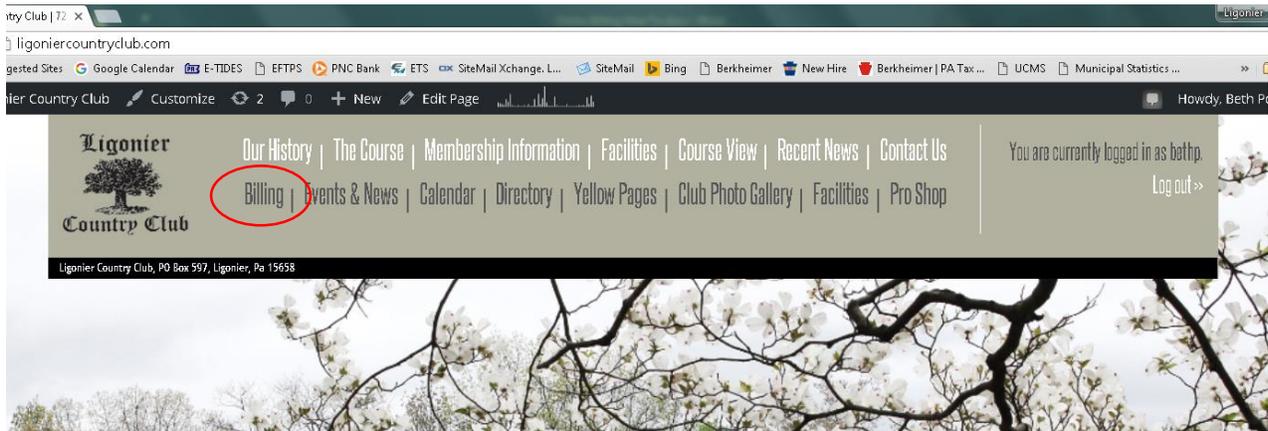


How to Use Our Online Billing

You do not need to be receiving your statement by email to use this service. It is available to all members of LCC and is free of charge.

After logging in to www.ligoniercountryclub.com you'll be able to select "Billing" on the second menu line.



Enter your username and password when prompted. Your username is your last name, all lowercase, directly followed by your member number.

Unless you have changed your password with the office, your password is your member number.

You may have changed your password to access the website—this will not change your password for Online Billing.

Contact the office if you have any troubles.

A screenshot of the "Online Billing" sign-in page for Ligonier Country Club. The page features the club's logo and the text "Online Billing". A "Sign In" section contains a form with the following fields: "Account Information" (Account Number, Email or Username), "Do you have a password?", and "Yes - My password is:". There are radio buttons for "Yes" and "Not sure - I am not sure if I have a password or I forgot it.", and a "Next" button. To the right, a "Welcome to LCC Online Billing" message states "CPS Online Payment is the safer, easier way to make an online payment." and includes logos for Mastercard and Visa. The footer contains copyright information for 2016 and is powered by Club Prophet Systems.

Welcome to the Online Billing area:

The first page will automatically bring up the previous month's amount due and sales receipts. The Amount Due box is what it currently due to the club to the last date of the previous month. (It will remain the total of the previous month even if you've made a payment. Read on for how to see the current amount due and if your payment has been received.)

Online Billing

STATEMENT ONLINE PAYMENT PAYMENT HISTORY

Welcome: test test

Acct Number: 90173 Statement Period: 02/28/2014

AMOUNT DUE: \$0.00

test test
111 main st
somewhere, pa 00000

Update Billing Info

Click on REF.NO. to view and print your receipt.

DATE	REF.NO.	DESCRIPTION	AMOUNT	SALES TAX	PAYMENT	TOTAL
Nov 15		BALANCE				\$0.00
Feb 26	171402260011	Dining Room	\$19.48	\$0.84	\$0.00	\$20.32
Feb 26	171402260011	Service Charge	\$3.51	\$0.00	\$0.00	\$3.51
Feb 26	171402260019	Dining Room	\$11.99	\$0.72	\$0.00	\$12.71
Feb 26	171402260019	Service Charge	\$2.16	\$0.00	\$0.00	\$2.16
Feb 28	181402280098	Dining Room	(\$11.99)	(\$0.72)	\$0.00	(\$12.71)
Feb 28	181402280098	Service Charge	(\$2.16)	\$0.00	\$0.00	(\$2.16)
Feb 28	181402280099	Dining Room	(\$19.48)	(\$0.84)	\$0.00	(\$20.32)
Feb 28	181402280099	Service Charge	(\$3.51)	\$0.00	\$0.00	(\$3.51)

MINIMUM MINIMUM MET BALANCE MINIMUM PD
\$0.00 \$0.00 \$0.00 2/1/2014 - 2/28/2014

CURRENT 1 TO 30 DAYS 31 TO 60 DAYS 61 TO 90 DAYS OVER 90 DAYS
\$0.00 \$0.00 \$0.00 \$0.00 \$0.00

Credit Book Print Email Accounting

5% on balances past 60 days; Payment due 15th of month; we accept Checks, Cash, MC & Visa Effective Jan 1, 2014; F&B Minimums will increase \$15/mo per membership Any Membership Change Requests must be received In Writing (email, fax or mail to the office) Aging and Online Billing Invoice problems have been corrected. If you

You can send a general email from the main billing page, as well as print your statement for your records or payment remittance. You may have to scroll to the right of the total column to see all your charges.

You can review the details of a sale by clicking on the Reference Number.

Click on REF.NO. to view and print your receipt

DATE	REF.NO.	DESCRIPTION	AMOUNT	SALES TAX	PAYMENT	TOTAL
Nov 15		BALANCE				\$0.00
Feb 26	171402260011	Dining Room	\$19.48	\$0.84	\$0.00	\$20.32
Feb 26	171402260011	Service Charge	\$3.51	\$0.00	\$0.00	\$3.51
Feb 26	171402260019	Dining Room	\$11.99	\$0.72	\$0.00	\$12.71
Feb 26	171402260019	Service Charge	\$2.16	\$0.00	\$0.00	\$2.16
Feb 28	181402280098	Dining Room	(\$11.99)	(\$0.72)	\$0.00	(\$12.71)
Feb 28	181402280098	Service Charge	(\$2.16)	\$0.00	\$0.00	(\$2.16)
Feb 28	181402280099	Dining Room	(\$19.48)	(\$0.84)	\$0.00	(\$20.32)
Feb 28	181402280099	Service Charge	(\$3.51)	\$0.00	\$0.00	(\$3.51)

A screen will pop up with the details of the sale. You can email the Billing department straight from this pop up if there is a question or error.

Acct: 90173
Name: test test
Terminal Name: LCC-003

Sale Number: 171402260011
Receipt: 2/26/2014

ItemCode	Description	Qty	Unit Price	Tax Code	Ext Price
Salad24	GARDEN SALAD	1	\$11.99	PAST	\$11.99
Bev29	LEMONADE FOUNTAIN	1	\$1.99	PAST	\$1.99
Wine6	CHARDONNAY	1	\$5.50	N/A	\$5.50
SERVICECHARGE	Gratuity (18%)	1	\$3.51	N/A	\$3.51

Paid: \$23.83 Member Account

SubTotal: \$22.99
Tax: \$0.84
Total: \$23.83
Tips: \$0.00

→ print this page close

Email accounting about this charge

MINIMUM MINIMUM MET BALANCE MINIMUM PD

To see the current month's sales or see your current minimum spending change the drop menu under "Statement Period" to "Current":

Welcome: test test

Acct Number: 90173 Statement Period: Current

02/28/2014

Current UE

01/31/2014
12/31/2013
11/30/2013
10/31/2013
09/30/2013
08/31/2013
07/31/2013
06/30/2013
05/31/2013
04/30/2013
03/31/2013
02/28/2013

Click on REF.NO. to view and print your receipt

DATE	REF.NO.	DESCRIPTION	AMOUNT	SALES TAX	PA	TAL
Nov 15		BEGINNING BALANCE				.00
Feb 26	171402260011	Dining Room	\$19.48	\$0.84	\$	0.32
Feb 26	171402260011	Service Charge	\$3.51	\$0.00	\$.51

The screen will now show you "Amount Due" to date, and the current month's sales. It will also show you what you have spent towards your minimum and how much of it remains. Sales in the pro shop and dining areas are instantly posted here, but please allow up to five days for events to be posted.

Online Billing > STATEMENT DETAIL | LOGOUT

STATEMENT ONLINE PAYMENT PAYMENT HISTORY

Welcome: test test

Acct Number: 90173 Statement Period: Current

AMOUNT DUE: \$24.36

test test
111 main st
somewhere, pa 00000

Update Billing Info

Click on REF.NO. to view and print your receipt

DATE	REF.NO.	DESCRIPTION	AMOUNT	SALES TAX	PAYMENT	TOTAL
Feb 28		BEGINNING BALANCE				\$0.00
Mar 26	181403260001	Office	\$22.98	\$1.38	\$0.00	\$24.36

MINIMUM	MINIMUM MET	BALANCE	MINIMUM PD
\$80.00	\$22.98	\$57.02	3/1/2014 - 3/31/2014

CURRENT	1 TO 30 DAYS	31 TO 60 DAYS	61 TO 90 DAYS	OVER 90 DAYS
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Credit Book Print Email Accounting

Visa and Mastercard payments are accepted Free of Charge via the Online Billing.

Click on the Online Payment tab in the middle. Any outstanding invoices, or statements, will load.

STATEMENT ONLINE PAYMENT PAYMENT HISTORY

Invoice No.	Invoice Date	From Date	To Date	Amount	Balance
124559	2/27/2014	12/1/2013	12/31/2013	\$895.56	\$297.50
124790	2/27/2014	1/1/2014	1/31/2014	\$840.85	\$840.85
124944	3/3/2014	2/1/2014	2/28/2014	\$840.85	\$840.85

Total Billing: \$1,979.20

Credit Balance: \$0.00

Pay: \$1,979.20

PAY NOW

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The "Total Billing" will be what you were billed as of the last day of the previous month. In some instances the "Credit Balance" will show your current balance to date. You may "Pay" any amount at any time if you have a bill due or not. You may get this pop up:

Payment amount is different from amount due.

OK Cancel

Simply press "Ok" to continue

You will then come to place to enter your credit card information. Enter the payment information as requested and press submit. Only press the submit button once! You will see an icon rotating as the payment is processed. And then a confirmation page will appear.

Online Billing > ONLINE PAYMENT > CREDIT CARD PAYMENT | LOGOUT

STATEMENT ONLINE PAYMENT PAYMENT HISTORY

Credit Card Payment

*Pay Amount

*Credit Card Number

*Holder Name

* Expire Date

Security

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Online Billing > PAYMENT HISTORY > PAYMENT DETAIL | LOGOUT

STATEMENT ONLINE PAYMENT PAYMENT HISTORY

Online Payment Information

Invoice Detail
 Invoice No. 124948
 Invoice Date 3/3/2014
 Invoice Period 2/1/2014 - 2/28/2014

Payment Detail
 Reference 041403260001
 Payment Method Visa
 Pay Date 3/26/2014
 Amount \$1.00

Credit Card Transaction Detail
 Account No. xxxxxxxxxxxx
 Issue By Visa
 Approval Code 942628

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Shortly after, you should also receive an email confirming your payment. You can review all your payments to the club, including by check, under the third tab "Payment History"

Online Billing > PAYMENT HISTORY | LOGOUT

STATEMENT ONLINE PAYMENT PAYMENT HISTORY

Date	Amount	Detail
3/11/2014 3:12 PM	\$500.00	Detail
2/25/2014 9:20 AM	\$98.06	Detail

Powered by Club Prophet Systems

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For any further questions about Online Billing, contact Beth in the office at 724-238-7620 ext 5 or beth@ligoniercountryclub.com