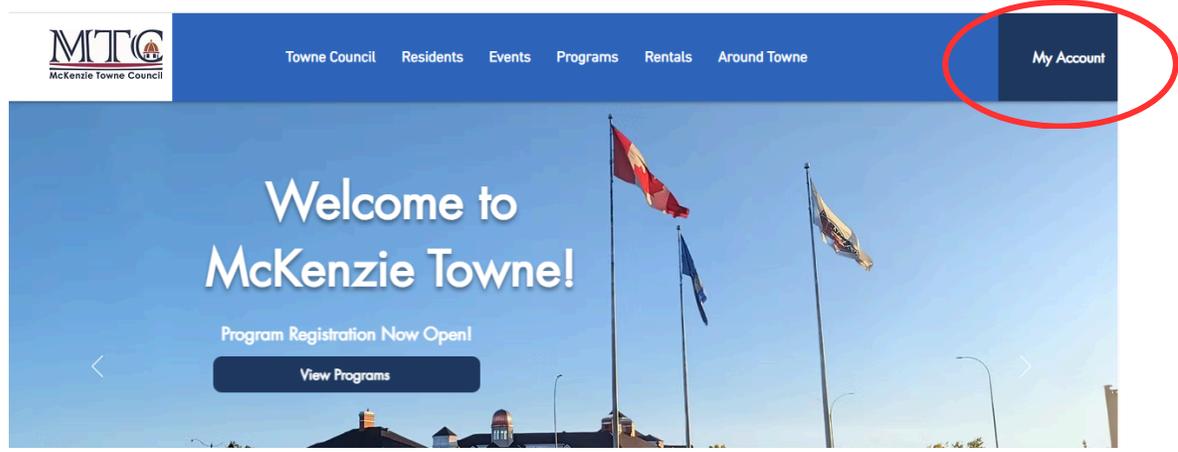


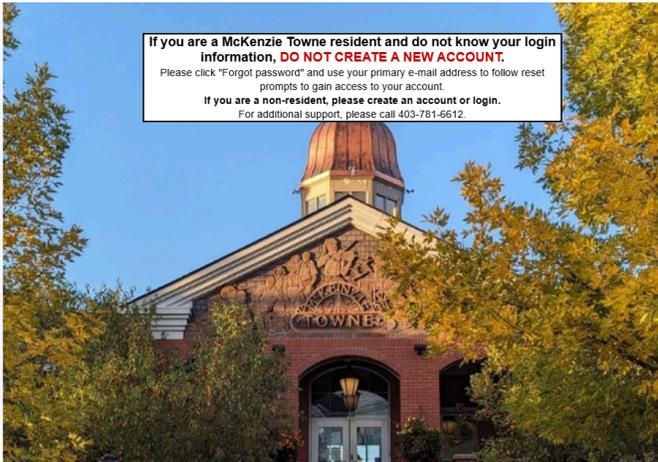
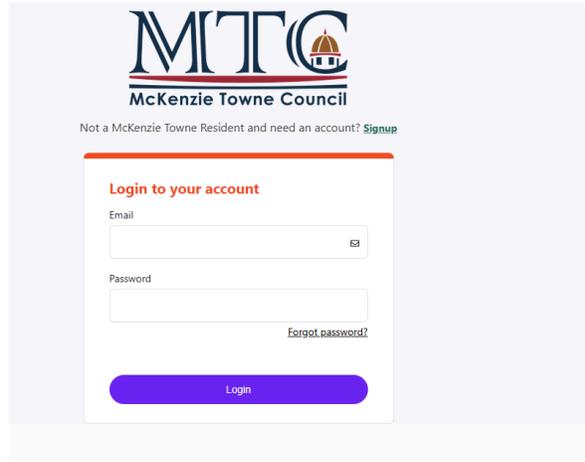
How to Pay Online Invoices

1. Go to mtcouncil.com and click the blue "My Account" button



2. Log in to your account with your email as the username and your password. **DO NOT CREATE A NEW ACCOUNT.** If you are a resident of McKenzie Towne we have already created one for you. If you do not know your password click "Forgot Password" and follow the email prompts to log in

If you are still experiencing difficulties, stop here and call 403-781-6612 for help.



3. Once you log in, you will see a list of all members in your household, and your address(es) you have an encumbrance on. Select the owner's name.

McKenzie Towne Council (403) 781-6612

My Info Program Registration Event Tickets Drop In Schedule MTC Website

Client List

Search

Full Name Simple ↑	Primary Phone	Email	Actions
40 McKenzie Towne Blvd SE.			>
Sample Owner		sample@email.com	>
Sample Co-Owner		sample@email.com	>
Sample Child 1	555-555-5555	sample@email.com	>
Sample Child 2	555-555-5555	sample@email.com	>

Showing 1 - 5 of 5 Print Export

4. Click "Invoices"

McKenzie Towne Council (403) 781-6612

My Info Program Registration Event Tickets Drop In Schedule MTC Website

← Back to Client List

Client Details

Edit Manage Login Waiver **Invoices**

Property
40 McKenzie Towne Blvd SE.

Shared Credit
\$0.00

MTC Annual Fee Membership
Ongoing

5. Select the invoice you want to pay

McKenzie Towne Council (403) 781-6612

My Info Program Registration Event Tickets Drop In Schedule MTC Website

Tammy McPhee

Invoices Owned by the 40 McKenzie Towne Blvd SE. Account

Due Soon **\$0.00** Balance Due **\$0.00**

Make Payment Receipt

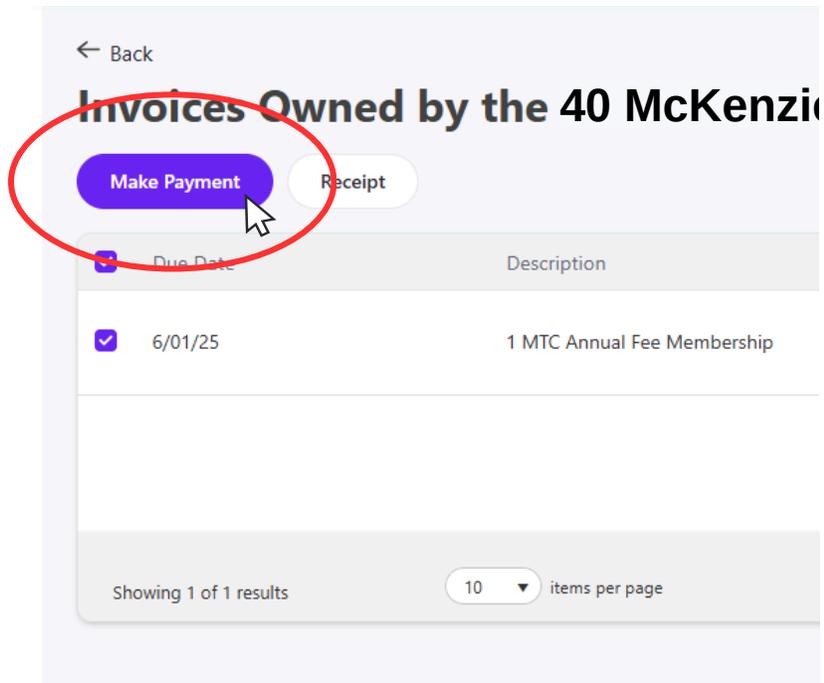
Due Date	Description	References	Contact	Amount Payable	Balance Remaining
6/1/25	1 MTC Annual Fee Membership	Invoice ID INV-006394 Transaction ID 3208	40 McKenzie Towne Blvd SE.	\$226.60	\$226.60

Subtotals for all selected invoices: **\$0.00** **\$0.00**

Totals for all invoices: **\$226.60** **\$226.60**

Showing 1 of 1 results 10 items per page

5. Click Make Payment



6. Add your credit card information and you're done!

A screenshot of a 'Pay Your Invoice' form. The form has a title 'Pay Your Invoice' and a close button (X). The fields are as follows:

- Amount:** A text input field containing '226.60'. To the right, it says 'Enter amount between \$0.01 - \$226.60'.
- Payment method:** A dropdown menu with 'Credit Card' selected.
- Processor:** Two radio buttons: 'Billing Direct' (selected) and 'In-House'.
- Your credit cards:** A dropdown menu with 'Add a New Card' selected.
- New Credit card:** Three text input fields:
 - 'Credit Card Number Required' (with a red 'Required' label)
 - 'Card Verification Value Required' (with a red 'Required' label and a small icon to the left)
 - 'Holder Name Required' (with a red 'Required' label)