



HICKORY HILLS PROPERTY OWNERS' ASSOCIATION

20 Hickory Hills Drive

White Haven, PA 18661

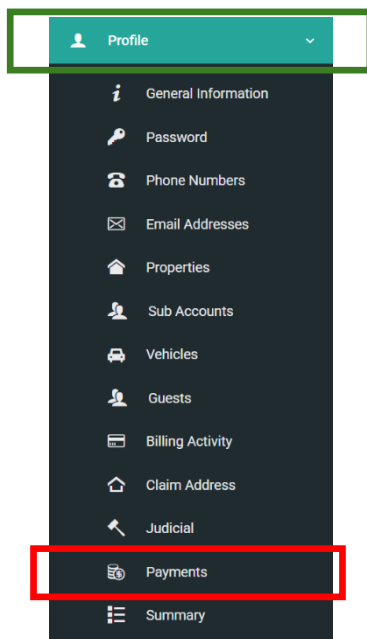
Office: 570-443-8108

Email: office@hhpoa940.org

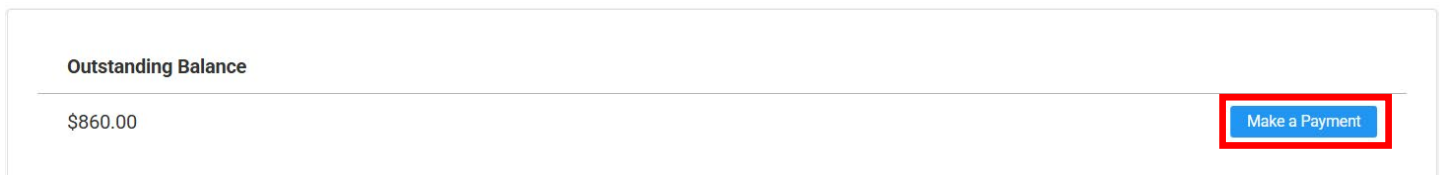
Website: www.hickoryhills940.com

TO PAY OR MAKE A PAYMENT VIA CREDIT CARD IN THE HH PORTAL

1. Log in to your portal account
 - a. <https://portal.hhpoa940.org/>
2. On the left side navigation
 - a. Go to Profile **[GREEN BOX]** → Payments **[RED BOX]**



3. Your outstanding balance will be displayed. Click on "Make a Payment" to proceed. **[RED BOX]**





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4. Your outstanding balance will be shown here. **[PURPLE BOX]**

Please input below information to add payment!

Adjustment(s)

Address	Initial Balance (\$)
1 Sunshine Drive	0

Fee #	Address	Type	Origin. Date	Due Date	Status	Amount (\$)	Late Fee (\$)	Total (\$)
FE101023	1 Sunshine Drive (House)	Annual Due	04/22/2025	04/22/2025 (Grace 30 days)	Unpaid	860	0	860

TOTAL BALANCE (\$): 860

Card number MM/YY CVV

Verify Card

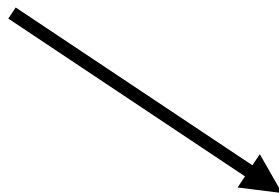
Amount (\$)	
Convenience Fee (3.5%)	
Total (\$)	

Make a Payment

5. Enter your credit card details, then click the "Verify Card" button to continue.

Card number MM/YY CVV

Verify Card



a. If your card information is correct, you will see a message confirming it has been verified.

Card Verified!

Card number MM/YY CVV

Verified



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6. You can pay the full balance or enter a partial amount. Just type in the amount you wish to pay, and the system will calculate the remaining balance automatically.

Amount (\$)	<input type="text"/>
Convenience Fee (3.5%)	<input type="text"/>
Transaction Fee (+30¢)	0.30
Total (\$)	<input type="text"/>

Make a Payment

- a. You will see the total amount to be charged. **[ORANGE BOX]** When you're ready, click the "Make a Payment" button. **[RED BOX]**

Amount (\$)	860
Convenience Fee (3.5%)	30.10
Transaction Fee (+30¢)	0.30
Total (\$)	890.40

Make a Payment



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- If your payment is successful, a green box will appear with the message "Payment completed successfully!" To view or print your receipt, just click the "Print Receipt" button. **[RED BOX]**

The screenshot shows a web interface for payments. At the top, it displays 'Payments' with a balance of '\$0.00' and a 'Good' status. A green notification bar at the top says 'Payment completed successfully!'. Below this, a table lists payment details:

Payment #	Address	Amount	Created On	Type	Status	Quick Book	Created By
P100403	1 Sunshine Drive	\$860.00	04/22/2025 02:41:28 PM	Credit Card	Valid		Chris Reppert

A red box highlights the 'Print Receipt' button in the bottom right corner of the table.

- When your receipt opens, you can download it to save or print. A copy will also be stored in the system for future access.

PAYMENT RECEIPT

PAYMENT #	P100428
USER	Chris Reppert
ADDRESS	1 Sunshine Drive
TYPE	CreditCard
STATUS	Valid
CARD TYPE	VISA
CARD # (LAST 4 DIGITS)	1111
AMOUNT	\$860.00
CONVENIENCE FEE	\$30.10
TRANSACTION FEE	\$0.30
TOTAL	\$890.40
PAYMENT ON	04/20/2025 12:02 PM
RECEIPT PRINTED ON	04/22/2025 12:02 PM

CONGRATS ON PAYMENT!
THANK YOU FOR USING THE HH PORTAL CREDIT CARD SYSTEM.