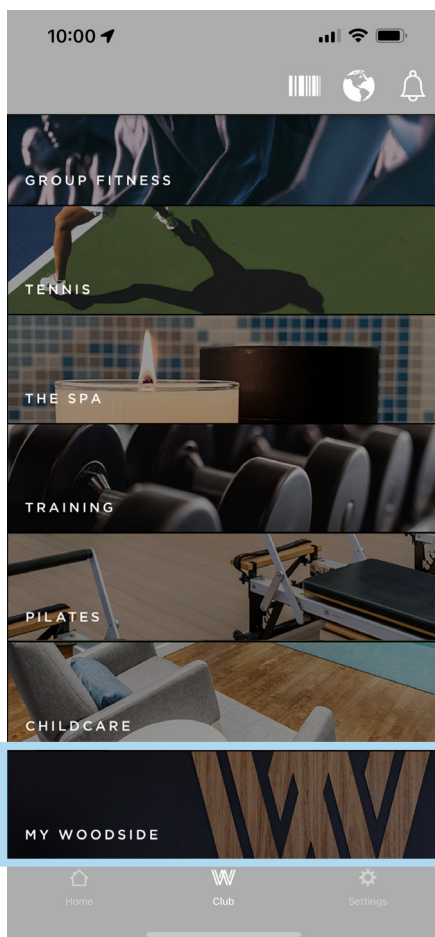


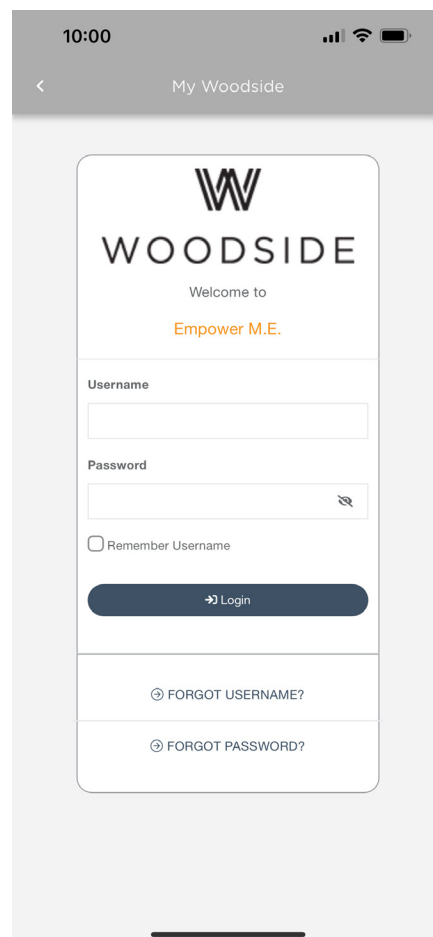
TABLE OF CONTENTS

- 1 HOW TO LOG IN TO YOUR MEMBER ACCOUNT
- 2 HOW TO MANAGE YOUR PROFILE
- 3 HOW TO VIEW YOUR BILL
- 6 HOW TO UPDATE YOUR PAYMENT METHOD

HOW TO LOG IN TO YOUR MEMBER ACCOUNT

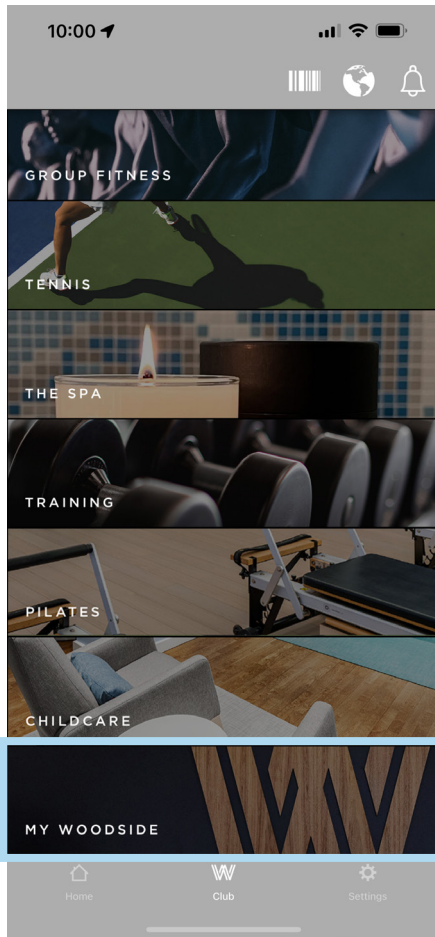


Open the Woodside app. Tap My Woodside.

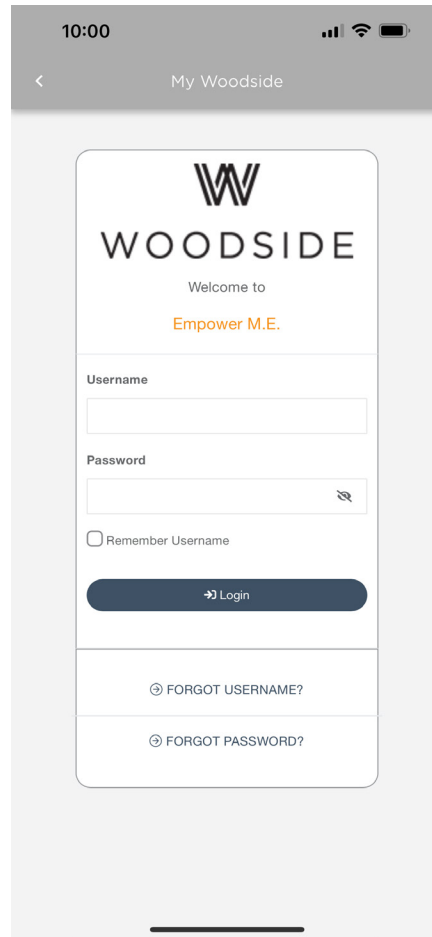


The first time you log in, input your Member ID in both the Username and Password fields. You will then be prompted to create a new Username and Password, which you will use moving forward.

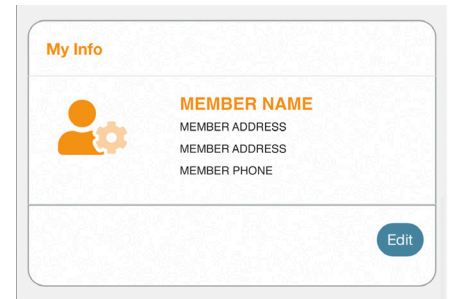
HOW TO MANAGE YOUR PROFILE



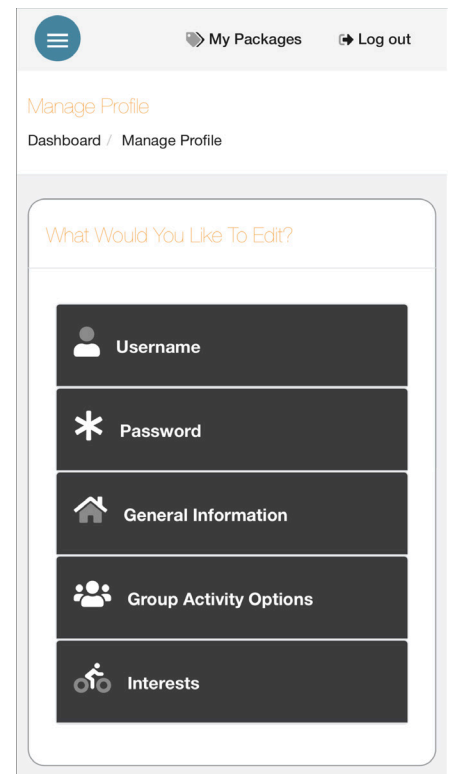
1. Open the Woodside app.
Tap My Woodside.



2. Log in to your account.



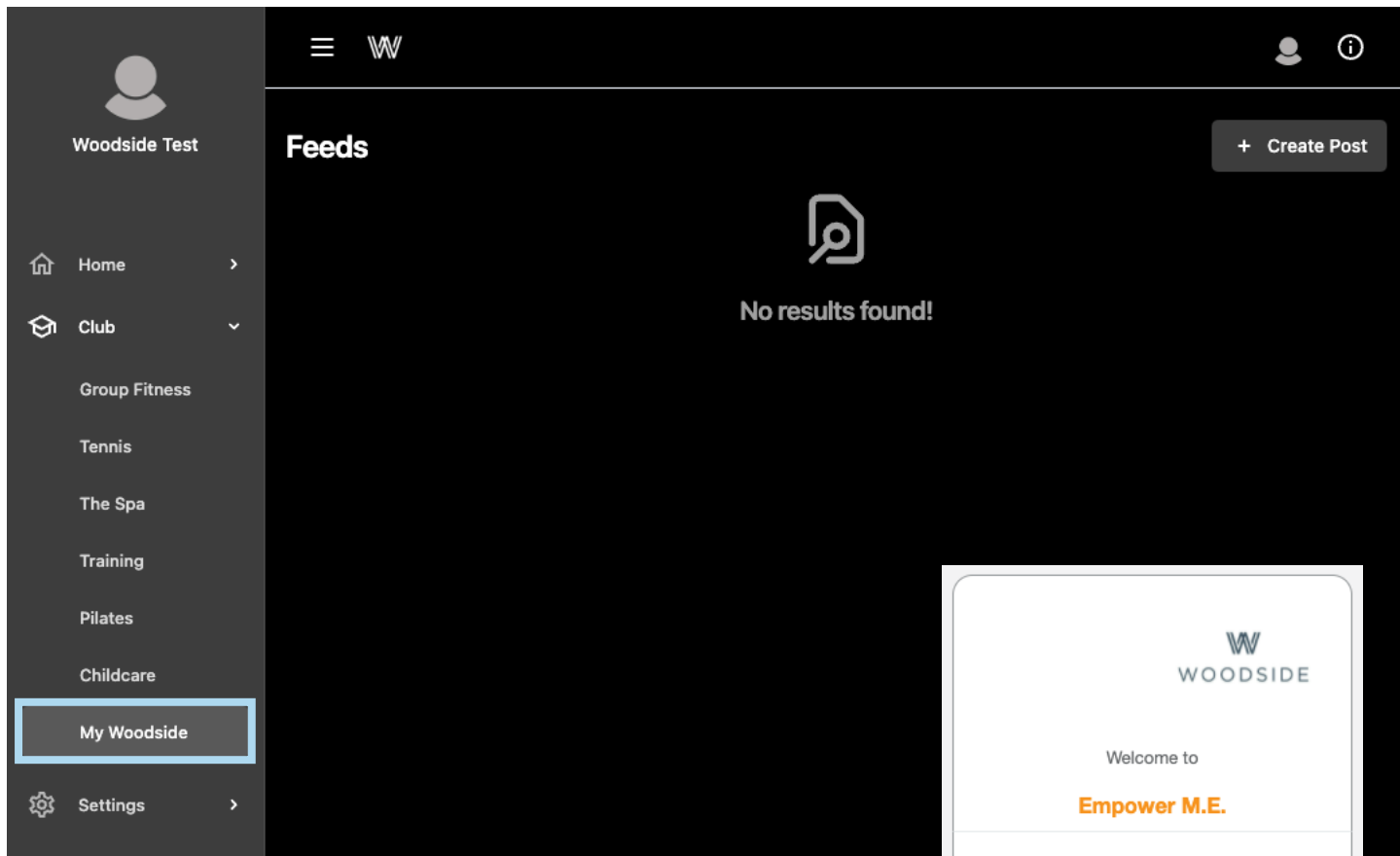
3. Scroll down to the section titled My Info and tap Edit.



4. Use the on-screen instructions to make changes to your account.

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

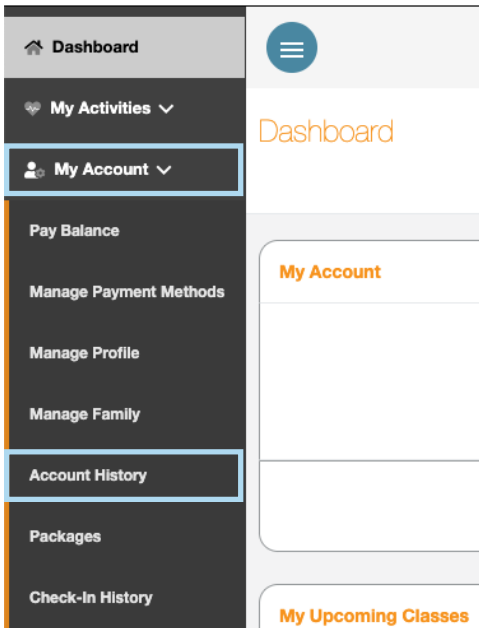
HOW TO VIEW YOUR BILL



1. Your bill is best viewed from a desktop browser. [Log in](#) to your account and click My Woodside in the left sidebar.

A screenshot of the Woodside login form. The form is white and features the Woodside logo at the top. Below the logo, it says 'Welcome to Empower M.E.'. The form contains two input fields: 'Username Required' and 'Password Required', both highlighted with blue boxes. Below the password field is a checkbox labeled 'Remember Username'. A dark blue button with a right-pointing arrow and the text 'Login' is positioned below the checkbox. At the bottom of the form, there are two links: 'FORGOT USERNAME?' and 'FORGOT PASSWORD?', each with a circular arrow icon to its left.

2. Log in to your account.



3. Click My Account in the left sidepanel then click Account History.

Account History

Dashboard / Account History

HISTORY

MEMBER NAME	WOODSIDE	Print History
MEMBER ADDRESS MEMBER ADDRESS	2000 W 47th Place 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 Choose an end date

1/1/2022 1/31/2022 Search Dates

4. Change the date range to reflect the period you are searching for.

Search

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

OPTIONAL 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.

	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](#)

5. Once you submit, you will get a list of payments. To view specific charges, click the details button. Your most recent account charges will always show first in your Account History.

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

[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

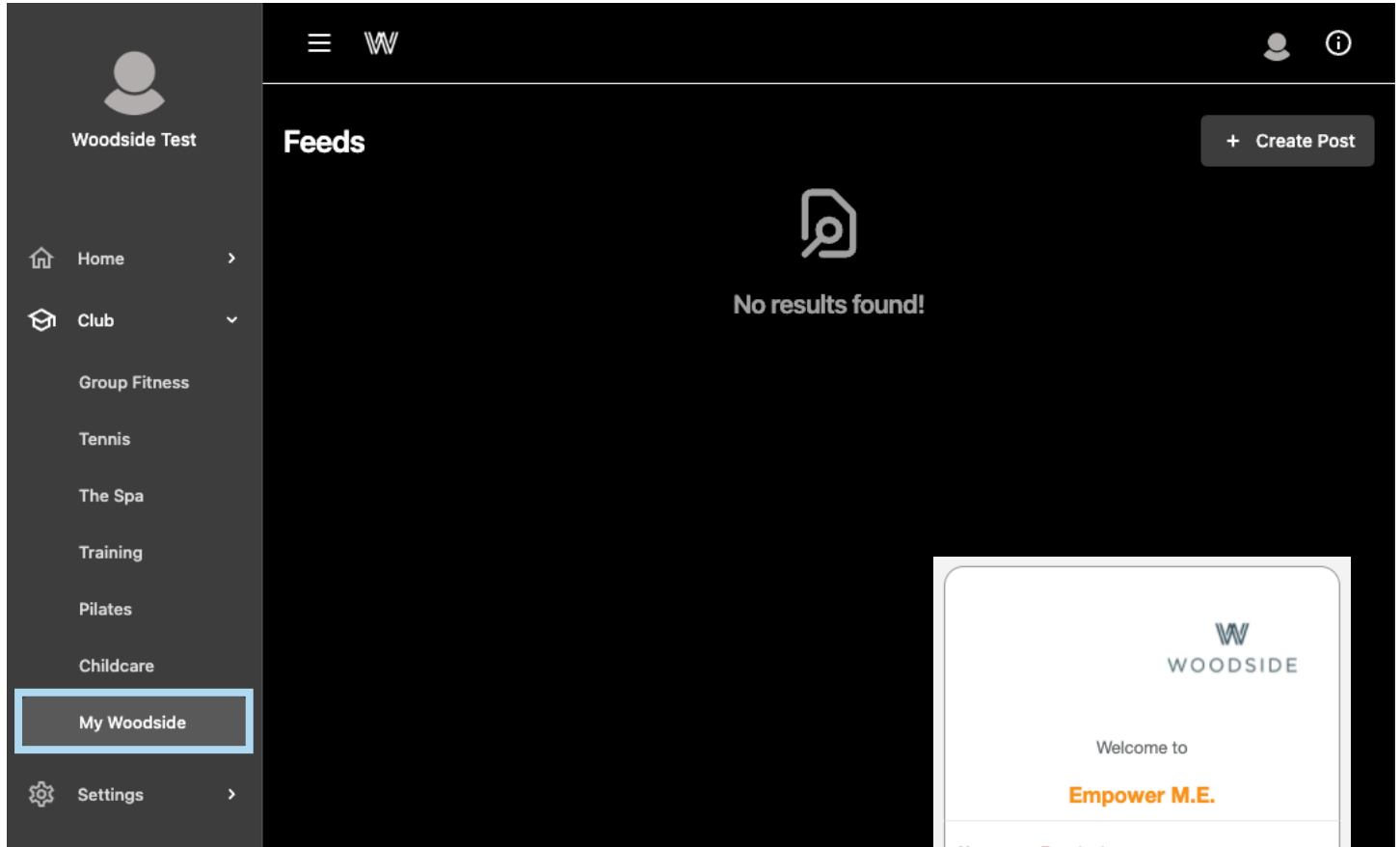
Invoice And Charges

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

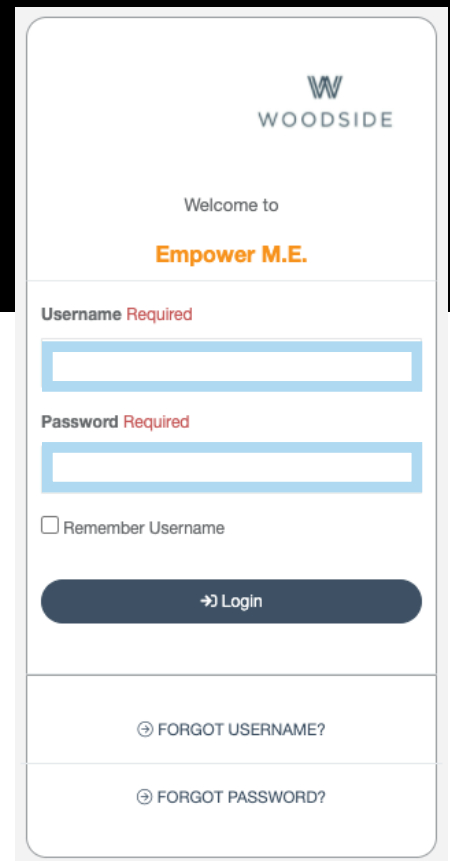
5. View your invoice, including tax breakdown and overall total.

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

HOW TO UPDATE YOUR PAYMENT METHOD



1. This process is easiest through a desktop browser. **Log in** to your account and click My Woodside in the left sidebar.



WOODSIDE

Welcome to
Empower M.E.

Username Required

Password Required

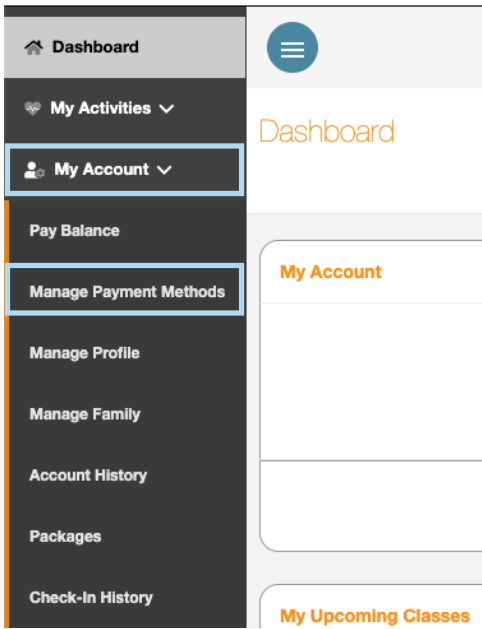
Remember Username

→ Login

⊕ FORGOT USERNAME?

⊕ FORGOT PASSWORD?

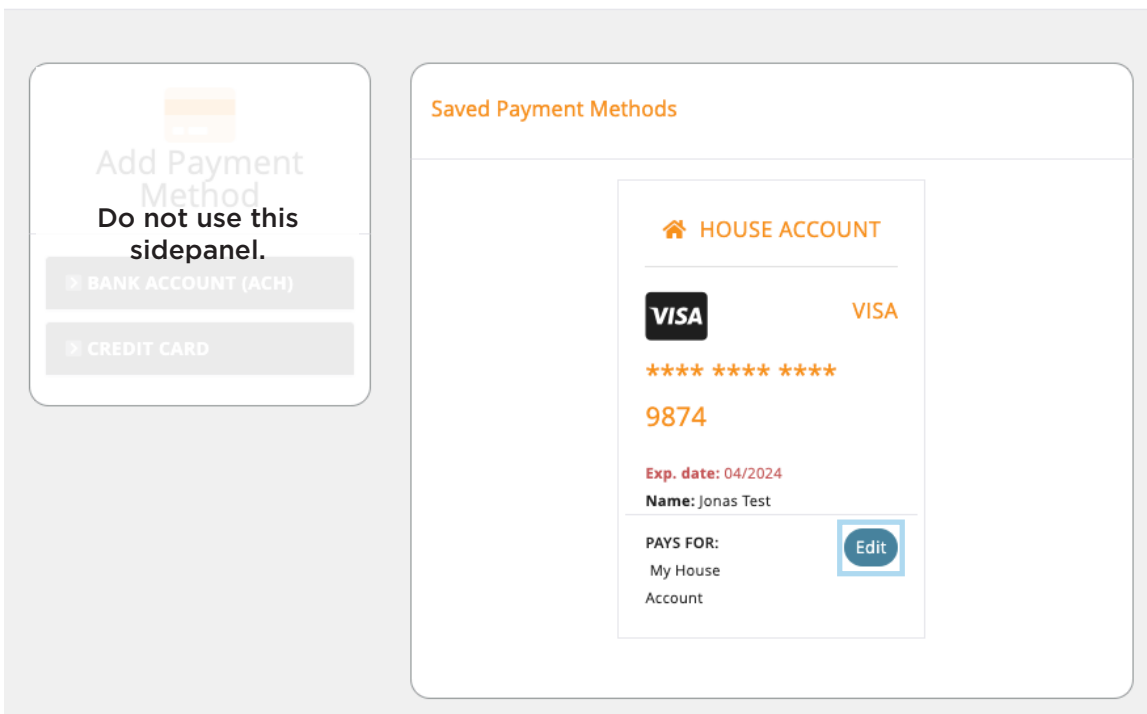
2. Log in to your account.



3. Click My Account in the left sidepanel then click Manage Payment Methods.

Manage Payment Methods

Dashboard / Manage Payment Methods



3. 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.**