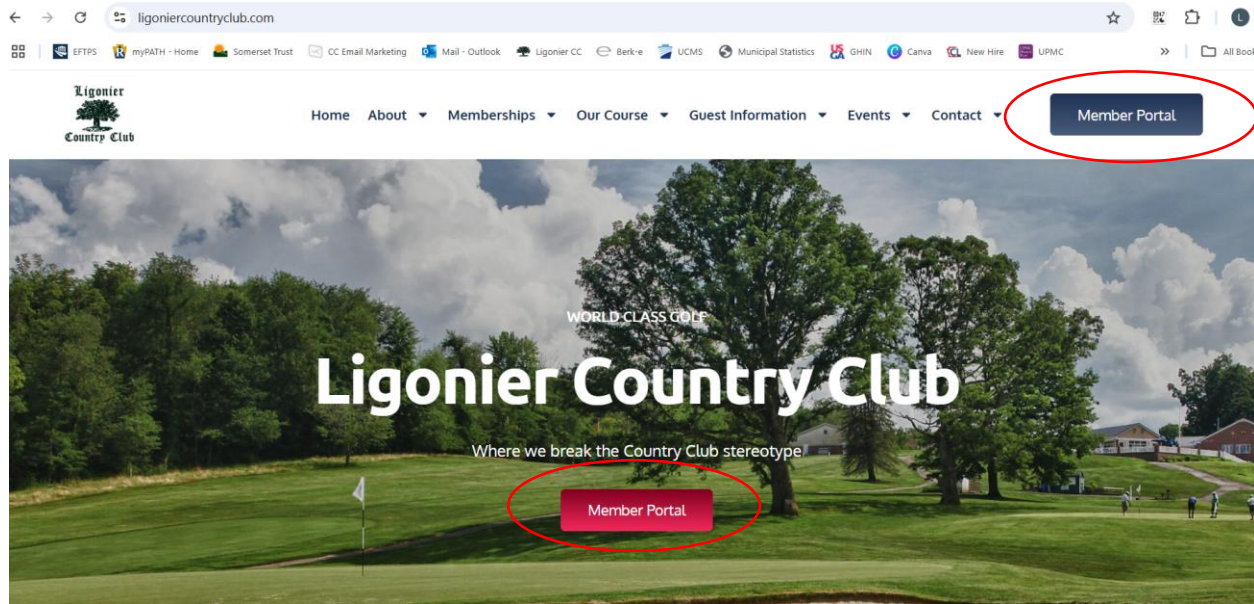
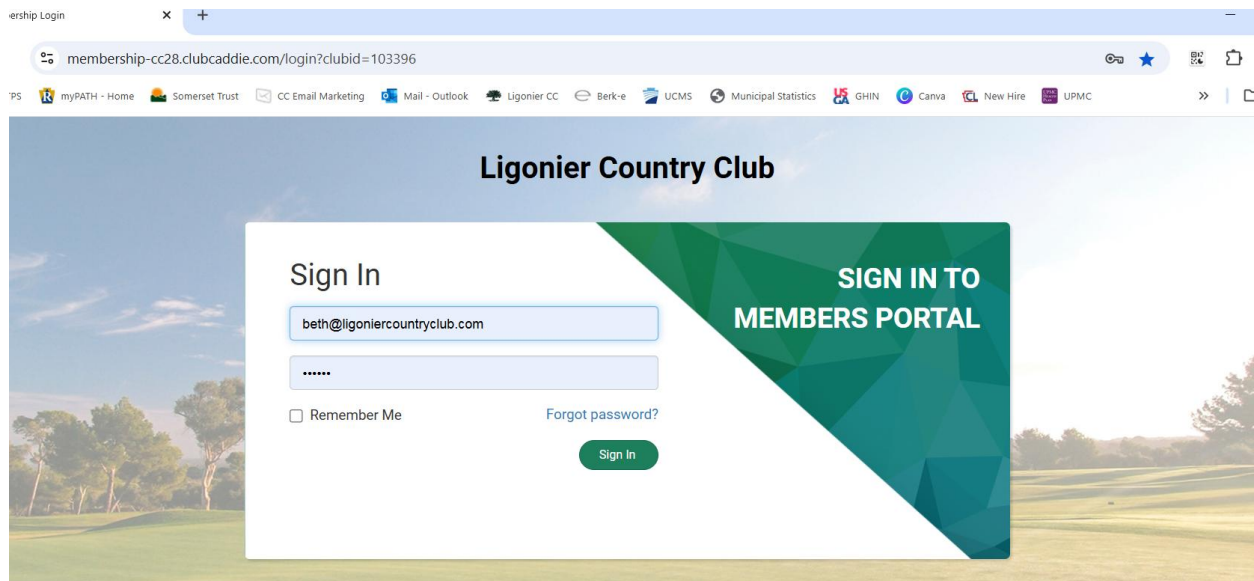


Paying and Viewing your Statement

Visit www.ligoniercountryclub.com



Select Member Portal in the center of the home screen or the upper right corner.



Your email address on file with the club is your log in.

The default password for all memberships is **LCC2024** (case sensitive).

If you have changed your password and don't remember it, select Forgot password and check your emails for further instructions.

The office can also reset your password upon request.

The next screen with the member portal's main page where you should see your personal information and list of options on the left side of the screen. This page may look different according to what type of device you are using.

Desktop: Paying on your account

LIGONIER COUNTRY CLUB Hi Beth Logout

PROFILE

General Settings Accounts

Personal Information

First Name: Beth
Last Name: Porter
Address:
Phone Number:
Email Address: beth@ligoniercountryclub.com

[Edit Personal Info](#)

Change Password

[Change Password](#)

Left Side Tabs:

- PROFILE
- LCC NEWS
- LIVE TEE SHEET
- BOOK TEE TIMES
- PICKLEBALL
- EVENT REGISTRATION
- CHARGES ON ACCT
- PAY ON ACCOUNT**
- MINIMUM USAGE
- Auto Pay Setup/Cancel
- Payment History
- Credit
- My Tee Times

Pay on account can be found on the left side tabs.

LIGONIER COUNTRY CLUB Hi Beth Logout

PAY ON ACCOUNT

Current Balance: \$4.31

Make a Payment

Enter Amount [ADD TO ACCOUNT](#)

View Bills

S.No.	Invoice ID	Opening Balance	Closing Balance	Start Date	End Date	Payment Due Date	Action
1	144857	\$0.46	\$4.31	05/01/26	05/31/26	06/15/26	Download
2	141397	\$95.04	\$0.46	04/01/26	04/30/26	05/15/26	Download
3	137689	\$4.77	\$95.04	03/01/26	03/31/26	04/15/26	Download
4	132936	\$4.77	\$4.77	02/01/26	02/28/26	03/15/26	Download
5	127430	\$4.77	\$4.77	01/01/26	01/31/26	02/15/26	Download
6	121261	\$0.00	\$4.77	12/01/25	12/31/25	01/15/26	Download
7	114757	\$0.00	\$0.00	11/01/25	11/30/25	12/15/25	Download
8	106287	\$0.00	\$0.00	10/01/25	10/31/25	11/15/25	Download
9	101869	\$0.00	\$0.00	09/01/25	09/30/25	10/15/25	Download
10	95463	\$0.00	\$0.00	08/01/25	08/31/25	09/15/25	Download

On this screen you can review your recent invoices via the Download option on the right.

Type in the amount you wish to pay in the bar at the top right. Then select Add to Account and complete the next screen. If you have a card on file, you should be able to choose between that card or adding a new card

Select Payment Method

Total Payment to be made: \$47.91

By Card

Card Number

Expiration Date

CVV

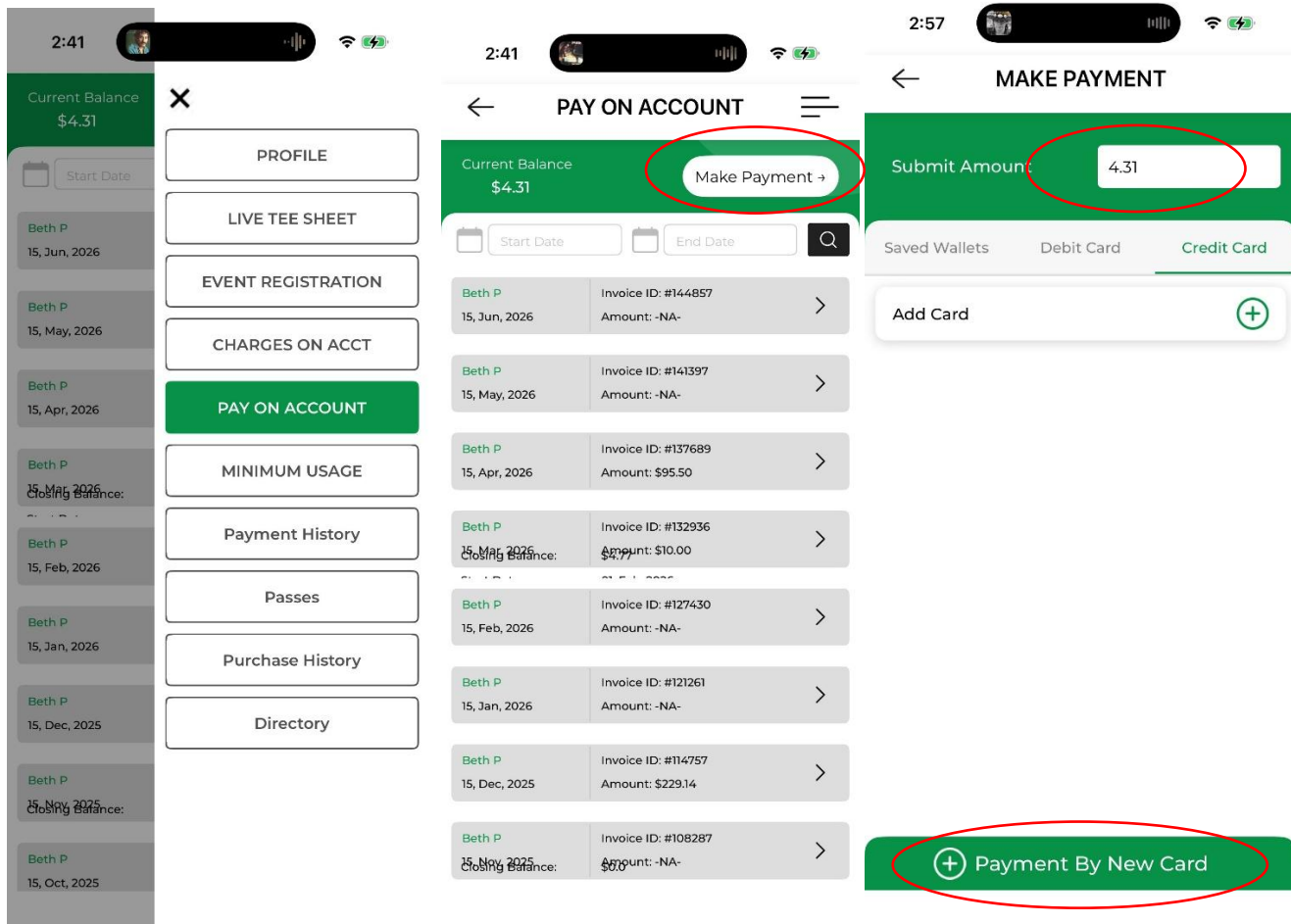
Name on Card

Address Zip Code

Phone Number Credit/Debit Card

[Process Payment](#)

Paying On Account: Mobile App



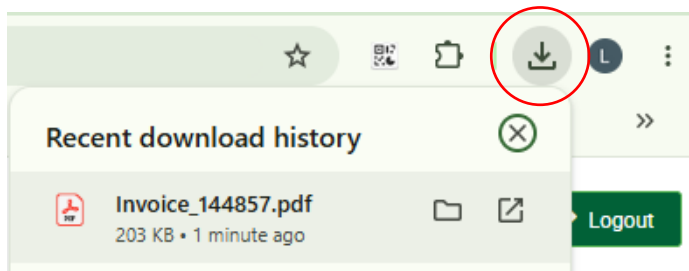
On the next screen enter the amount to pay at the top and Payment by New Card at the bottom to add the card number to pay with. After entering your card information, select “Add to Account”. **THIS WILL PROCESS THE PAYMENT.** It will not be saved to your account.

To save a card to your account and into your saved wallet, select the green round plus sign.

Viewing your Statement

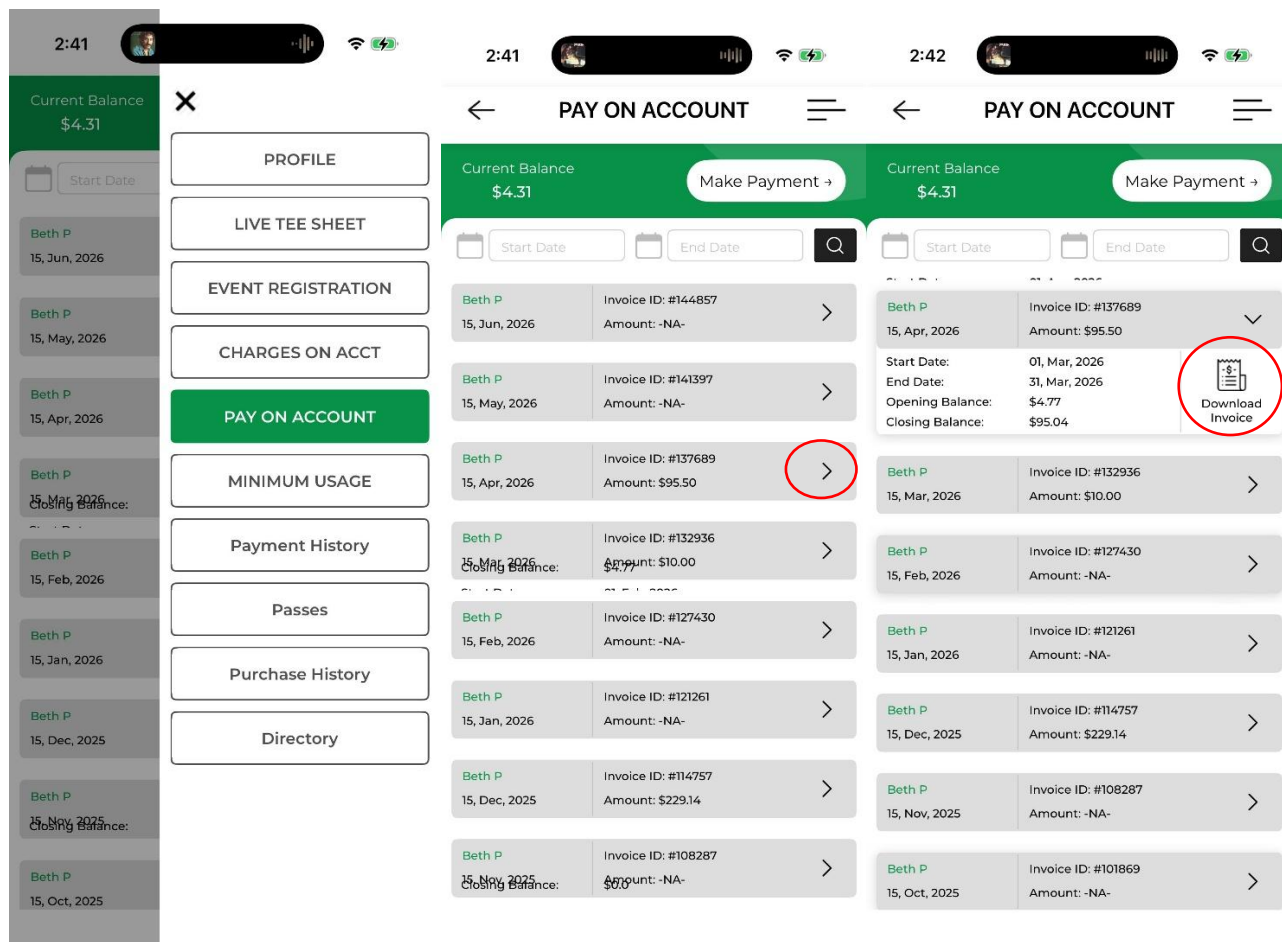
On the Pay on Account tab, select the Download option on the right side of the screen. Your most recent billed statement will be the top one.

If your statement doesn’t automatically appear, check your downloads folder or the download icon on your browser to open it.



Your Statement On the App:

Go to the pay on account tab in the member portal, select the arrow (>) to open the details, and find the Download Invoice option



The statement should pop up, but it will also be in your Files. A PDF reader may be required.

Statement Overview (statement example follows)

1. Date of the statement and the Due Date for the payment
2. The amount due, this amount is listed again under the transactions
3. The transaction details list the date of the charge and its Location. This will be **Clubhouse**, **Pavilion** or **Beverage Cart** for dining purchases; **Golf Shop** for golfing fees and merchandise purchases; **Back Office** for anything that the office personnel enters for you including event charges or special purchases; Or it may list exactly what the items if manually added by the office, like the locker fee shown
 - a. This space also shows if a sale has been voided or refunded and will be noted as such
4. The total of the sale includes applicable tax and gratuity, and any credits/payments made at the time of sale (ie. From your credit book)

5. Payment received shows as payment received here but may show as a Member Ledger Deposit in your purchase history details; this amount plus any refunds/credits are included in the top line where the amount due is found
6. This section breaks down ALL of your purchases in the month by sales department; this is not limited to what is listed in your transaction details. These amounts will include any purchases made with cash, card, check or with credit.
 - a. Food, Drinks/Snacks, and Alcohol, as well as Event F&B lines spend amount will be the amount that goes to your minimum and should correspond to section 8
 - b. Golf Shop services include Green, Cart, Range and Storage Fees
 - c. Hard Goods, Soft Goods, Lesson, Corp Specials and Tourney are all departments for the Pro's merchandise, pro games and billing
 - d. Event F&B, Event Services for members will mostly be food that is included in a club event
 - e. Lastly there is Admin and Other for all the other things that don't fall under anything else, like manually charged dues and take-out fees
 - f. You may also see Minimum Charges if you don't meet your minimum (explained below)
7. Minimum charges – this amount will correspond to a few places on the statement (see all the As)
8. Minimum section includes the currently finished month or quarter and the upcoming month or quarter; note the date range below
 - a. The minimum is processed overnight on the last day of the month and posts the 1st of the following month but is included in your statement's balance

Details of a transaction found on your statement can be found on the Charges on Acct tab. Locate the transaction in question and View Receipt.

Transactions paid with cash, credit, check or credit, partially or in full, can be found on the Purchase History



Ligonier Country Club

729 Fairway Lane • Ligonier • Pennsylvania • 15658 • United States
P : (724) 238-7620 • W : <https://www.ligoniercountryclub.com/> • E : contact@ligoniercountryclub.com

INVOICE #137689



Start Date : 03/01/2026
End Date : 03/31/2026
Due Date : 04/15/2026

TO
Beth Porter

• Membership Id : Emp0002
• E : beth@ligoniercountryclub.com

PRIOR MONTH BILL	CREDITS/PAYMENTS DURING CURRENT MONTH	CURRENT MONTH CHARGES	AMOUNT DUE
\$4.77	\$96.37	\$186.64	\$95.04

NO	DATE	REF#	ORDER ID	TRANSACTION DETAILS	LN. TOTAL
1	03/16/2026	439994	28174	Back Office Notes: Refunded In Order 2837551 Mar 24 2026	\$11.37
2	03/24/2026	442844	2837117	Back Office	\$4.77
3	03/24/2026	442887	2837551	Membership Refund Notes: Original Order 2817425 Mar 16 2026	\$-11.37
4	03/26/2026	443895	28419	Payment Received	\$-10.00
5	03/31/2026	447560	2859884	Locker 2026	\$75.00
6	03/31/2026	447561	2859884	Order 2859884 Voided	\$-75.00
A	04/01/2026	448318	2862266	Charge to account - Emp0002	\$95.50

AMOUNT DUE:	\$95.04
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DEPARTMENT NAME	SPEND AMOUNT	SERVICE CHARGE	TAX AMOUNT	TOTAL
Food	\$4.50	\$0.00	\$0.27	\$4.77
Drinks/Snacks	\$0.00	\$0.00	\$0.00	\$0.00
Minimum Charges	\$95.50	\$0	\$0	\$95.50
Other	\$0	\$0	\$0	\$0

MINIMUM	FREQUENCY	AMOUNT	AMOUNT SPENT TO DATE	REMAINING
F&B Minimum - Monthly (Alcohol, Food, Event F&B, Drinks/Snacks) (03-16-2026 to 03-31-2026)	Monthly	\$100.00	\$4.50	\$95.50
F&B Minimum - Quarterly (Alcohol, Food, Event F&B, Drinks/Snacks) (04-01-2026 to 06-30-2026)	Quarterly	\$350.00	\$0	\$350.00