BOCA WEST
COUNTRY CLUB

ONLINE BILL PAY

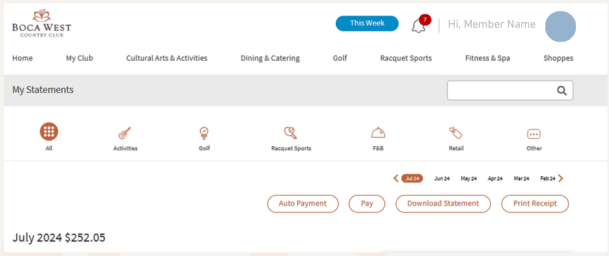
If you need assistance, please email
accounting@bocawestcc.org or communications@bocawestcc.org
Updated December 15, 2025

ONLINE BILL PAY

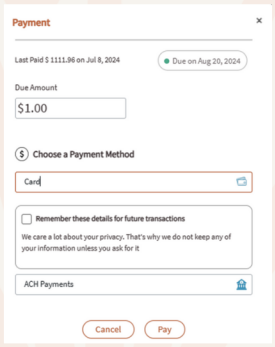
BOCA WEST COUNTRY CLUB

How To: Pay with Credit Card on the Website

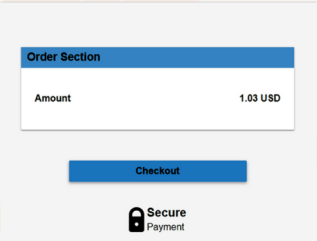
1. Sign into your account
2. Click on your Profile Picture, a drop down menu will appear
3. Go to “My Statements”
4. Click on “Pay”



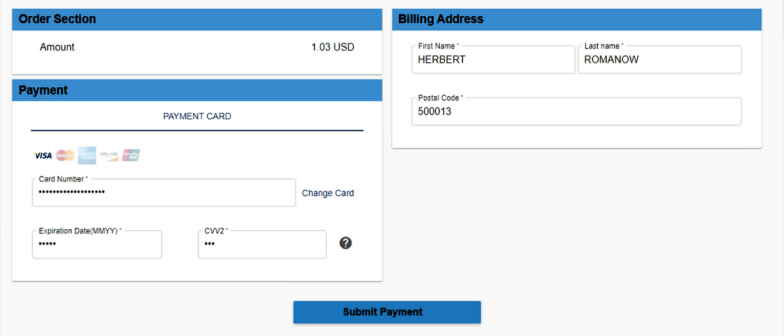
5. Enter the amount and select “Card” as type of payment
6. Click “Pay”



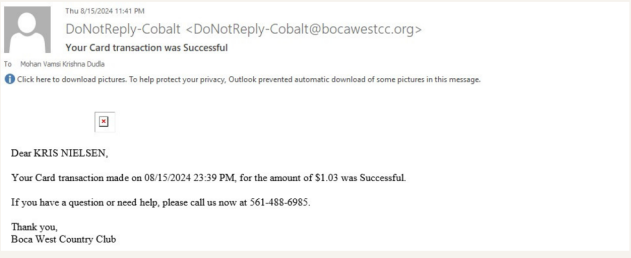
7. After clicking Pay, it will lead you to this screen. The amount shown includes the service fee.



8. After clicking “Checkout”, you must enter the card details and click “Submit Payment”.



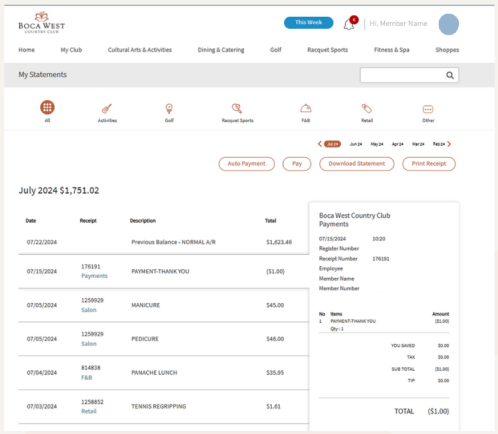
10. You will receive a confirmation email when the payment is submitted.



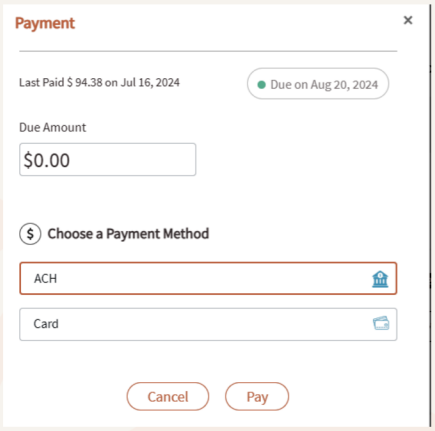
ONLINE BILL PAY

BOCA WEST COUNTRY CLUB

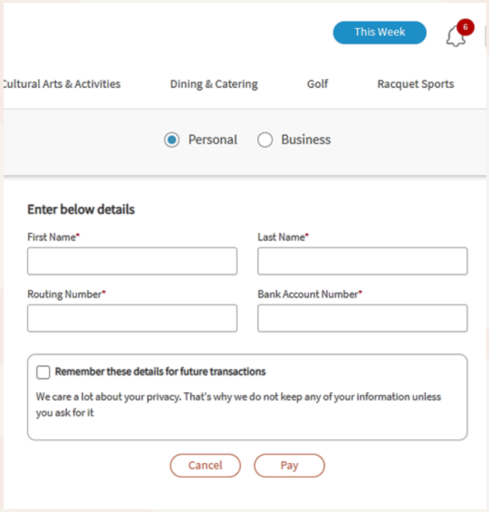
How To: Pay with ACH on the Website



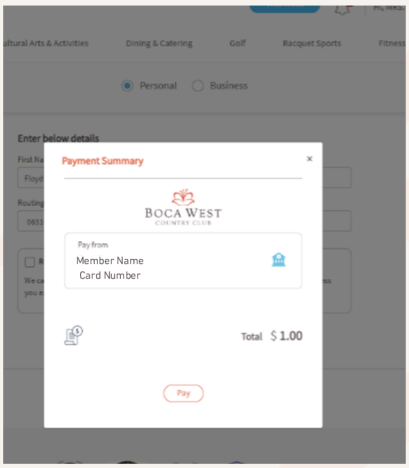
1. Sign into your account and go to “My Statements” Click on “Pay”



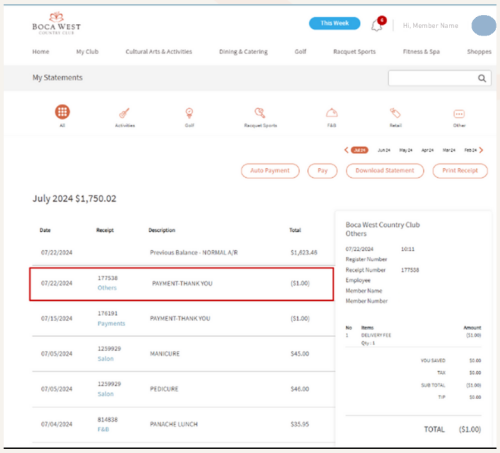
2. Enter the amount you wish to pay and select “ACH” as your Payment Method.
By clicking on the Pay Button, you will be navigated to the detail’s entry screen.



3. Enter the details and click “Pay”



4. Entered amount and Bank Account # will be displayed, upon clicking “Pay”, payment will be initiated



5. After completing payment, receipt will be generated.

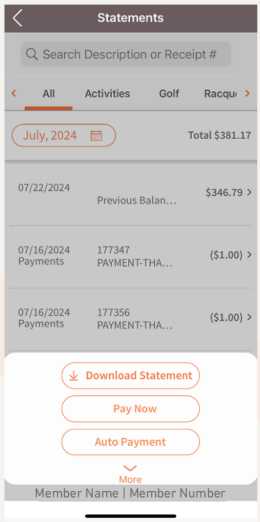


6. You will receive a confirmation email when the payment is submitted.

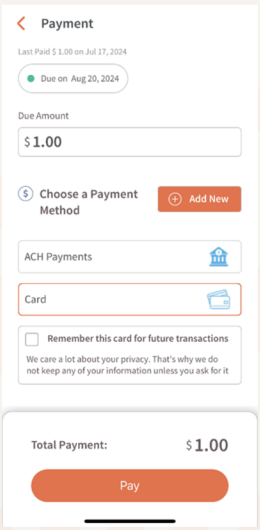
ONLINE BILL PAY

BOCA WEST
COUNTRY CLUB

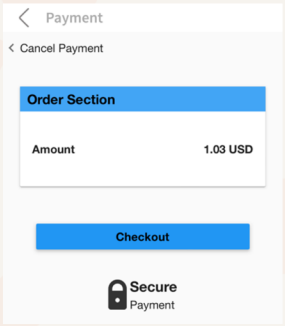
How To: Pay with Credit Card via Mobile Device



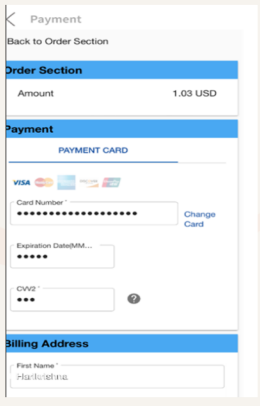
1. From the Home Screen, click on “Statements”
2. By clicking on the accordion button, a Pay button will show
3. By clicking on the Pay button, you will be navigated to the next screen



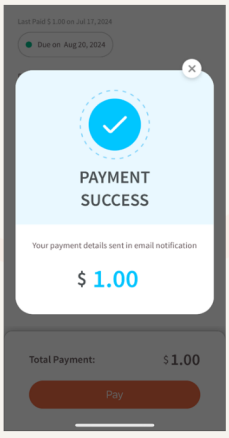
4. Enter the amount to pay and select the payment method as Card Payment and click the Pay button



5. By clicking the Pay button, you will be brought to the Elavon payment screen
6. The screen will show the amount including the service fee
7. Click Check out to go to the next screen



8. Enter card details and click pay, the payment will be initiated

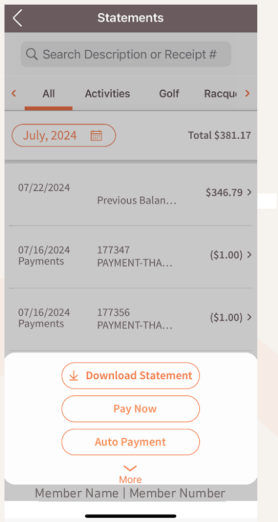


9. Once completed, Payment Success will show on the screen

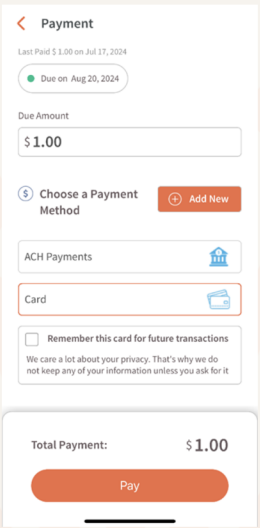
ONLINE BILL PAY

BOCA WEST
COUNTRY CLUB

How To: Pay with ACH via Mobile Device



1. From the Home Screen, click on “Statements”
2. By clicking on the accordion button, a Pay button will show
3. By clicking on the Pay button, you will be navigated to the next screen



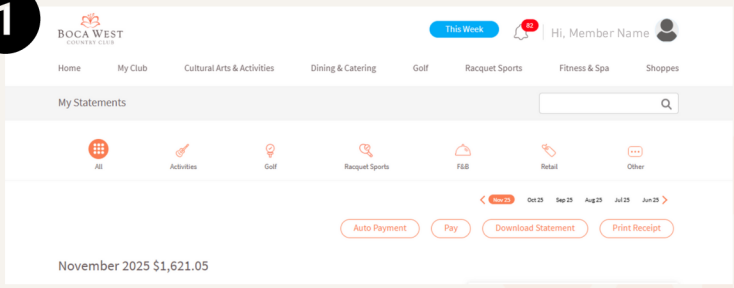
4. Enter the amount to pay and select the payment method as ACH and click the Pay button

ONLINE BILL PAY

BOCA WEST COUNTRY CLUB

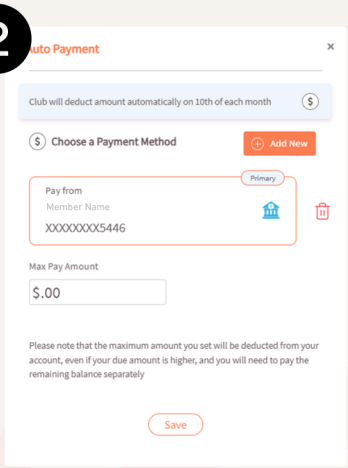
Auto Pay Setup Screen - Member Website

1



Click on **Auto Payment** button to setup the Account Details.

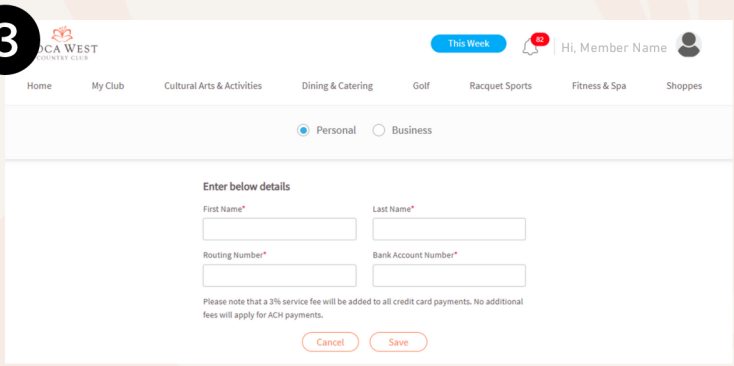
2



Screen will open this popup and click on “Add New” button to proceed for account details.

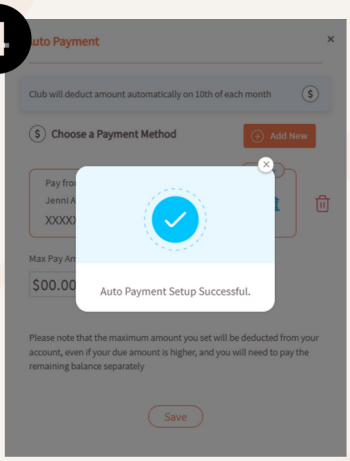
*If you already opted for automatic ACH payment in past, then your details will show here.

3



Enter the bank account details and click on Save

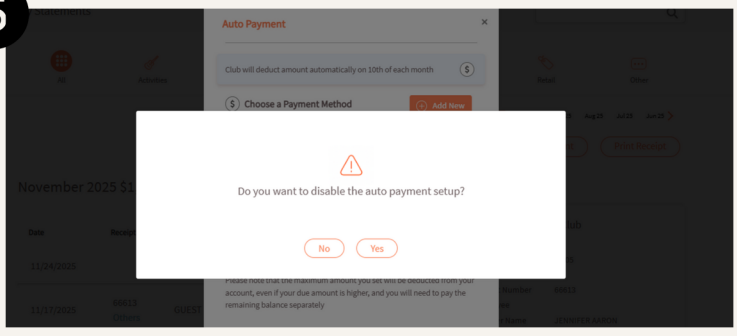
4



After entering the account details, click on Save.

Upon saving Auto Payment Setup Successful prompt will show. You all set ! Close the popup.

5



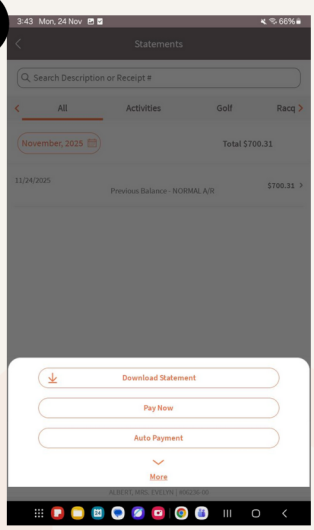
- To disable Auto Payment, click the **Auto Payment** button.
- When the Auto Payment window opens, select your saved payment record.
- A prompt will appear, click Yes, then close the window.

ONLINE BILL PAY

BOCA WEST COUNTRY CLUB

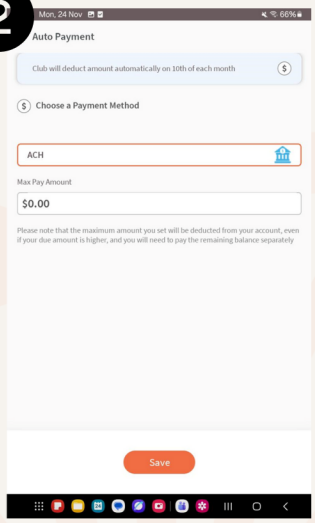
Auto Pay Setup Screen - Android Device

1



Click on **More** in Statements screen to see the **Auto Payment** option and click on it to setup the Account Details.

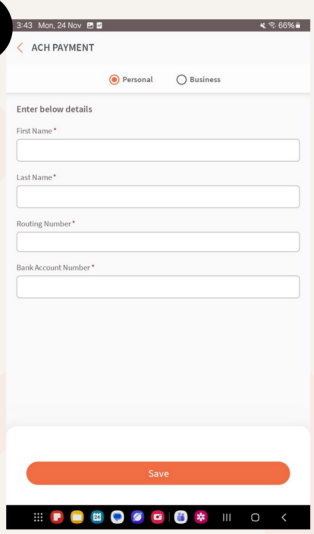
2



Screen will navigate to Auto Payment Setup screen and select payment method to add bank account details.

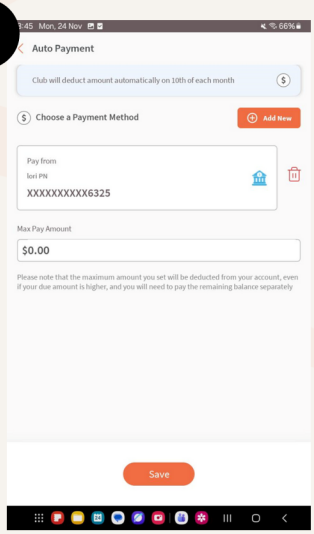
*If you already opted for automatic ACH payment in past, then your details will show here.

3



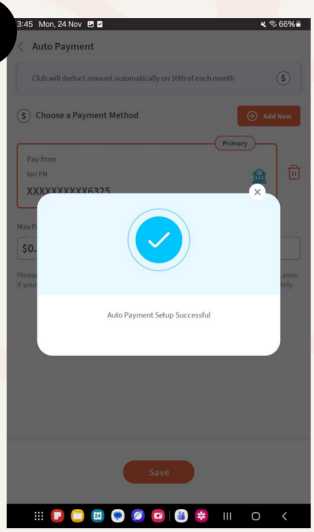
Enter the bank account details and click on Save

4



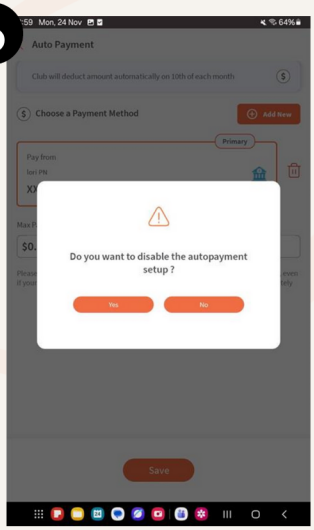
Select the record and click on Save button.

5



Upon saving Auto Payment Setup Successful prompt will show. You all set ! Close the popup.

6



•Click on More in Statements screen to see the **Auto Payment** option and click on it.

•When the Auto Payment screen opens, select your saved payment record.

•A prompt will appear, click **Yes**, then close the window.

*If the word **Primary** is not shown on your saved payment record, it means Auto Payment is not enabled.

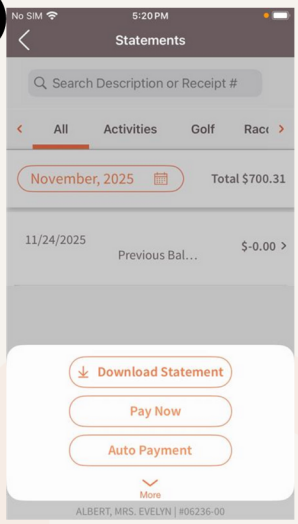
*You can also choose to delete the existing saved payment record if needed.

ONLINE BILL PAY

BOCA WEST COUNTRY CLUB

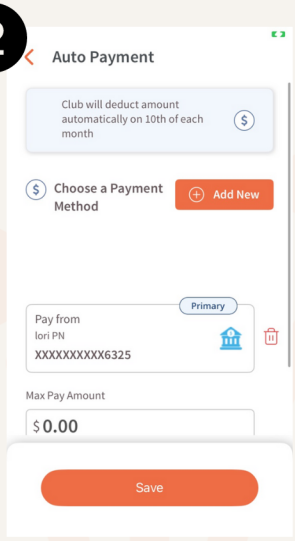
Auto Pay Setup Screen - Apple Device

1



Click on **More** in Statements screen to see the **Auto Payment** option and click on it to setup the Account Details.

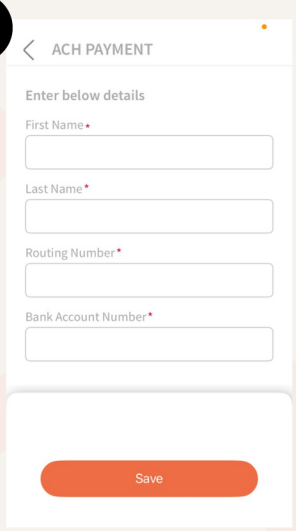
2



Screen will navigate to Auto Payment Setup screen and select payment method to add bank account details.

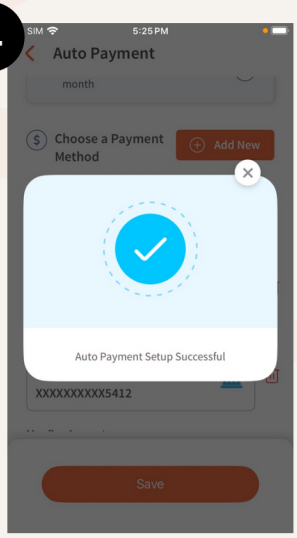
*If you already opted for automatic ACH payment in past, then your details will show here.

3



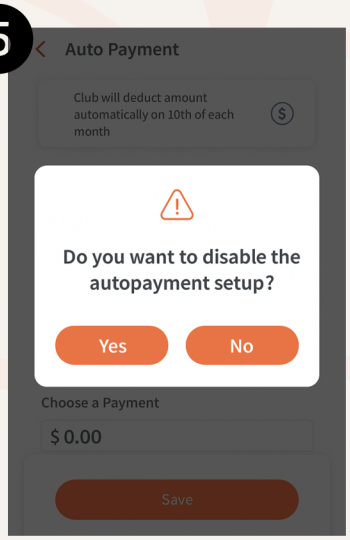
Enter the bank account details and click on Save

4



Select the payment record and click on Save button.

5



- Click on More in Statements screen to see the **Auto Payment** option and click on it.
- When the Auto Payment screen opens, select your saved payment record.
- A prompt will appear, click **Yes**, then close the window.

*If the word **Primary** is not shown on your saved payment record, it means Auto Payment is not enabled.

*You can also choose to delete the existing saved payment record if needed.