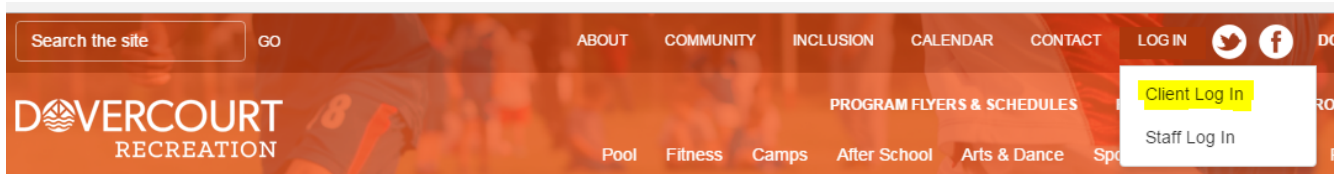


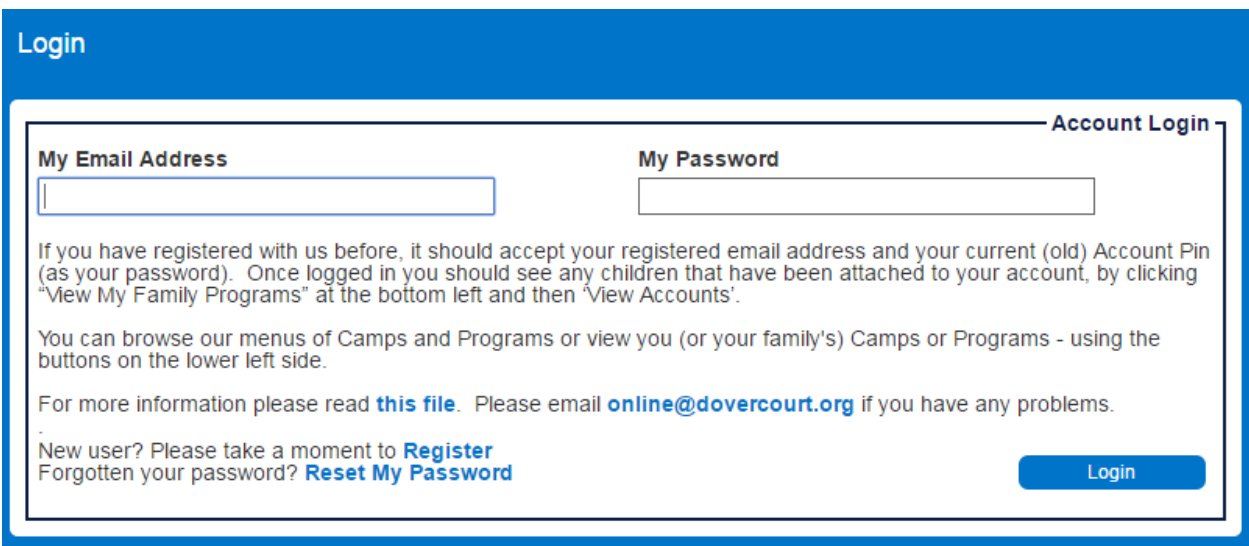
Dovercourt clients: Get your Statements Online

How to view your statements online

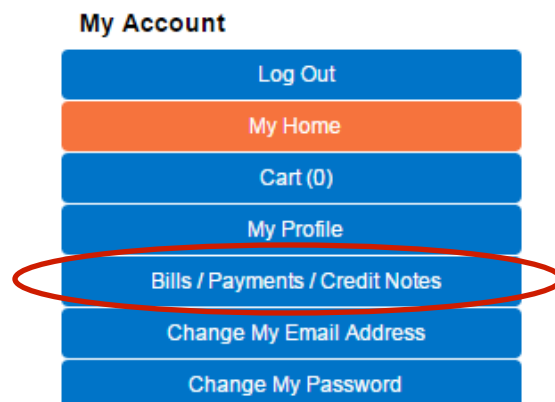
- 1) Visit our website: www.dovercourt.org
- 2) Click Log In at upper right, and Log in as a Client



- 3) Enter email address and password or register if not used online services before

A screenshot of the Dovercourt Recreation website login page. The page has a blue header with the word 'Login' in white. Below the header is a white box with a blue border containing the login form. The form has two input fields: 'My Email Address' and 'My Password'. Below the input fields is a paragraph of text: 'If you have registered with us before, it should accept your registered email address and your current (old) Account Pin (as your password). Once logged in you should see any children that have been attached to your account, by clicking "View My Family Programs" at the bottom left and then "View Accounts".' Below this text is another paragraph: 'You can browse our menus of Camps and Programs or view you (or your family's) Camps or Programs - using the buttons on the lower left side.' Below that is a paragraph: 'For more information please read [this file](#). Please email online@dovercourt.org if you have any problems.' Below that is a paragraph: 'New user? Please take a moment to [Register](#)
Forgotten your password? [Reset My Password](#)'. At the bottom right of the form is a blue button labeled 'Login'.

- 4) Once registered or logged in, navigate to *Bills/Payments/Credit Notes* under **My Account** on the left hand side of the screen



- 5) Navigate to the Statement tab and enter the dates from and to that you would like the transactions to show for (not selecting dates just shows everything)

Bills And Payments

Here you can view your outstanding bills as well as any passes or credit notes attributed to you.

Bills
Passes
Credit Notes
Statement

Date From:

Date To:

Clear
Build Detailed Statement
Search

- 6) A list of transactions between the selected dates will then show. You can click include to see this on the statement or untick it if it is not of any interest.

Date From:

Date To:

Clear
Build Detailed Statement
Search

Purchases

Sale Date	Member	Item	Dates	Sess.	Charge	Due	Include
20 Oct 16	DRCT6646	Sports Course: Health and Wellness: Gold Aquafit. From: 03 Nov 2016 11:15. To: 15 Dec 2016 11:15	3 Nov 16 - 3 Nov 16	7	24.30	0.00	<input checked="" type="checkbox"/>
22 Nov 16	DRCT6646	Sports Course: Health and Wellness: Hooping All Levels. From: 15 Jan 2017 11:15. To: 09 Apr 2017 11:15	15 Jan 17 - 15 Jan 17	13	218.09	0.00	<input checked="" type="checkbox"/>
22 Nov 16	DRCT6646	Sports Course: Health and Wellness: Babywearing Ballet. From: 25 Jan 2017 13:15. To: 08 Mar 2017 13:15	25 Jan 17 - 25 Jan 17	7	99.00	0.00	<input checked="" type="checkbox"/>

- 7) Once the items of interest have been ticked as included, hit the Build Detailed Statement button and this will generate a customized statement based on the dates selected and the transactions included. It gives a breakdown of tax paid here too

Miss Becky Coleman
411, DOVERCOURT

OTTAWA
Ontario
K2A 0S9

Purchases

Sale Date	Member	Paid By	Item	Dates	Sess.	Charge	Due	Tax
20 Oct 16	DRCT6646	021935	Sports Course: Health and Wellness: Gold Aquafit. From: 03 Nov 2016 11:15. To: 15 Dec 2016 11:15	3 Nov 16 - 15 Dec 16	7	24.30	0.00	2.80
22 Nov 16	DRCT6646	DRCT6646	Sports Course: Health and Wellness: Babywearing Ballet. From: 25 Jan 2017 13:15. To: 08 Mar 2017 13:15	25 Jan 17 - 8 Mar 17	7	99.00	0.00	11.39

Tax Breakdown

Tax Scheme	Rate Name	Rate	Amount
HST	Standard	13%	14.19

Payments

Media Type	Payment Location	Amount
Cash	Dovercourt RC	24.30
ACCOUNT	Dovercourt RC	99.00

Credit Notes

Reason	Original	Balance	Expiry
Customer Complaint	1.00	1.00	