tennis Club logo and a 'Facility Profile - Lakeshore Tennis Club' section. This section includes a sub-navigation bar with 'Home', 'Activities', and 'Courtsheet' tabs. A 'Make this my landing page' checkbox is checked. The 'Facility Information' section is expanded, displaying the following details:


Address	Lakeshore Dr Regina SK 00000
Phone	306-525-5095
E-mail:	lakeshoretennis@sasktel.net
Memb. Required	Yes
Services	None listed

Step 2.

On this screen you will see the balance owing on the account. As Milos and Rafael signed up for the Adult Plus Secondary Adult Membership they owe \$488.25.

(If you need to make alternate arrangements for payment, say Milos and Rafael want to split the fee, staff can process the payment for you this way in the clubhouse.)

Click the red PAY button



10sPortal.com

Welcome Milos Raonic | Support | Photos | My Account | Sign Out

HOME | BACKBOARD | GROUPS | DIRECTORY | INBOX

LAKESHORE
TENNIS CLUB

Account Settings - Raonic, Milos

Main | Configuration | Billing | Credit Cards | Account Information

04/16/2018 | 04/23/2018

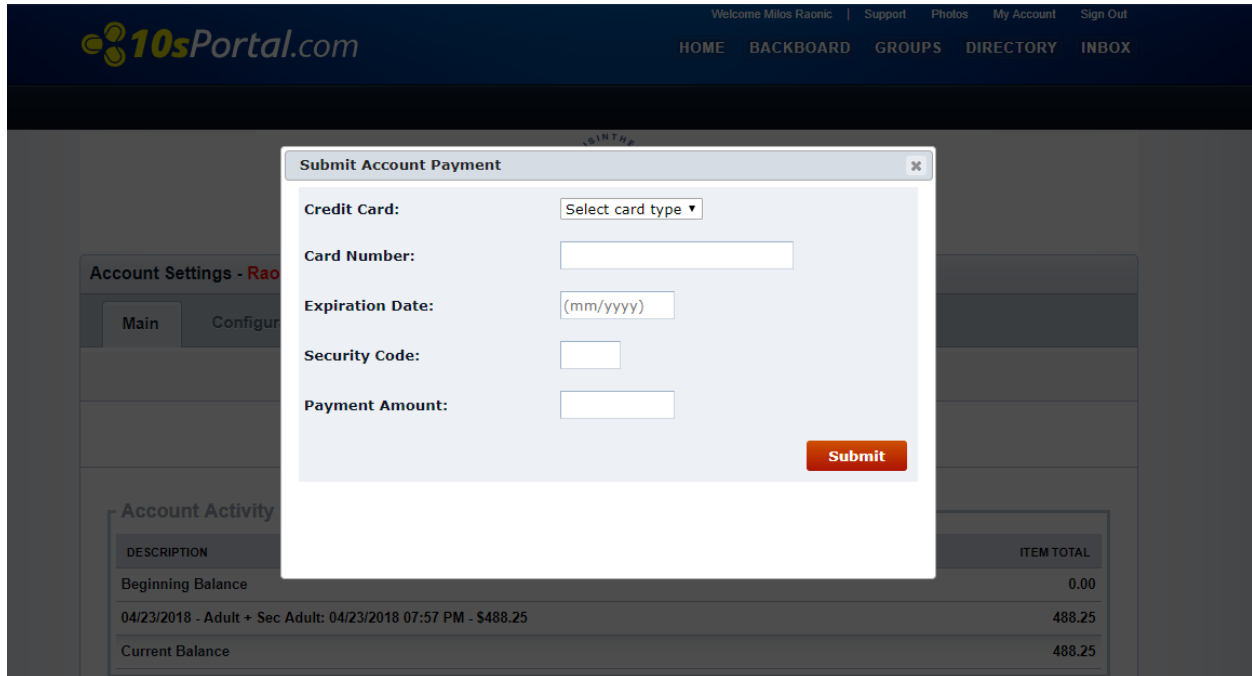
Pay

Account Activity

DESCRIPTION	ITEM TOTAL
Beginning Balance	0.00
04/23/2018 - Adult + Sec Adult: 04/23/2018 07:57 PM - \$488.25	488.25
Current Balance	488.25

Step 3.

Enter your credit card information as you would any other online transaction. Again, if you prefer to not make purchases online you are welcome to come into the clubhouse and pay.



The screenshot shows the 10sPortal.com website interface. At the top, there is a navigation bar with the logo and the text "10sPortal.com". To the right of the logo, there are links for "HOME", "BACKBOARD", "GROUPS", "DIRECTORY", and "INBOX". Above these links, there is a user greeting: "Welcome Milos Raonic | Support | Photos | My Account | Sign Out".

The main content area is partially obscured by a modal window titled "Submit Account Payment". The modal contains the following fields:

- Credit Card:** A dropdown menu labeled "Select card type".
- Card Number:** A text input field.
- Expiration Date:** A text input field with a placeholder "(mm/yyyy)".
- Security Code:** A text input field.
- Payment Amount:** A text input field.

A red "Submit" button is located at the bottom right of the modal.

In the background, the "Account Settings - Raonic" page is visible. It has tabs for "Main" and "Configuration". Below the tabs, there is a section for "Account Activity" with a table:

DESCRIPTION	ITEM TOTAL
Beginning Balance	0.00
04/23/2018 - Adult + Sec Adult: 04/23/2018 07:57 PM - \$488.25	488.25
Current Balance	488.25