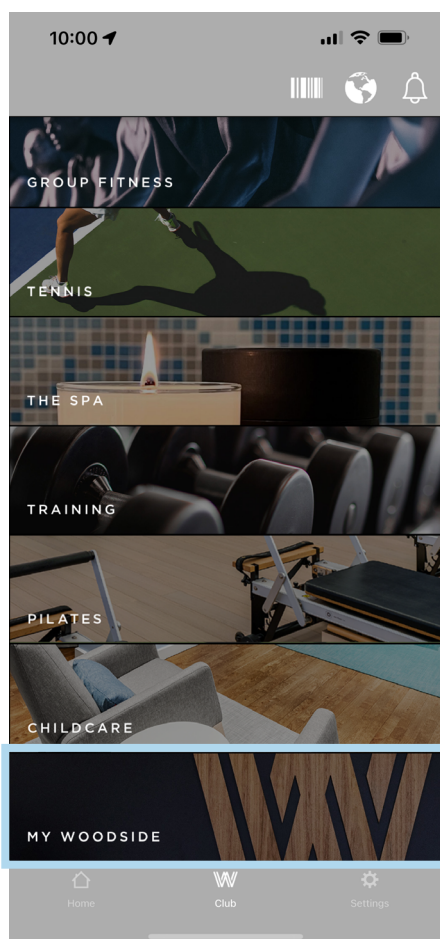


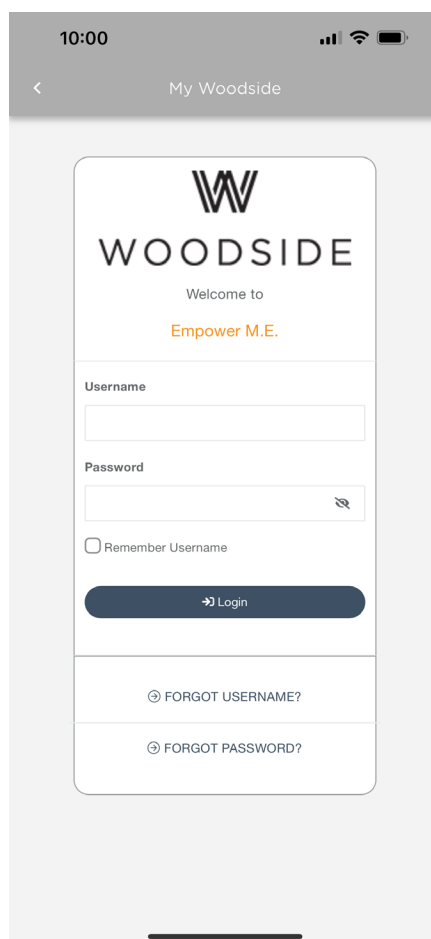
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HOW TO LOG IN TO YOUR MEMBER ACCOUNT

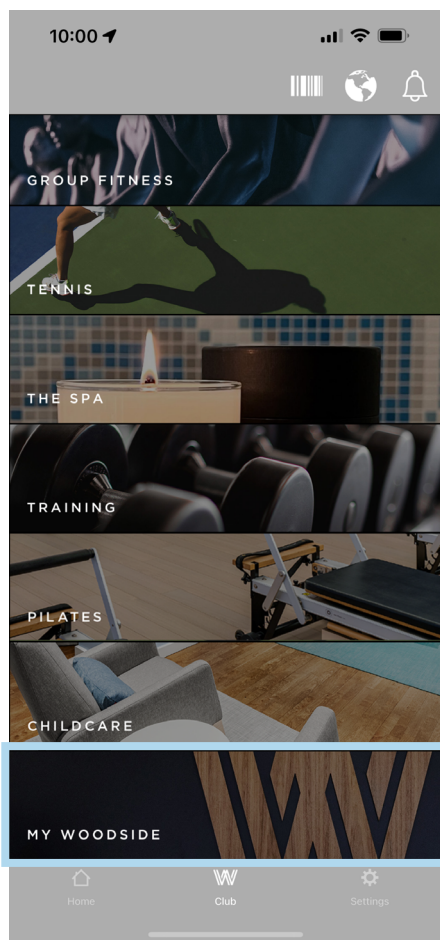


Open the Woodside app. Tap My Woodside.

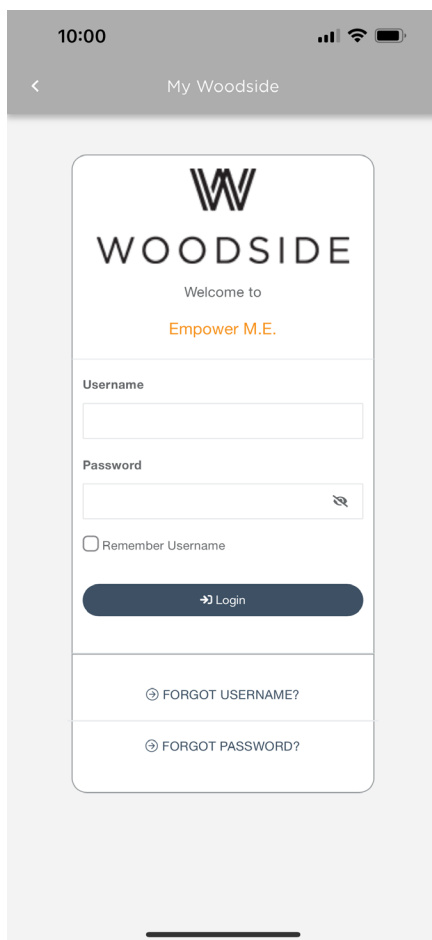


The first time you log in, input your Member ID in both the Username and Password fields. You will then be prompted to create a new Username and Password, which you will use moving forward.

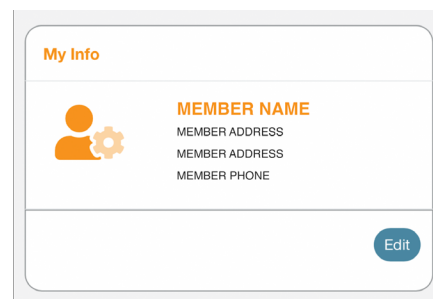
HOW TO MANAGE YOUR PROFILE



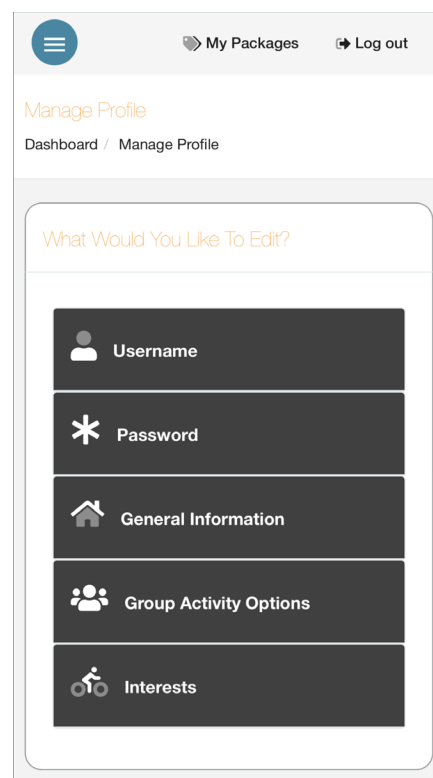
1. Open the Woodside app.
Tap My Woodside.



2. Log in to your account.



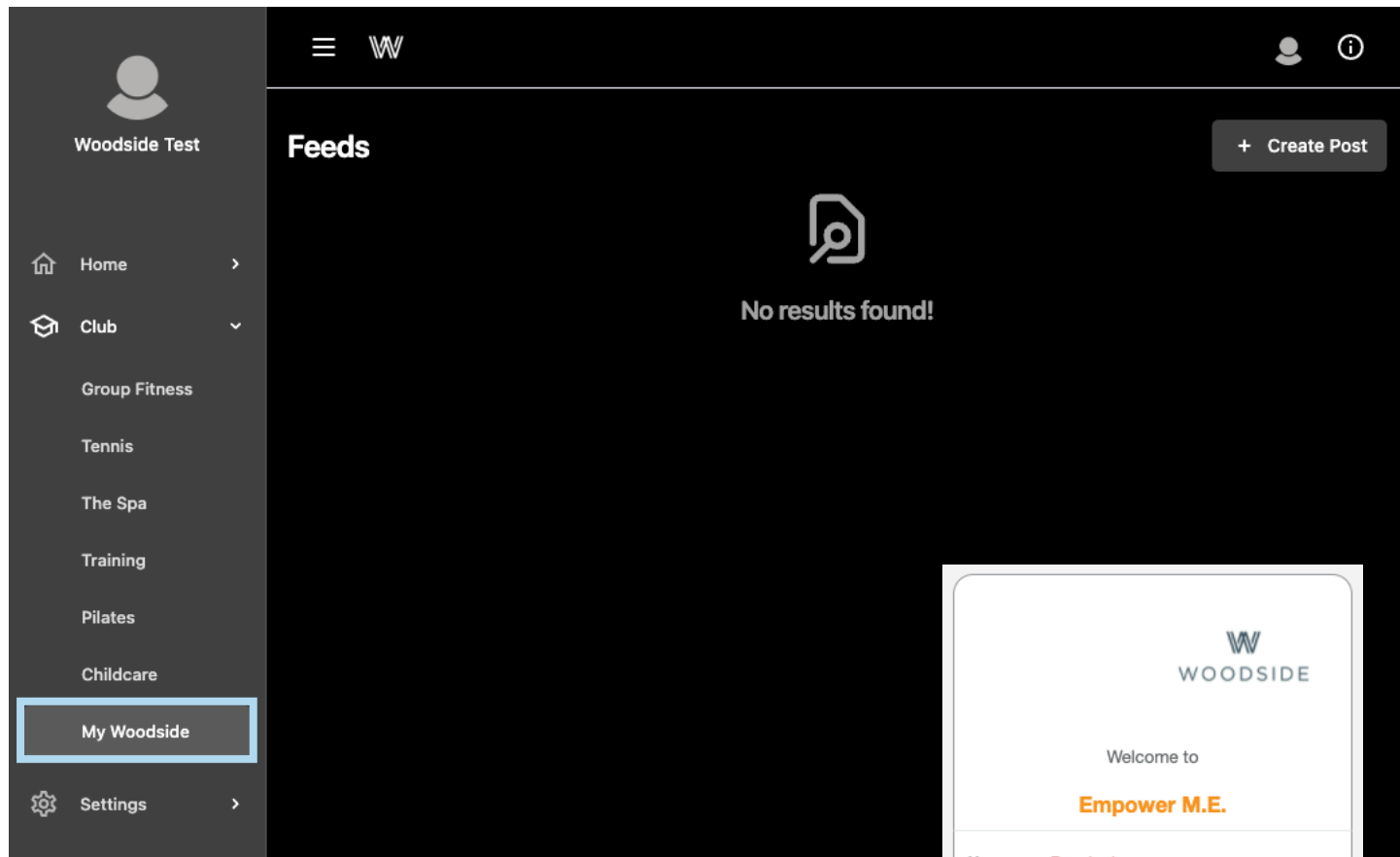
3. Scroll down to the section titled My Info and tap Edit.



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.

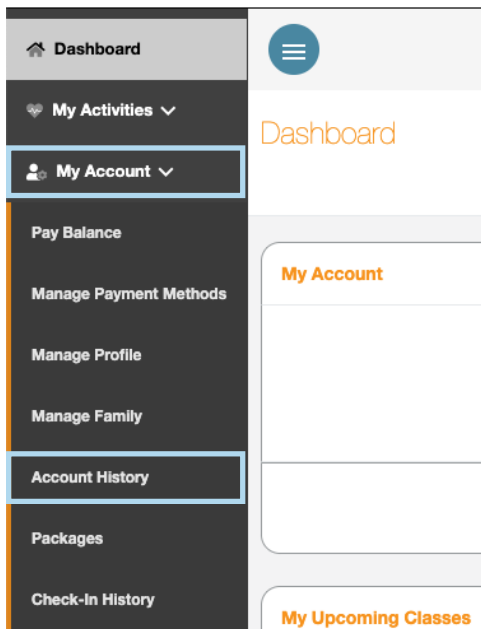
HOW TO VIEW YOUR BILL



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 Test login form. The form is white with a dark blue header containing the 'W' logo and the word 'WOODSIDE'. Below the header, it says 'Welcome to' followed by 'Empower M.E.' in orange. The form has two input fields: 'Username' and 'Password', both with red text indicating they are required. Below the password field is a checkbox labeled 'Remember Username'. A dark blue button with a right 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 preceded by a circular arrow icon.

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

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

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	1/12/2022	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

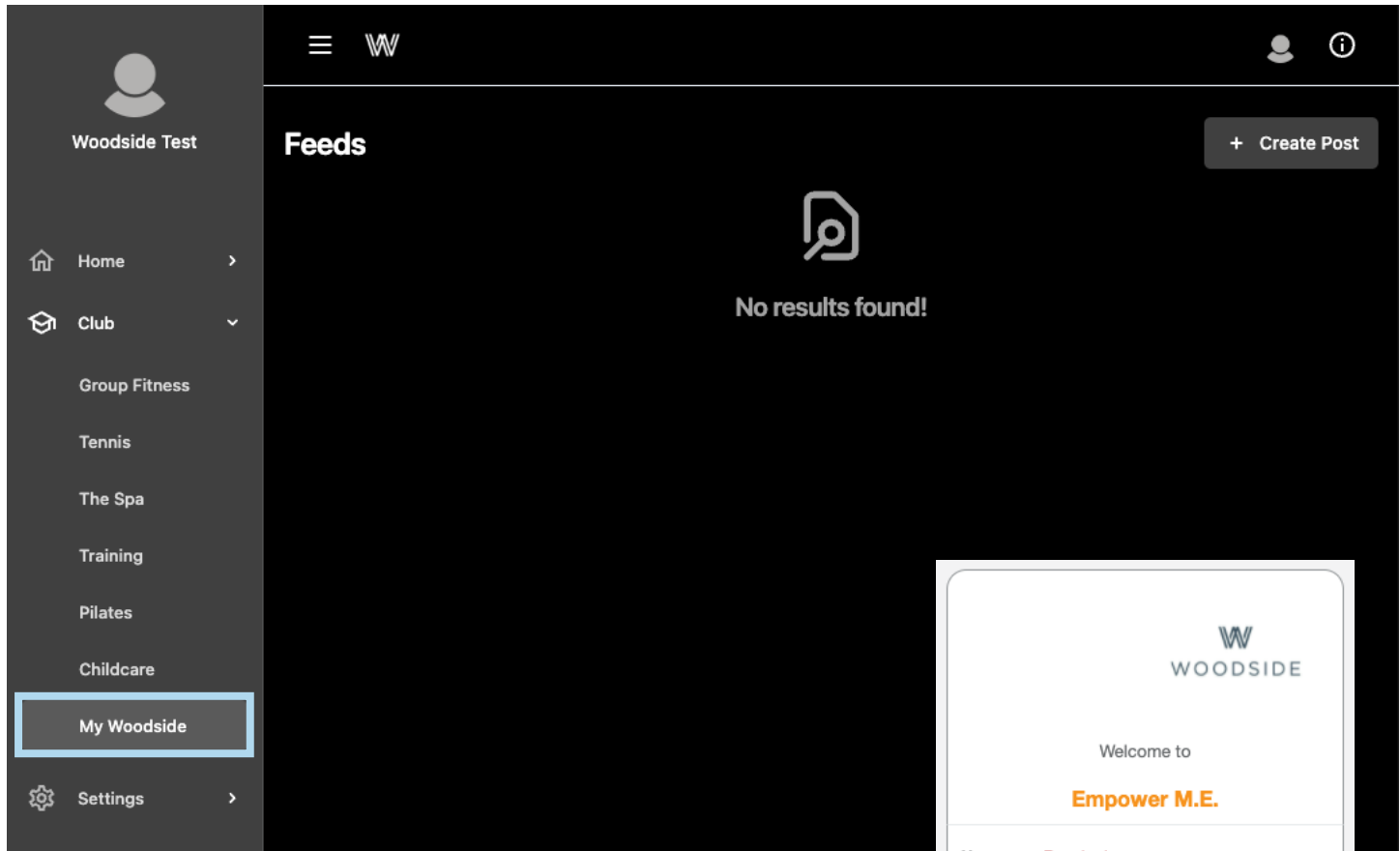
Invoice And Charges

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.

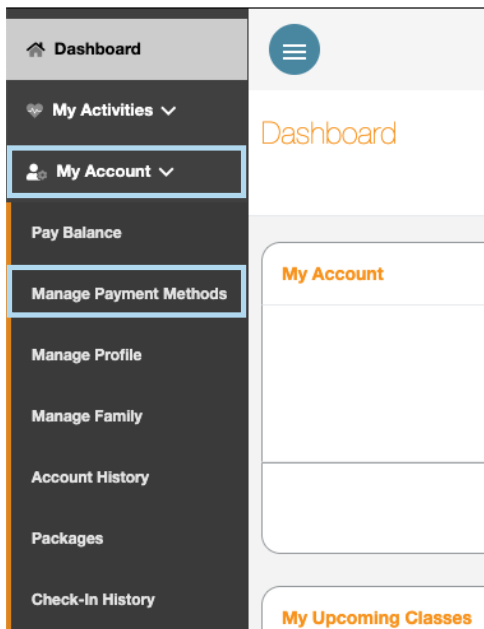
HOW TO UPDATE YOUR PAYMENT METHOD



1. This process is easiest through a desktop browser. [Log in](#) to your account and click My Woodside in the left sidebar.

A screenshot of the Woodside login form. At the top, it says 'WOODSIDE' with the 'W' logo. Below that, it says 'Welcome to' followed by 'Empower M.E.' in orange. The form has two input fields: 'Username Required' and 'Password Required', both with blue borders. Below the password field is a checkbox labeled 'Remember Username'. There is a dark blue button with a right arrow and the text 'Login'. At the bottom, there are two links: 'FORGOT USERNAME?' and 'FORGOT PASSWORD?', each with a circular arrow icon.

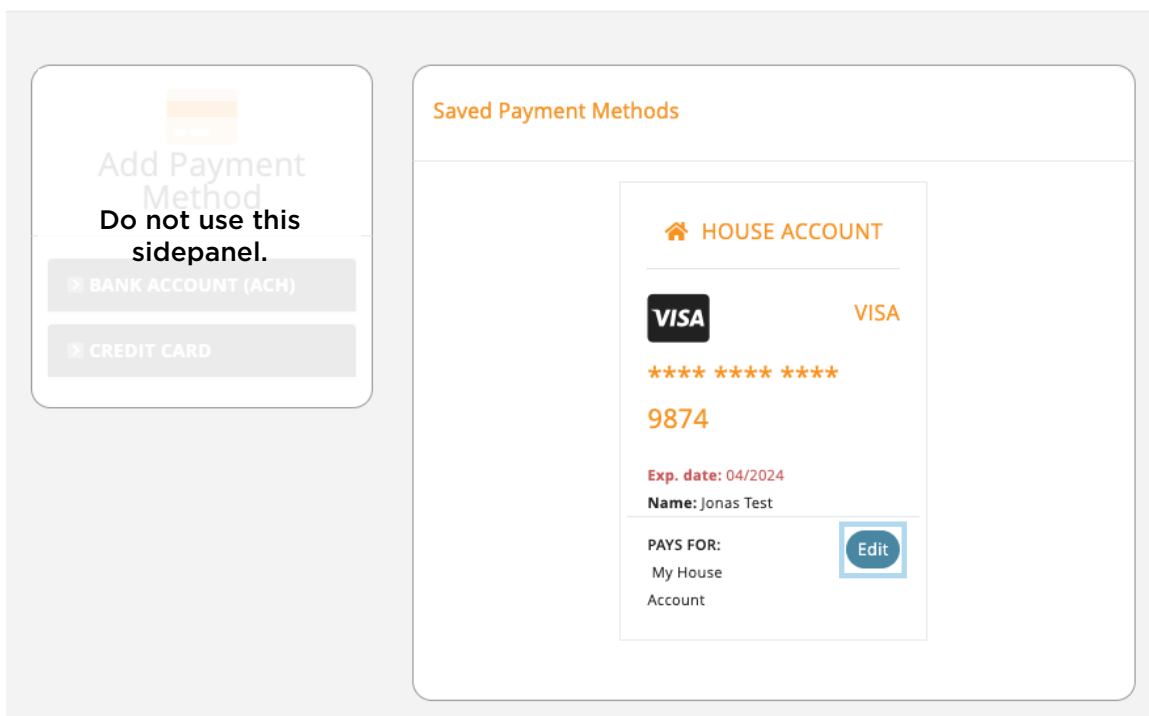
2. Log in to your account.



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.**