



Member Resource Guide: Membership Statements

A brief overview of the functionality offered within the
The Clubs at St. James Plantation member website

REGISTRATION AND LOGGING IN **3**

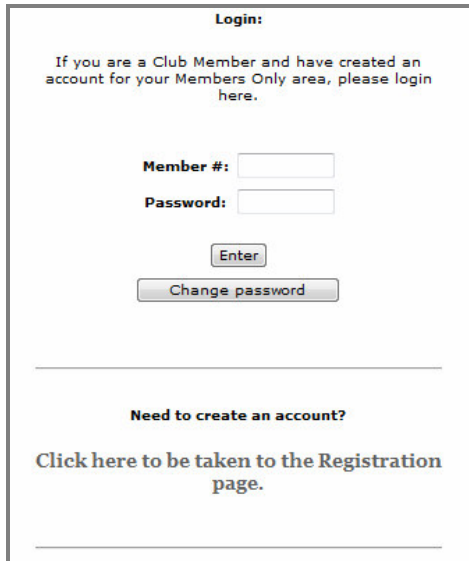
ONLINE MEMBER STATEMENTS **4**

Registration and Logging In

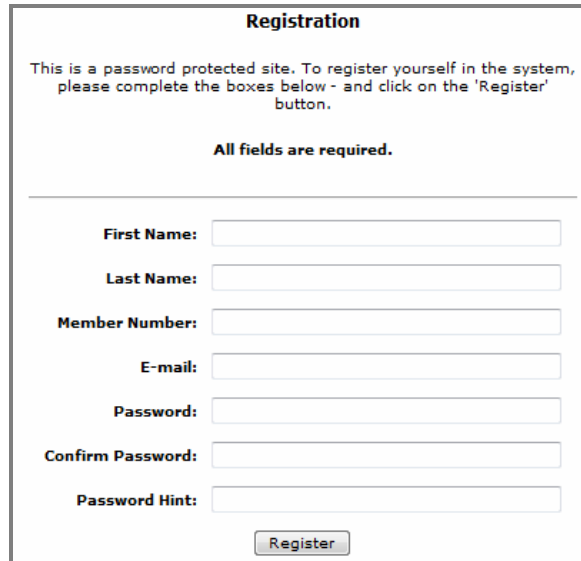
If this is your first time logging in, you must first activate your account by registering on the Member Statements tab, which is located on the Clubs website.

Account Registration

To register your account, click on the 'Click here to be taken to the Registration page' link and fill out the following fields.



Click "Click here to be taken to the Registration Page"



Fill out the following fields. All fields are required.

Before clicking the 'Register' button, be sure to check with your last member statement for your proper member number and last name spelling; if not entered correctly it will not allow you to register. You will then receive a confirmation message that you are now able to log onto Clubhouse Online. If the information you have entered is not correct, or is left blank, an error will appear. If you continue experiencing this problem, please contact the Accounting Office via email at accounting@theclubsatstjames.com.

Logging into your Club Website

Enter your member number (the same number that appears on your statement), and enter the password you've created in the registration process. When finished, click on 'Enter'.

Logging off your Club Website

It is strongly recommended to logout of the website when you are finished. Once logged into the website, the login button will change to 'Logout'. This button will end your session and return you back to the login page.

Online Member Statements

You can now access your billing information online. The Member Statement section enables you to view your existing account information. You can view past invoices and even view a copy of your invoice or club chit.

To view your statement, simply click on the 'Member Statements' menu tab once logged in to the club website.

Member Name Stephen J


Click on the Reference to view and print your Receipt.

Date	Reference	Description	Amount	Serv. Charge	Taxes	Total
<i>Balance Forward</i>						\$6,374.60
7/02/2008	03000272	Grille Room	\$19.40	\$2.91	\$1.59	\$23.90
7/02/2008	10001249	Golf Pro Shop	\$122.00	\$0.00	\$9.30	\$131.30

Min. To Spend	Spent To Date	Balance	Starting	Ending
	\$0.00	\$0.00		

Balance Due **\$6,529.80**

Current	30 Days	60 Days	90 Days	Over 120
\$155.20	\$184.36	\$311.85	\$278.81	\$5,599.58

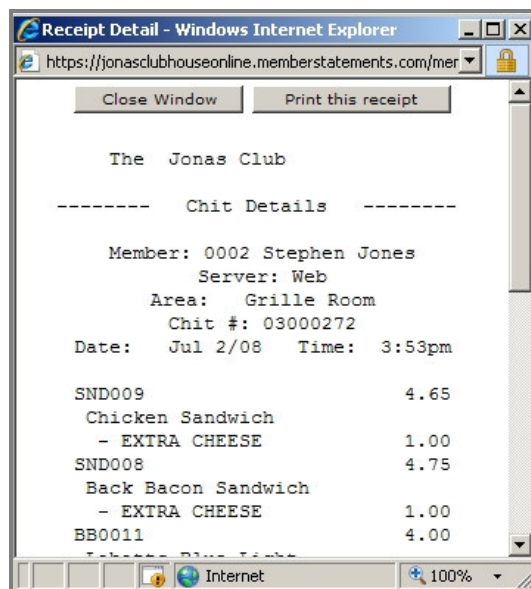
Your purchases for the previous month will be loaded by default and will show the purchases from the beginning of the month to the date of the most recent update.

To obtain a list of your previous statements, click on the drop-down list box and click on the desired month. You can obtain statements up to one year back from your current month's statement.

STATEMENT PERIOD

7/31/2008 - - UnBilled	▼
7/31/2008 - - UnBilled	
6/30/2008 - - Current	
5/31/2008 - - Statements	
4/30/2008 - - Statements	
3/31/2008 - - Statements	
2/29/2008 - - Statements	
1/31/2008 - - Statements	
12/31/2007 - - Statements	
11/30/2007 - - Statements	
10/31/2007 - - Statements	
9/30/2007 - - Statements	
8/31/2007 - - Statements	

By clicking on the reference number, you can also view a copy of your invoice or club Chit.



A/R Aging

The Accounts Receivable (AR) box will display a history of your balance what you currently owe the club. The aging is broken down into five (5) separate categories; **Current, 30 Days, 60 Days, 90 Days, Over 120 Days**. You can view any outstanding balances due within these five separate time frames. Since the statement date is from the first to the end of the month, the 'Current' value will be your current statement balance, and 30 Days will be your previous month balance as of the end of the current month (hence at the end of this current month or statement period, your previous statement will be 30 days overdue).

Additional Options



You can also print out your statement by clicking on the 'Printer Friendly' link on the bottom right of your member statement page. Once clicked, you will be provided with a printer friendly version of your member statement. Simply select the print icon from your browser or click on 'File' and then select 'Print' from your browser window.

In addition, if you have any questions or concerns regarding your Online Member Statement, you can send an e-mail to the club's accounting department. Simply click on the 'E-mail Accounting' link right beside the 'Printer Friendly' icon.