

# DuesPayment Help

## How to set up a new account

1. Click the link for Duespayment
2. Under New Users click SETUP ACCOUNT
3. Enter property address (for fast results enter full address example: Street, City, State, Zip Code) click search
4. Under Property click Pay Dues for Spring Creek Association

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Spring Creek Association

401 Fairway Boulevard

Spring Creek, NV 89815

[Pay Dues](#)

5. Enter your information
  - a. Under Unit/Address enter your account number on your coupons or call the office
6. Save & Continue

## How to update card information

1. Log in account
2. Click Menu on the top right
3. Click My Account
4. Click Payment Accounts in the middle left of screen
5. Under Details click Edit on the card you wish to update
6. Change the date
7. Click save

## How to turn off/on reminder notifications

1. Log in account
2. Click Menu on the top right
3. Click Dues Reminders
4. Fill in the information for either Email or Text reminders
5. Click update settings