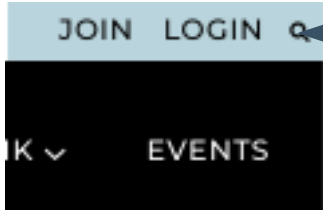


How to View Your Membership Dues

For further assistance, click [here](#) to schedule a Member Billing Consult with our Membership Team.

STEP 1: GO TO CLUBWOODSIDE.COM

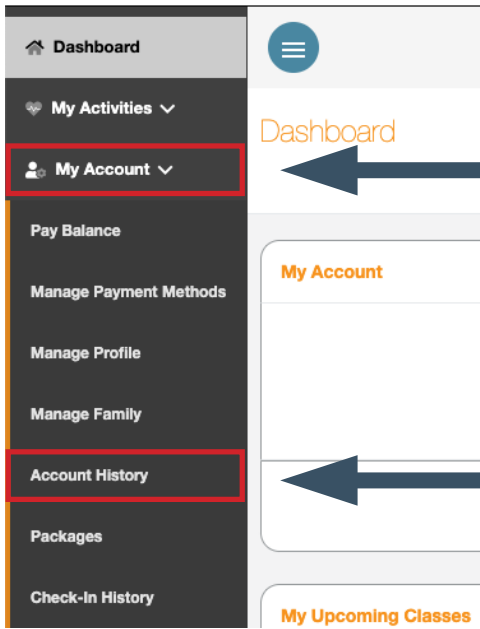


STEP 2:
CLICK LOGIN
AT THE TOP
RIGHT OF YOUR
SCREEN.

A screenshot of the login page. At the top is the Woodside logo and the text 'Welcome to Empower M.E.'. Below this are two input fields: 'Username Required' and 'Password Required'. Both fields are highlighted with red rectangular boxes. Below the password field is a checkbox labeled 'Remember Username' and a dark blue button with a right-pointing arrow and the text 'Login'. At the bottom of the page are two links: 'FORGOT USERNAME?' and 'FORGOT PASSWORD?'. Two arrows from the right point to the red boxes.

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

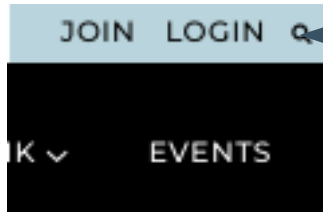
Invoice And Charges

Description	QTY	Charges
Membership Dues	1	\$100.00
		Sub Total: \$100.00 Discount: \$0.00 Tax: \$11.48
		Total Invoiced: \$111.48

How to Update Your Payment Method

For further assistance, click [here](#) to schedule a Member Billing Consult with our Membership Team.

STEP 1: GO TO CLUBWOODSIDE.COM

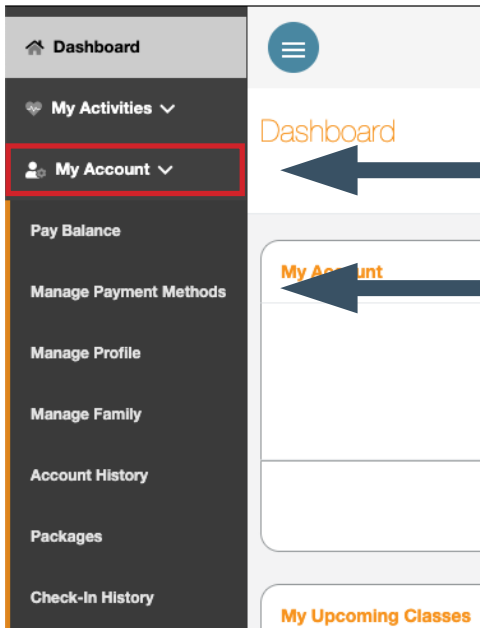


STEP 2:
CLICK LOGIN
AT THE TOP
RIGHT OF YOUR
SCREEN.

A screenshot of the login page on the Club Woodside website. At the top, there is a logo with a 'W' and the word 'WOODSIDE'. Below the logo, it says 'Welcome to Empower M.E.'. The main section contains a login form with two input fields: 'Username Required' and 'Password Required'. Both fields are highlighted with red rectangular boxes. Below the password field is a checkbox labeled 'Remember Username'. At the bottom of the form is a dark blue button with a right-pointing arrow and the text 'Login'. Below the form are two links: 'FORGOT USERNAME?' and 'FORGOT PASSWORD?'. Two dark blue arrows point from the right towards the red boxes around the username and password fields.

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 MANAGE
PAYMENT
METHODS

STEP 6: EDIT YOUR PAYMENT METHOD ON FILE

Click the blue Edit button to update your payment method. Do not add a new payment method, as the added payment method will not link to your membership agreement properly.

Manage Payment Methods

Dashboard / Manage Payment Methods

