

How to View Your Membership Dues

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

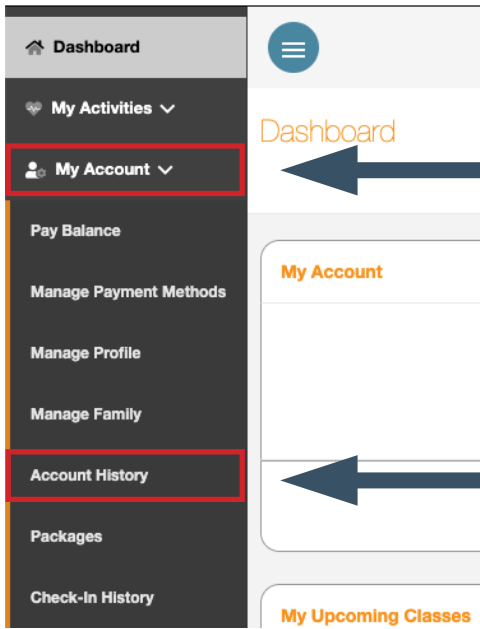


STEP 2:
CLICK LOGIN

A screenshot of the Woodside login form. At the top, there is a logo consisting of a stylized 'W' above the word 'WOODSIDE'. Below the logo, it says 'Welcome to Empower M.E.'. The form contains two input fields: the first is labeled 'Username Required' and the second is labeled 'Password Required'. Both input fields are highlighted with a red border. Below these fields is a checkbox labeled 'Remember Username' which is currently unchecked. At the bottom of the form is a dark blue button with a right-pointing arrow and the text 'Login'. Below the button are two links: 'FORGOT USERNAME?' and 'FORGOT PASSWORD?', each preceded by a plus sign in a circle.

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	WOODSIDE	Print History
MEMBER ADDRESS	2000 W 47th Place	
MEMBER ADDRESS	Westwood, KS 66205	

Current Account Summary		
Unpaid Invoices	Credit On File	Balance
\$0.00	\$0.00	\$0.00

Transactions

Date Range

Choose a start date
1/1/2022

Choose an end date
1/31/2022

[Search Dates](#)

Just below the Date Range fields, you can find a Search field. If you need to narrow your results to show a specific type of charge, like Membership Dues, type search terms into this box to filter.

Search

Search in table

You can search by any of the column fields such as date, description, etc.

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

[Print History](#)

Note: If you need to print your Account History or save as a PDF, click Print History at the bottom right.

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

[PRINT](#)

Invoice # 1150798

[CLOSE](#)

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