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## **Instructions to View Invoice Online**

- 1) Go to [westhillsracquet.com](http://westhillsracquet.com) or [mprctennis.com](http://mprctennis.com)
- 2) In toolbar choose *Login>Member Login*
- 3) Enter username/PW & follow prompts
- 4) Click on the *Account Information* icon to VIEW PDF statement
  - \*Click on the *Invoice* icon to view
  - \*Click on *Transaction Listing* to view **current** charges
  - \*Click on *Make a Payment* icon to pay by Visa/MC (optional-not required)

Please note: You are **NOT** required to pay your invoice online with Visa/MC - you can still mail in a check, call & pay over the phone or pay on site with the Service Desk.

### **Additional Online Services**

- \*Pay your invoice online via Visa/MC (optional)
- \*Enroll and/or update auto payment using Visa/MC (optional)
  - \*Update address, phone & email information
- \*Register for lessons, programs & massage/facial appointments

