

Logging In To Abila To Pay Your Colorado Horse Council Membership Dues

The screenshot shows the login page with a navigation bar at the top containing 'Clubs Organizations', 'Upcoming Events', 'Resources', and 'Contact Us'. On the left is a sidebar with 'Home', 'Login', 'Slideshow', and 'Online Store'. The main content area is titled 'Login' and contains instructions: 'Please provide your e-mail address and password to login.' and 'If your login information is displayed below, then you are already logged in. If you are a visitor and not a registered user, please use the [New Visitor Registration](#) to register for the site.'

Primary E-Mail Address: ← Type your email address here...

Password: ← Type "Password1" here...

Remember Me ← Click "Sign in" button

[Forgot your Password?](#)

You will be forced to change your password the very first time you log in:

The screenshot shows the 'Change Password' page with the same navigation and sidebar as the login page. The main content area is titled 'Change Password' and contains instructions: 'Please change your password below.'

Old Password: ← Type "Password1" again here...

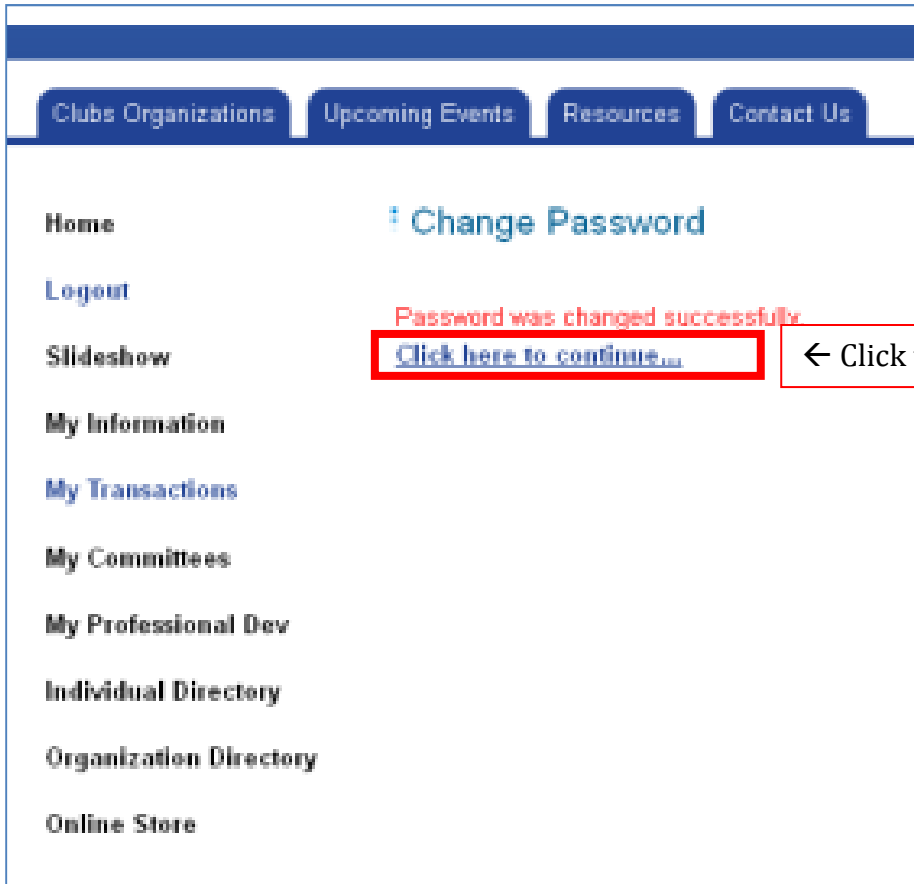
New Password has to be at least 6 characters long

New Password: ← Type a new, 6-character long password of your choosing here...

Confirm New Password: ← Then re-type your new password here...

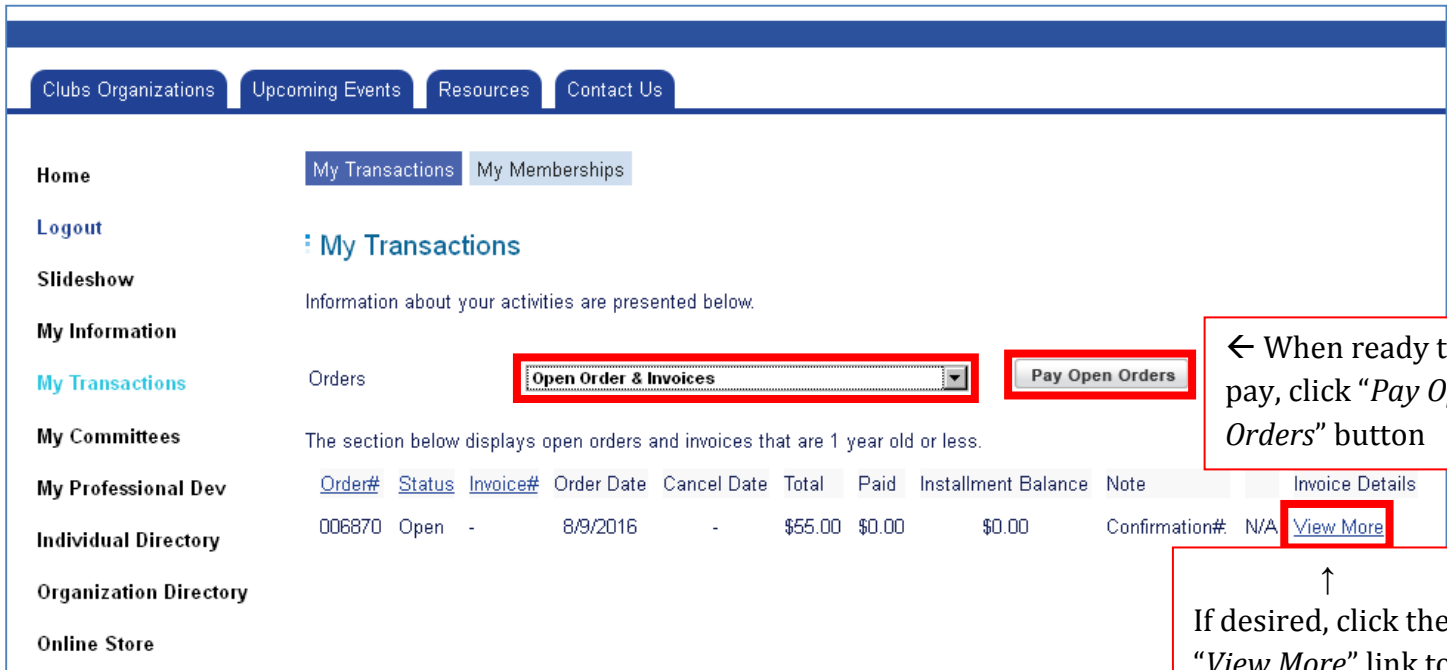
← Click "Change" button

You will receive this confirmation screen when your password has been changed successfully:



← Click this link to continue...

The “My Transactions” screen appears. You can **View**, then **Pay** any “Open Orders” here.



← When ready to pay, click “Pay Open Orders” button

↑
If desired, click the “View More” link to review the details of the Open Order.

The “Make a Payment / Select Orders” screen appears. You can **select** one, several or all of the listed Open Orders you want to pay.

Clubs Organizations Upcoming Events Resources Contact Us

Home

Make a Payment

Select Orders Payment Billing Address Submit

Select Open Orders/Invoices

The following orders/invoices are still open for selected customer(s).
Note : Orders that contain donations can be paid at the next step.
Note : If the Customer Purchased is blank the order/invoice is for the Bill To Customer.

Bill To Customer:	Purchased Customer:	Order Date	Order/Invoice:	Items	Total	Discount
<input type="checkbox"/>	Your Name Here	8/9/2016	Order 006870 (Dues Renewal)	1	\$55.00	

Discount Code: Apply Discount Remove Discount

Cancel Next

Click to place a checkmark in any/all Open Orders you would like to pay.

Click the “Next” button.

The “Make a Payment / Payment” screen appears. **Select** your method of payment (Credit Card or ACH). If using a credit card, the following screen appears. (If using ACH, skip to the next screen shot.):

The screenshot shows a web interface for making a payment. At the top, there are navigation tabs: "Club Organizations", "Upcoming Events", "Resources", and "Contact Us". On the left is a sidebar menu with links: "Home", "Logout", "Slideshow", "My Information", "My Transactions", "My Committees", "My Professional Dev", "Individual Directory", "Organization Directory", and "Online Store". The main heading is "Make a Payment". Below it is a progress bar with four steps: "Select Orders", "Payment" (highlighted in red), "Billing Address", and "Submit". A message says: "Please enter your payment information below. When finished, click 'Next' button." The "Payment Information" section includes a "Payment Method" dropdown menu set to "Credit Card". A red box highlights this dropdown with the annotation: "← Select your desired Payment Method (i.e., Credit Card or ACH)". Below this is a section for "Credit Card" information, with a red box around the fields and the instruction: "← Complete the required (R) credit card information." The fields include: "This is a Corporate Card" (checkbox), "Card Type" (dropdown: American Express), "Credit/Debit" (dropdown: Credit), "Card Number" (text input), "Credit Card ID" (text input), "Card Expiration Date" (dropdowns: January(01), 2016), and "Cardholder's Name" (text input). To the right is a "Payment Summary" showing "Total Amount: = \$55.00". At the bottom are three buttons: "Previous", "Cancel", and "Next" (highlighted in red). A red box around the "Next" button contains the text: "Click the 'Next' button." with a downward arrow.

If instead, you are paying using ACH (checking account) this screen will appear:

The screenshot shows a web interface for making a payment. At the top, there are navigation tabs: "Club Organizations", "Upcoming Events", "Resources", and "Contact Us". On the left side, there is a vertical menu with links: "Home", "Logout", "Slideshow", "My Information", "My Transactions", "My Committees", "My Professional Dev", "Individual Directory", "Organization Directory", and "Online Store". The main content area is titled "Make a Payment" and features a progress bar with four steps: "Select Order", "Payment", "Billing Address", and "Submit". The "Payment" step is currently active. Below the progress bar, a message reads: "Please enter your payment information below. When finished, click 'Next' button." The form is divided into two main sections. The top section is titled "Payment Information" and contains a "Payment Method" dropdown menu with "ACH" selected. A red box highlights this dropdown, and an annotation points to it: "← Select your desired Payment Method (i.e., Credit Card or ACH)". The bottom section is titled "ACH - Enter Bank Account information in the fields provided below:" and contains four input fields: "Name on Check:", "Account Type:" (with a dropdown menu showing "Checking"), "Account #:", and "Bank Routing #:". A red box highlights these four fields, and an annotation points to it: "← Complete the required (R) ACH/Bank Account information." To the right of these fields is a "Payment Summary" box showing "Total Amount: = \$55.00". At the bottom of the form, there are three buttons: "Previous", "Cancel", and "Next". The "Next" button is highlighted with a red box, and an annotation points to it: "Click the 'Next' button. ↓".

After entering Payment information (Credit Card OR ACH), the Billing Address screen appears:

The screenshot shows a web interface for making a payment. At the top, there are navigation tabs: Clubs Organizations, Upcoming Events, Resources, and Contact Us. Below this is a sidebar with links: Home, Logout, Slideshow, My Information, My Transactions, My Committees, My Professional Dev, Individual Directory, Organization Directory, and Online Store. The main content area is titled 'Make a Payment' and has a progress bar with four steps: Select Orders, Payment, Billing Address (highlighted in red), and Submit. Below the progress bar, a message says: 'Please provide the following billing information. When finished, click "Next" button.'

The 'Billing Information' section contains four radio button options, each with an 'Edit' button:

- Bill to Home Address:** (highlighted in red) with a red note: 'Your Name, Home Address, Phone and Email information appears here...'
- Bill to Work Address:** (highlighted in red) with a red note: 'You may or may not have information that appears here...'
- Bill to Billing Address:** (highlighted in red) with a red note: 'You may or may not have information that appears here...'
- Bill to Other Address:** (highlighted in red) with a red note: 'You may or may not have information that appears here...'

Below these options is the 'Bill to Alternate Address:' section (highlighted in red), which includes input fields for: Full Name, Address, Phone, City, State, Zip, and Country (set to United States).

At the bottom right, there are three buttons: Previous, Cancel, and Next (highlighted in red). A red box with an arrow points to the 'Next' button, containing the text: 'When finished making your selection &/or changes, click the "Next" button.'

Click to select the radio-dial circle of your desired Billing Address (i.e., Home, Work, Billing, Other, or Alternate). If no address shows in the one you want to use for billing purposes, click the appropriate "EDIT" button and follow through on the screen that appears (not shown in this instructional document.)

The **“Make a Payment / Submit”** screen appears. If everything looks good to you, click on the **“Pay Now”** button to submit your payment. Otherwise, click **“Previous”** if you need to change anything, or **“Cancel”** if you’d like to abort the payment process for now.

The screenshot shows a web application interface for making a payment. At the top, there is a navigation bar with buttons for 'Clubs Organizations', 'Upcoming Events', 'Resources', and 'Contact Us'. Below this is a sidebar menu with links for 'Home', 'Logout', 'Slideshow', 'My Information', 'My Transactions', 'My Committees', 'My Professional Dev', 'Individual Directory', 'Organization Directory', and 'Online Store'. The main content area is titled 'Make a Payment' and features a progress bar with four steps: 'Select Orders', 'Payment', 'Billing Address', and 'Submit' (which is highlighted in red). Below the progress bar, a message says 'Please review the information below and submit your payment.' The 'Submit Payment' form includes a 'Paid By:' section with a red callout: 'Your Name, Phone & Email information appears here...'. A table displays order details: Customer (with a red callout 'Your Name shows here...'), Order Date (8/12/2016), Order/Invoice (Order 006880 (Dues Renewal)), and Items (1). A summary table shows Total (\$55.00), Payment (\$55.00), and Order Balance (\$0.00). The 'Payment Information' section lists fields for Payment Amount (\$55.00), Payment Method, Card Type, Card Number, Card Expiration Date, and Cardholder Name, with a red callout: 'Your payment information shows here...'. A 'Change' button is next to the Payment Method field. The 'E-mail Confirmation' section has two checkboxes: one checked for sending a confirmation email to the primary address (pcwb3@yahoo.com) and one unchecked for an additional address. At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Pay Now' (which is highlighted with a red border). Two red-bordered callout boxes provide instructions: one points to the email checkboxes and explains how to use them, and the other points to the 'Pay Now' button.

Clubs Organizations Upcoming Events Resources Contact Us

Home Logout Slideshow My Information My Transactions My Committees My Professional Dev Individual Directory Organization Directory Online Store

Make a Payment

Select Orders Payment Billing Address **Submit**

Please review the information below and submit your payment.

Submit Payment

Paid By:
Your Name, Phone & Email information appears here...

Customer:	Order Date	Order/Invoice:	Items
Your Name shows here...	8/12/2016	Order 006880 (Dues Renewal)	1
Total			\$55.00
Payment			\$55.00
Order Balance			\$0.00

Payment Information

Payment Amount: **\$55.00**
Payment Method: Your payment information shows here... Change
Card Type:
Card Number:
Card Expiration Date:
Cardholder Name:

E-mail Confirmation

Send a confirmation e-mail to my primary e-mail address: pcwb3@yahoo.com
 Send a copy of the confirmation e-mail to an additional e-mail address:

↑
If you'd like to send a confirmation email to yourself and/or anyone else, use these checkboxes, and if necessary, fill in the box at the far right.

Previous Cancel Pay Now

↑
If all looks good, click the "Pay Now" button.