

# How to Use UniPay

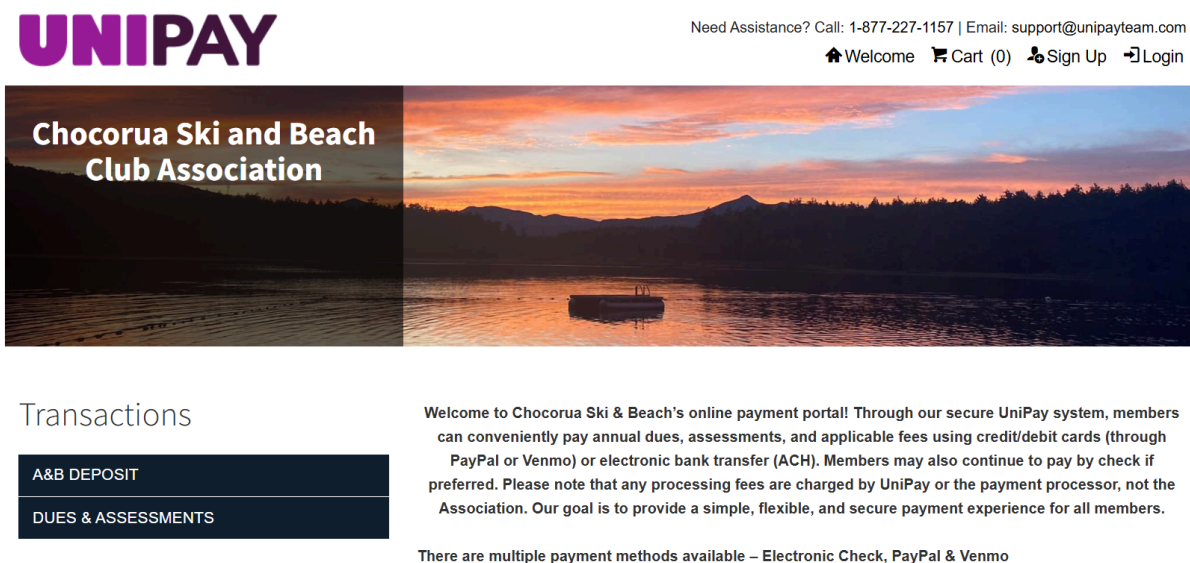
Below are simple instructions for making your annual dues or assessment payment through UniPay, our secure online payment service.

---

## Step 1: Open the CSB UniPay Payment Page

Click the link below or type it into your browser:

<https://unipaygold.unibank.com/CustomerInfo.aspx>



**UNIPAY**

Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

🏠 Welcome 🛒 Cart (0) 👤 Sign Up 🔑 Login

**Chocorua Ski and Beach Club Association**

Transactions

- A&B DEPOSIT
- DUES & ASSESSMENTS**

Welcome to Chocorua Ski & Beach's online payment portal! Through our secure UniPay system, members can conveniently pay annual dues, assessments, and applicable fees using credit/debit cards (through PayPal or Venmo) or electronic bank transfer (ACH). Members may also continue to pay by check if preferred. Please note that any processing fees are charged by UniPay or the payment processor, not the Association. Our goal is to provide a simple, flexible, and secure payment experience for all members.

There are multiple payment methods available – Electronic Check, PayPal & Venmo

## Step 2: Choose Your Payment Type

You will see two options:

- **A&B Deposit**
- **Dues & Assessments**

Click the **payment type** you want to complete.

---

## Step 3: Fill out the form

### Amount

Enter the total amount owed/being paid, including all fees. For assistance with calculating your fee, please use the fee calculator on our website:

<https://chocoruaskiandbeach.org/invoices-%26-dues>

### Then Enter Your Property Information

- **Your Name**
- **CSB Property Address or Lot Number**
- **Phone Number**
- **Email (for receipt)**
- **Comments**

Make sure information is correct — this ensures your payment is credited properly.

Click Add to Cart.

On the next screen confirm your payment, and click Checkout.

To make next year even faster, you can "**Create an Account**" on the UniPay site. This securely saves your account and payment info so you only have to choose your payment method next time! You also have the option of creating an account without saving payment information, or continuing as a guest without an account.

## Transactions

A&B DEPOSIT

DUES & ASSESSMENTS

## Dues & Assessments

### Total Payment Includes

Annual Dues \$28 | Annual Assessment \$433 | Special Assessment \$407 | Interest Fees Incurred | Payment Type Fees (Paypal, Venmo)

For assistance with calculating your fee, please use the fee calculator on our website: <https://chocoruaaskiandbeach.org/invoices-%26-dues>

\*Make sure to pay the combined total amount above, plus any fees & interests, or you will have an outstanding balance\*

Please provide your CS&B Address/Lot # Information below. You will be asked to provide your primary residence information on a future page (Billing Information).

Pay Amount\*

0.00

Full Name\*

CS&B Address/Lot #\*

Phone Number\*

555-555-5555

---

## Step 4: Billing Information

To ensure your payments are processed accurately and credited to the correct account, please provide your **full billing address** associated with your payment method.

### Why Billing Information is Required

It is important to provide your primary billing address rather than the **CSB property address** for the following reasons:

- **Security & Verification:** Financial institutions require the billing address on file to verify the transaction and prevent fraud.
- **Accuracy:** Using your primary mailing address ensures that any necessary receipts, statements, or financial correspondence reach you reliably.
- **Record Keeping:** This helps the board maintain clear, organized records that distinguish between physical property locations and the responsible party's contact information.

---

## Step 5: Select Your Payment Method

Payment Options

You have three payment options: **ACH, digital wallet (PayPal), or digital wallet (Venmo)**. Here is a breakdown of what each means:

- **ACH:** This is a direct bank-to-bank transfer. You provide your routing and account numbers to move funds securely from your bank account to ours.
- **Digital Wallet (PayPal):** This allows you to pay using your stored PayPal balance, linked bank account, or credit card through the PayPal app or website.
- **Digital Wallet (Venmo):** Similar to PayPal, this is a mobile-first option where you can send a payment quickly using your Venmo balance or linked accounts.

**Important:** Fees are charged by UniPay (the processor), **not CSB**. The Association does **not** receive any portion of these fees.

**Credit Card processing fees** are included in the calculator for you to include in your payment amount. Additionally, Unipay has a \$1 per transaction payment fee that will be applied automatically at this stage.

The screenshot displays the UniPay website interface. At the top left is the 'UNIPAY' logo. To the right, there is contact information: 'Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com' and navigation links: 'Welcome', 'Cart (1)', 'My Account', and 'Logout'. The main content is divided into two panels. The left panel, titled 'Cart', contains a table with the following data:

Description	Price	Qty	Total	Remove
Dues & Assessments	\$10.00	1	\$10.00	✖

Below the table, it shows 'Total: \$10.00' and an 'Add More Items' button. Underneath, it lists 'Accepted payment types: Check \$1.00, PayPal/Venmo \$1.00'. The right panel, titled 'Payment Information', prompts the user to 'Please select a payment option below. Please complete all fields marked with an asterisk (\*).' It offers two radio button options: 'Pay By Checking Account' and 'PayPal | venmo'. At the bottom of this panel are 'Back' and 'Proceed' buttons.

## Step 6: Review & Confirm

Before submitting, review:

- The payment amount
- The payment method
- The total including any processing fees or association interest fees

Click **Submit Payment** when ready.

---

## Step 7: Save Your Receipt

After payment processes, you will:

- See a **confirmation screen**
- Receive a **receipt by email**

Please keep this email for your records.  
(If you do not see it, check spam/junk.)

---

## Tips & Support

- If your bank blocks online ACH, call your bank and ask them to temporarily authorize *Municipal Payment Services / UniPay*.
- If you make a mistake entering the amount, do not submit — return to the previous screen and correct it.
- If you have questions or need assistance, email the board at: [chocoruasb@gmail.com](mailto:chocoruasb@gmail.com)