

DYHA Members,

We were made aware of issues some have had with accidental overpayment when using the on-line payment system. This email will outline the mistake that is being made, and how to properly make payments online.

Most DYHA members have a balance of league dues on their accounts that may not necessarily be due now. Additional registrations resulting in new fees (i.e. a tournament registration fees) are independent of the league dues. Members do not have to pay 100% of all outstanding league fees in order to pay for additional registrations. Some have inadvertently paid both.

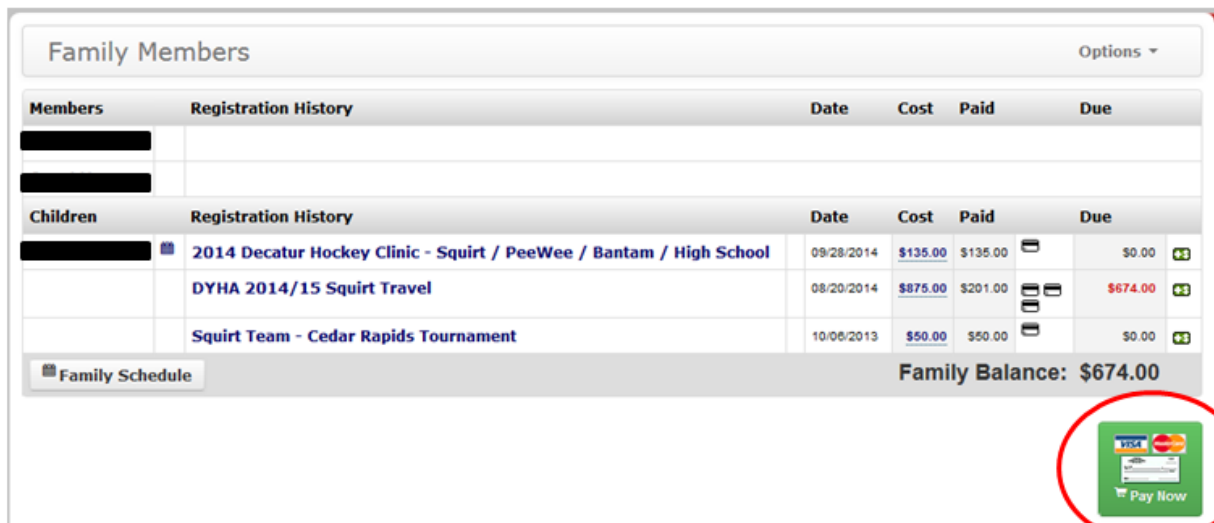
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### How to pay **ONLY** for additional registrations and **NOT** league fees:

Step 1 – Log In 

Step 2 – Click on EDIT MY ACCOUNT 

Step 3 – Your family’s account information will be displayed. To make a payment, click the green “PAY NOW” icon:



The screenshot shows a web interface for 'Family Members'. It includes a table with columns for 'Members', 'Registration History', 'Date', 'Cost', 'Paid', and 'Due'. Under the 'Children' section, there are three registration entries:

| Members    | Registration History  | Date       | Cost     | Paid     | Due      |
|------------|---|------------|----------|----------|----------|
| [Redacted] |   |            |          |          |          |
| [Redacted] |   |            |          |          |          |
| Children   |   | Date       | Cost     | Paid     | Due      |
| [Redacted] | 2014 Decatur Hockey Clinic - Squirt / PeeWee / Bantam / High School | 09/28/2014 | \$135.00 | \$135.00 | \$0.00   |
| [Redacted] | DYHA 2014/15 Squirt Travel  | 08/20/2014 | \$875.00 | \$201.00 | \$674.00 |
| [Redacted] | Squirt Team - Cedar Rapids Tournament                               | 10/06/2013 | \$50.00  | \$50.00  | \$0.00   |

At the bottom right of the table, the text 'Family Balance: \$674.00' is displayed. A green 'Pay Now' button with a credit card icon is circled in red.

Step 4 – The Payment Information screen will now be displayed. In the example below, there is only one item with an outstanding balance. If there were multiple items, they would be listed. ***The payment information screen will default to full payment of every item. If you do not recalculate a different***

**amount you will pay the full balance due.** If partial payment is allowed for an individual charge you are paying, you can do so by following these instructions (continued on next page):

1. Type the amount you want to apply in the "UNIT \$" box (labeled with a RED circle below.)
2. After you fill the amount in the UNIT \$ box, hit the TAB button on your keyboard. The RECALCULATE button (labeled with a GREEN circle below) will activate (turn from transparent to solid).
3. Click the RECALCULATE button.

| Qty. | Description                             | Unit \$ | Total                            |
|------|---|---------|----------------------------------|
| 1    | [REDACTED] - DYHA 2014/15 Squirt Travel | 674     | \$674.00                         |
|      |   |         | Subtotal: \$674.00               |
|      |   |         | Applicable IL Sales Tax: \$0.00  |
|      |   |         | <b>Total to Charge: \$674.00</b> |

Recalculate

Payment Information:  
Payment Type: Select

Trustwave Trusted Commerce Click to Validate  
ABOUT SSL CERTIFICATES

Submit Payment Cancel

4. After clicking RECALCULATE, the screen will change the TOTAL CHARGE from the default FULL balance to the new balance you entered. Below is how the screen would look if you changed the UNIT \$ to \$10.

| Qty. | Description                             | Unit \$ | Total                           |
|------|---|---------|---------------------------------|
| 1    | [REDACTED] - DYHA 2014/15 Squirt Travel | 10      | \$10.00                         |
|      |   |         | Subtotal: \$10.00               |
|      |   |         | Applicable IL Sales Tax: \$0.00 |
|      |   |         | <b>Total to Charge: \$10.00</b> |

Recalculate

Payment Information:  
Payment Type: Select

Trustwave Trusted Commerce Click to Validate  
ABOUT SSL CERTIFICATES

Submit Payment Cancel

5. Choose payment type from dropdown box, the click SUBMIT PAYMENT. The rest of the process is very straight forward.

Note – The online payment system will not allow you to completely zero out any single payment due item. For example, if your account has a balance for team dues (not immediately due) and another item for tournament dues (immediately due), you cannot type \$0 for team dues and recalculate. You have to put at least \$1 in the individual UNIT \$ boxes in order to process payment.

**IT IS YOUR RESPONSIBILITY TO DOUBLE CHECK THE “TOTAL TO CHARGE” AMOUNT PRIOR TO CLICKING “SUBMIT PAYMENT”.**

If you have any questions please ask via reply to this email.

Regards,

DYHA Board