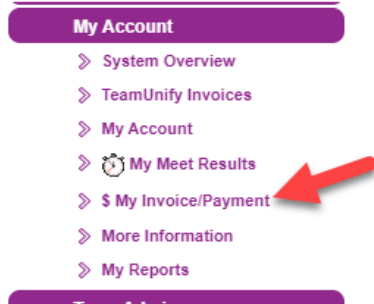


Team Unify Account Balance Tutorial

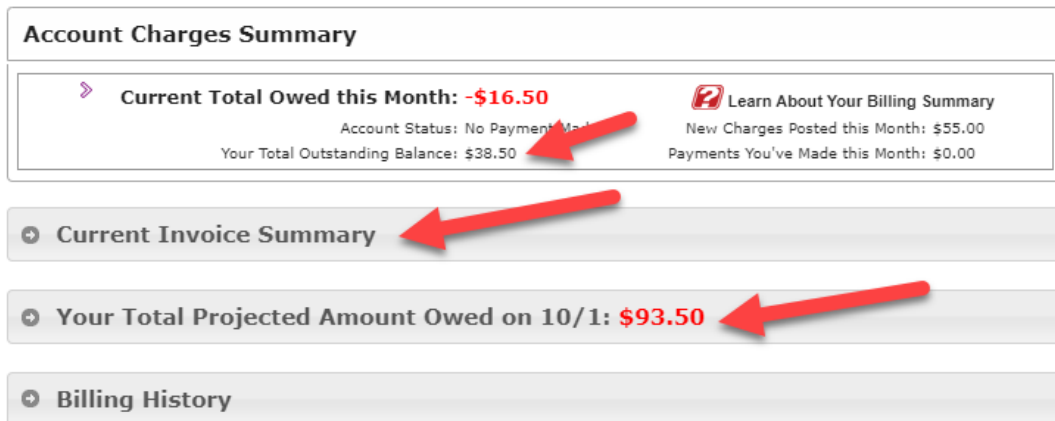
canyudas.org is the address for our team unify website.

1. Go Here:

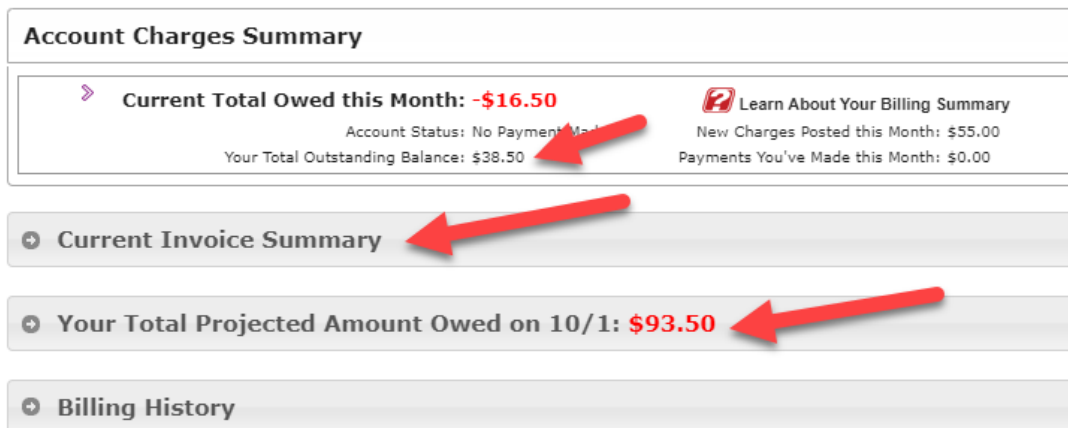


2. Quick overview here

- a. Top arrow is what is due now. (38.50 is what I need to pay now)
- b. -16.50 is what was on my account last month (I have a credit)
- c. \$93.50 is what I will owe at the beginning of the next month when dues are posted.



2. Click on "Current Invoice Summary" for more specifics



3. Click on "...Projected..." to see upcoming fees due. Read the note at the bottom for more details.

▼ **Your Total Projected Amount Owed on 10/1: \$93.50**

Hand, Nikki PROJECTED INVOICE SUMMARY on 10/1/2021	
Current Total Owed this Month	-\$16.50
Payments / Refunds Made this Month	
Sub-Total of Payments / Refunds	\$0.00
New Non-Recurring Charges / Credits Applied to 10/1/2021 Invoice	
Non-Recurring: Nelson September Dues	\$55.00
Sub-Total of New Non-Recurring Charges / Credits	\$55.00
Total Outstanding Balance	\$38.50
Upcoming Recurring Charges / Credits Applied to 10/1/2021 Invoice	
Recurring: Nelson (1st) Advanced/Regular Season Monthly Dues	\$55.00
Total Projected Invoice on 10/1/2021	\$93.50
The Total Projected Amount Owed, is NOT what you owe now, rather is a projection of what you will be charged on the first of the next month based on all billing activity during the current month.	
This number includes all unpaid charges from the current invoice AND any non-recurring charges, payments or credits applied to your account between the 1st and the last day of this month PLUS the upcoming recurring charges as outlined in the Account Recurring Charges Summary at the top of this screen. Please check back often!	

4. Please pay with a check - payments can be left at the front desk or put in the payment box at the top of the stairs by the pool balcony. We are also working on setting up Paypal for payments.

5. Please pay at the beginning of the month for the upcoming month.

IF YOU SEE ANY ISSUES WITH YOUR ACCOUNT REACH OUT TO THE TEAM TREASURER.