



HOW TO VIEW YOUR HOA PAYMENT HISTORY

1. Log in to the HOA portal at www.PaySCCDues.com;
2. Use your email address and password to log in. If you forgot your password, click “Request a new one” under the log in fields. A password reset will be emailed to you.
3. Click “Payments” on the left side of the screen.
4. View the payment history you desire. If you want to see more history, click “SHOW MORE” under the payment view to open a range of dates you are interested in viewing.
5. Right Click on the screen, then select “Print” and you will print the payment history you are currently viewing.
6. **NOTE:** If you click “Email statement”, you will only be emailed the most recent 90 days of transaction history.

Additional tip: Did you know that you can view just about all HOA documents at the HOA website shown at the bottom of this page? The most common requested documents are:

- HOA Insurance certificate (needed by many mortgage holders on an annual basis)
- Owner information form (if any changes are made to ownership, contact information, tenants, vehicles, etc.)
- Vehicle Registration form (needs to be updated annually by Owners)
- ARC (Architectural Review Committee) form. If you are planning to complete any work in your unit that involves any mechanical (plumbing, heating, electric), structural, hard-surface flooring installation, or exterior changes you must obtain Board approval prior to completing any work.
- Bylaws, CC&Rs, Rules & Regulations, Amendments & Resolutions
- Realtor information form (if you are selling your property, make sure your Real Estate Agent receives this form)
- Minutes from Board meetings
- Approved Budgets and Reserve Studies