

How to View Your Membership Dues

STEP 1:
GO TO CLUBWOODSIDE.COM/MY-WOODSIDE

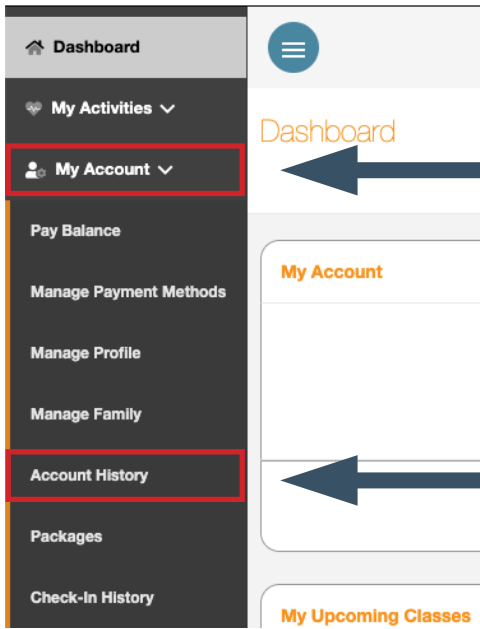


STEP 2:
CLICK LOGIN

A screenshot of the Woodside login form. At the top is the Woodside logo. Below it, it says 'Welcome to Empower M.E.'. There are two input fields: 'Username Required' and 'Password Required', both highlighted with red borders. Below the password field is a checkbox for 'Remember Username'. A dark blue 'Login' button is at the bottom. At the very bottom, there are two links: 'FORGOT USERNAME?' and 'FORGOT PASSWORD?'.

STEP 3:
ENTER YOUR
USERNAME AND
PASSWORD

Note: If first time logging in, both Username and Password will be your member ID.



STEP 4:
ON THE LEFT
HAND MENU
CLICK ON MY
ACCOUNT

STEP 5:
CLICK ACCOUNT
HISTORY

STEP 6:
CHANGE THE DATE RANGE TO SHOW THE MONTH RANGE FOR
THE TRANSACTIONS YOU ARE SEARCHING FOR.

Account History

Dashboard / Account History

HISTORY

MEMBER NAME
MEMBER ADDRESS
MEMBER ADDRESS

WOODSIDE
2000 W 47th Place
Westwood, KS 66205

[Print History](#)

Current Account Summary

Unpaid Invoices
\$0.00

Credit On File
\$0.00

Balance
\$0.00

Transactions

Date Range

Choose a start date: 1/1/2022

Choose an end date: 1/31/2022

[Search Dates](#)

STEP 7:
ONCE YOU SUBMIT, YOU WILL GET A LIST OF PAYMENTS. TO
VIEW SPECIFIC CHARGES, CLICK THE DETAILS BUTTON

Note: Your most recent account charges will always show first in your Account History.

	Due Date	Transaction Date	Description	Payment	Invoice Amount	Balance	Transaction ID. #
Details	1/15/2022		Woodside - Monthly Dues Payment	100.00		0.00	1150798
Details	1/15/2022	1/12022	Membership Dues: MEMBER NAME		100.00	100.00	1150798

STEP 8: VIEW YOUR INVOICE INCLUDING TAX BREAKDOWN AND OVERALL TOTAL.

PRINT

CLOSE

Invoice # 1150798

Transaction Date: 01/01/2022

Woodside

2000 W 47th Place
Westwood, KS 66205

MEMBER NAME

MEMBER ADDRESS
MEMBER ADDRESS

Time: 12:00 AM

Employee: Employee Name

Invoice And Charges

Description	QTY	Charges
Membership Dues	1	\$100.00

Sub Total: \$100.00
Discount: \$0.00
Tax: \$11.48

Total Invoiced: \$111.48