

DuesPayment Help

If you are unable to log into your new account email scaclerk@springcreeknv.org for assistance.

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

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 update auto pay information

1. Log in account
2. Click Auto pay at top of page
3. Click Edit
4. Change Dues amount
5. Take note of the autopay End Date on the left, update it to make it go through the end of the year
6. Click Update Fixed Autopay

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