Logging Into New Sandy Pines Member Payment System

1. **Go to Sandy Pines website**
2. **Click On Member Portal**

3. **Enter Username and Password – THERE SHOULD BE NO CHANGES TO THIS LOGIN; Enter as you previously have done**

4. Click on LINKS

SANDY PINES
RECREATIONAL COMMUNITY
READY, SET, RELAX.

My Info | Guests | Memberships | Maintenance | Permits | Meter Readings | Renewals | Links

MY INFO

You can make changes to the fields below.
Please click 'Save Changes' when completed.

5. Click on MAKE A PAYMENT

SANDY PINES
RECREATIONAL COMMUNITY
READY, SET, RELAX.

My Info | Guests | Memberships | Maintenance | Permits | Meter Readings | Renewals | Links

EXTERNAL LINKS

All links will open in a new window

Make a Payment
Make a Reservation

6. Login to new payment system following the instructions on the LEFT
  - **Primary Email Address = Primary Member or Main email on Sandy Pines Site/Account Profile**

LOGIN INFORMATION

- Enter your Primary Email Address (as per your member account)
- Enter your temporary password, which is your last name in lower case.
  Example:
  Member Name: Bob Johnson
  Email Address: abc@xyz.com
  Password: johnson

Once you log in, please update your password by following the on-screen instructions.

WELCOME!

MEMBER LOGIN

Email Address *

Password *

☐ Remember Me

Sign In

Forgot Password

7. CLOSE OUT Credit Card Fee Statement by clicking the X in the upper Right Corner

There will be a 3% fee applied to payments made via credit card.
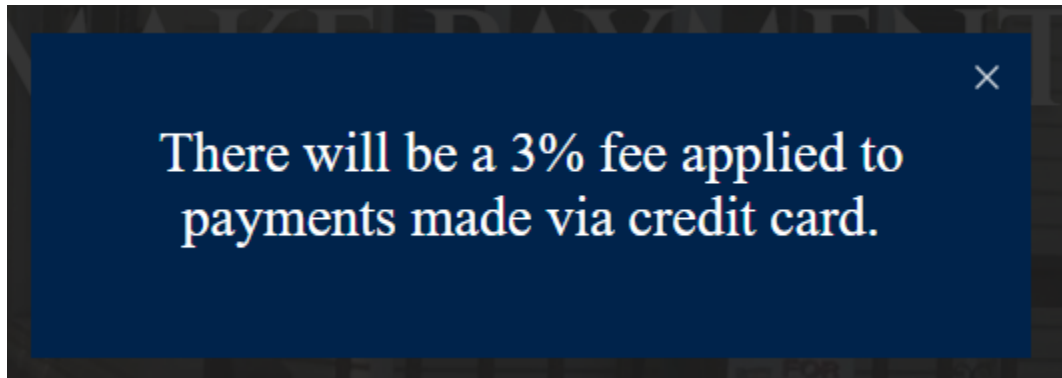
8. Scroll down to RECEIVABLE TYPE from the Dropdown Menu to select the payment you would like to make: Member Charge or Dues and Assessments. This is a NEW ADDED feature allowing you to select where you would like to apply your payment.
- **Member Charge = Charges on your Member Site**
  - i. **Annual Renewals**
  - ii. **Golf**
  - iii. **Food**
  - iv. **Store Items**
- **Dues and Assessments = Specific to Dues and Assessments On your Account**

There will be a 3% fee applied to payments made via credit card.

Receivable Type

Member Charge

Member Charge

Dues and Assessments

Make Payment

Last Statement Balance

9. Select Type and Amount to be paid under PAYMENT AMOUNT

There will be a 3% fee applied to payments made via credit card.

Receivable Type

Dues and Assessments ▼

Payment Summary - Your Account as of : 10/06/2025

Make Payment

Receivable Type	Last Statement Date	Last Statement Balance Due	Recent Payments	Last Payment Date	Current Amount Due	Payment Amount
Dues and Assessments	09/30/2025	$2,546.00	($24.00)	10/03/2025	$2,522.00	1.00
Total Payment Amount						$1.00

10. Select Payment Option, Create Payment Information and/or Opt In for autopayment via credit / debit card.

Please select Payment Option

Create New

Create new Credit Card

CREDIT CARD

Please select Payment Option

Create new Credit Card ▼

Card Type: *

American Express ▼

☐ Use for Reccurring Payment

Card Information

Card Number:*	
Expiry Date:*	▼ ▼
CVV: ?	

Customer Information

Customer Title:	
First Name:	
Middle Name:	
Last Name:	
Company Name:	
Address One:	

Terms & Services

Please select Payment Option

VISA - 1234 / 03/33 ⌄

Security Code: *

123

📷 Make Payment

11. Click Make Payment *ABOVE* Payment Amount or *BELOW* the Security Code

Receivable Type

Dues and Assessments ⌄

Payment Summary - Your Account as of : 10/06/2025   📷 Make Payment

Receivable Type	Last Statement Date	Last Statement Balance Due	Recent Payments	Last Payment Date	Current Amount Due	Payment Amount
Dues and Assessments	09/30/2025	$2,546.00	($24.00)	10/03/2025	$2,522.00	1.00
Total Payment Amount						$1.00

12. APPROVE Payment

Approve Payment ✕

Payment Details

Pay to:	Sandy Pines Wilderness Trails, Inc.
Pay from:	Visa - '
Payment date:	10/06/2025
Due date:	10/31/2025
Dues and Assessments:	$1.00
Total Payment amount:	**$1.00**

I, the cardholder for the credit/debit card above authorize the club to debit my credit/debit card for the amount below. I understand that this is a one time authorization and must be completed each time I make a payment.

📷 Approve   **← Cancel**

13. Receive Payment Confirmation

There will be a 3% fee applied to payments made via credit card.

Thank you for your payment with Merchant Reference Code: MRC-19-138

Receivable Type

Dues and Assessments ⌄

Payment Summary - Your Account as of : 10/06/2025   **📷 Make Payment**

Receivable Type	Last Statement Date	Last Statement Balance Due	Recent Payments	Last Payment Date	Current Amount Due	Payment Amount
Dues and Assessments	09/30/2025	$2,546.00	($25.00)	10/06/2025	$2,521.00	2521.00
Total Payment Amount						$2,521.00

14. Return to Menu for other features – Click on BLACK BOX Upper Right Hand Corner next to Member Logout

📞 (616) 896-8315 ✉ MemberService@SandyPines.com **MEMBER LOGOUT** ☰

SANDY PINES
RECREATIONAL COMMUNITY

MAKE PAYMENT
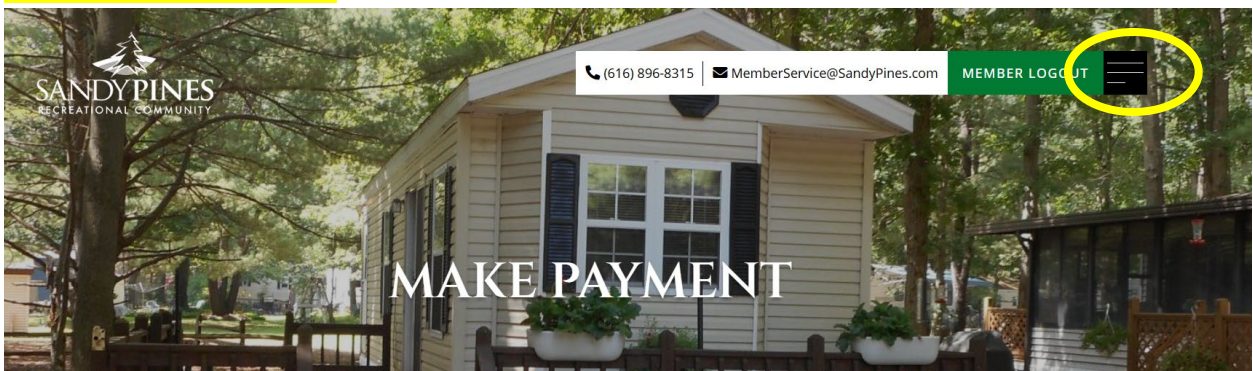
15. My Profile – Updates your Member Profile Information

Home

My Profile

Statements

Recent Charges

Make Payment

My Reservations

Tee Time
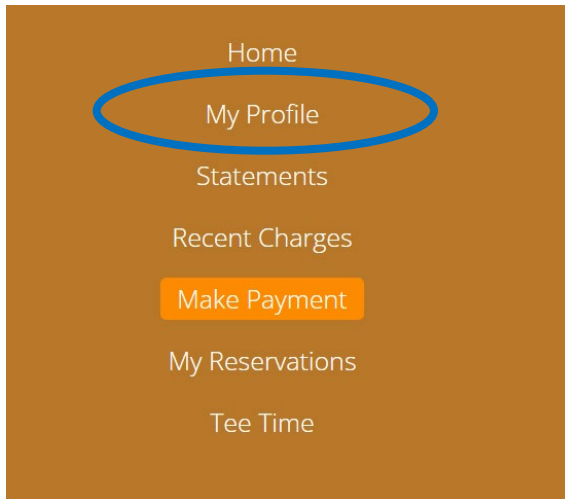
EDIT YOUR PROFILE, ADDRESSES and PASSWORD

MY PROFILE

☑ Edit

Smith, John

Johnsmith@gmail.com

Member Number	0123 – MA000100
Member Since	
Member Type	SPWT Membership
Member Status	✔ Active

Contact Information

| Cell Phone # | 616-867-5309 |
| E-mail (Secondary) | Johnsmith@gmail.com |

Addresses

ADDRESSES

+ Add New

Home

📍 Address :   123 Scenic Dr. Grand Rapids, Mi. 49505

☑ Edit

CHANGE PASSWORD

Your New Password must be a minimum of Six Characters. Its recommended to use One UPPERCASE Letter, LOWERCASE Letter & Number.
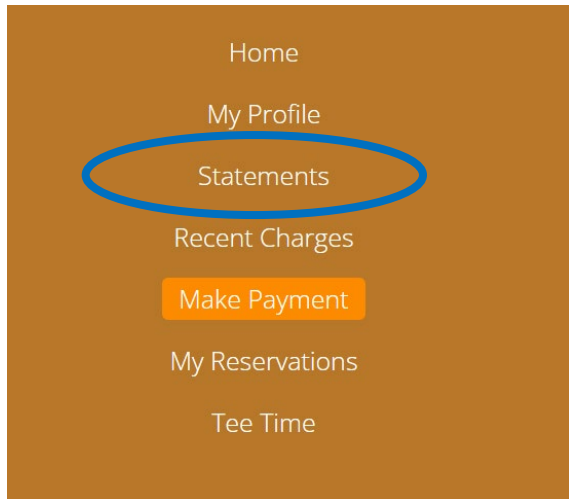
Current Password *	👁
New Password *	👁
Retype New Password *	👁

🖫 Update   ⟲ Reset

16. Check or Print Your Member Statement, Check Account Aging or Make a Payment

Home

My Profile

Statements

Recent Charges

Make Payment

My Reservations

Tee Time

Receivable Type

Dues and Assessments

Member Charge

Dues and Assessments

📷 Make Payment

🖶 Print Statement

Statement Date	Due Upon Receipt	Balance Due
09/30/2025	10/31/2025	$2,858.33

Date	Trans/Ref	Description	Svc	Surcharge	Total
		Balance Forward			$174.38
08/30	30	Balance Transfer			$174.38
09/30		Balance Transfer			$137.95
09/30		Balance Transfer			$2,500.00
Balance Due					**$2,858.33**

Account Aging

Current	Over 30	Over 60	Over 90	Over 120
$2,683.95	$174.38	$0.00	$0.00	$0.00

17. Recent Charges

Home

My Profile

Statements

Recent Charges

Make Payment

My Reservations

Tee Time
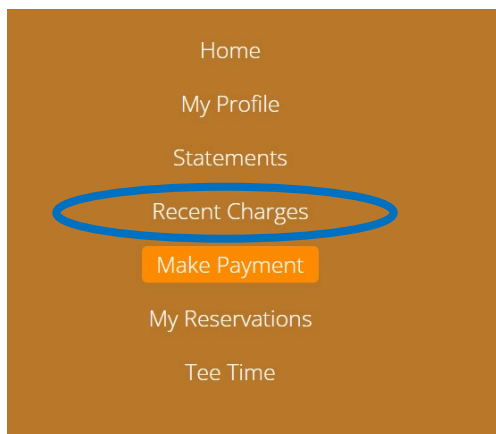
- **You can review your Balance**
- **You can review Transactions by Receivable Type (Dues or Member Charges)**
- **Confirm Billing Address (Update in your Profile if Incorrect)**
- **Make a Payment**

Receivable Type

All Receivables

Make Payment

Billing Address

Smith, John

123 Scenic Dr. Grand Rapids, Mi. 49505

Transaction Summary

Last Statement Balance as of 09/30/2025			$2,858.33

Date	Transaction #	Description	Amount

Member Charge

Payments			−
10/02	63 📄	Credit Card Accepted. Thank You.	($1.00)
10/03	4154 📄	Credit Card Accepted. Thank You.	($1.00)
10/08	4457 📄	Credit Card Accepted. Thank You.	($175.00)

Dues and Assessments

Payments			−
10/01	6 📄	Credit Card Accepted. Thank You.	($20.00)
10/02	46 📄	Credit Card Accepted. Thank You.	($1.00)
10/02	54 📄	Credit Card Accepted. Thank You.	($1.00)
10/02	62 📄	Credit Card Accepted. Thank You.	($1.00)
10/03	4095 📄	Credit Card Accepted. Thank You.	($1.00)
10/06	4297 📄	Credit Card Accepted. Thank You.	($1.00)

Total Recent Payments	($202.00)
Current Amount Due	$2,656.33
Current Balance As Of Today	$2,656.33

18. My Reservations and Tee Times

Set Up a Tee Time and Review Your reserved Tee Times and Events

Home

My Profile

Statements

Recent Charges

Make Payment

My Reservations

Tee Time