

Membership Registration Guide

This guide has been conceived to facilitate your membership registration on the Lac Simon Property-Owners' Association (LSPA) web site and to securely pay your annual dues using PayPal.

Registration and payment is a 5 step process:

1. Go to or click on the link below and choose your appropriate membership designation, either "Owner" or "Associate" on that webpage
<http://www.apls.ca/en/registration/membership>
2. You will then be automatically redirected to the PayPal website where you can pay your Membership online. If you don't have a PayPal account, you can use your credit card.
3. When the payment process is completed, you will be automatically redirected to the APLS (LSPA) website to complete your membership registration.
4. Enter and submit the required information including your User name for the Web site. Your password will then be sent to you by e-mail.
5. Once you receive the e-mail with your password, go back to the APLS website Authentication page and logon to complete your registration. You will be then be automatically redirected to the Welcome page which will display a summary of your registration.

First step:

After connecting to the APLS website, select "Registration" from the menu and then choose "Membership".

You can click on the appropriate choices from the options that are presented.

The screenshot shows a web browser window with the URL www.apls.ca/en/registration/membership. The page content includes:

- A notice: "Your membership is valid from the date of payment and you can automatically renew it on the anniversary date. So you won't have to worry about renewing your membership to receive its benefits without interruption. You may terminate this automatic renewal at any time through our home page for registered members only."
- A link: "A [registration guide](#) is available to help you with the on-line membership process."
- A prompt: "Please choose the right payment option for your situation from the choices below:"
- Three membership options, each with a description and a button:
 - Owner**: "A property-owner is an individual who is enrolled in the property tax registry of the municipality as the owner or joint-owner of a lot or residence on Lac Simon in Duhamel and on Lac Barrère or Lac Simon in Lac-Simon. Each joint owner may register individually if they so desire. An owner or part owner can register only once, regardless of the number of properties they own." Price: **25 \$ per year**. Button: **Subscribe**.
 - Associate**: "An associate can also be an individual who is not an owner or part owner, but who lives in Duhamel or Lac-Simon as a tenant or a member of the family of an owner or resident or a visitor. Each associate can register individually if necessary. An associate may register only once, regardless of the number of residences which they occupy or visit." Price: **20 \$ per year**. Button: **Subscribe**.
 - Friend of Lac Simon**: "A friend of Lac Simon is an individual who is neither an owner or joint owner nor an associate, as stipulated in the above definitions, but who wishes to support the Lake Association through a donation. Your registration is not necessary, but you can register if you wish." Price: **\$ variable**. Button: **Donate**.
- A note at the bottom: "It is also possible for the owner or joint owner or associate to make a donation in addition to his annual fee, if so desired. There is no annual limit to the number of gifts that can be made."

Second step:

You will automatically be redirected to the PayPal website to pay your Association dues.

If you have an account with PayPal you can logon, otherwise you should choose the link allowing you to use your credit card.

The screenshot shows the PayPal checkout page for the Association des Propriétaires du Lac Simon. The page title is "Association des Propriétaires du Lac Simon". Below the title, there is a "Log in to complete your checkout" button and a "PayPal Secure Payments" logo. A table lists the billing information:

Description	Terms	Amount
Propriétaire Originating Domain: www.apls.ca	\$25.00 CAD for each year	\$25.00 CAD

Below the table, there is a "Check out using PayPal" section with a "Pay fast with PayPal" button and a "Log In" button. The "Log In" button is highlighted.

If you are paying with your credit card, you must furnish the information required by PayPal, as indicated by a red star (*).

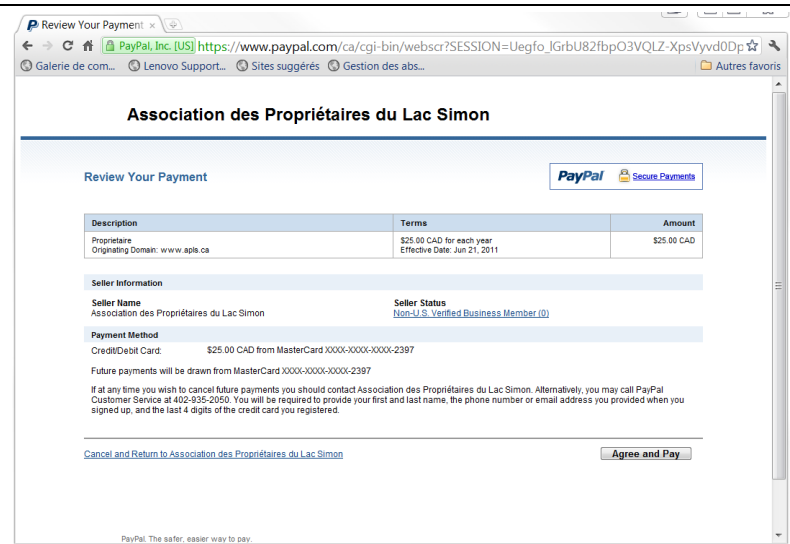
The screenshot shows the PayPal Billing Information page for the Association des Propriétaires du Lac Simon. The page title is "Association des Propriétaires du Lac Simon". Below the title, there is a "Billing Information" section with a "PayPal Secure Payments" logo. A table lists the billing information:

Description	Terms	Amount
Propriétaire Originating Domain: www.apls.ca	\$25.00 CAD for each year	\$25.00 CAD

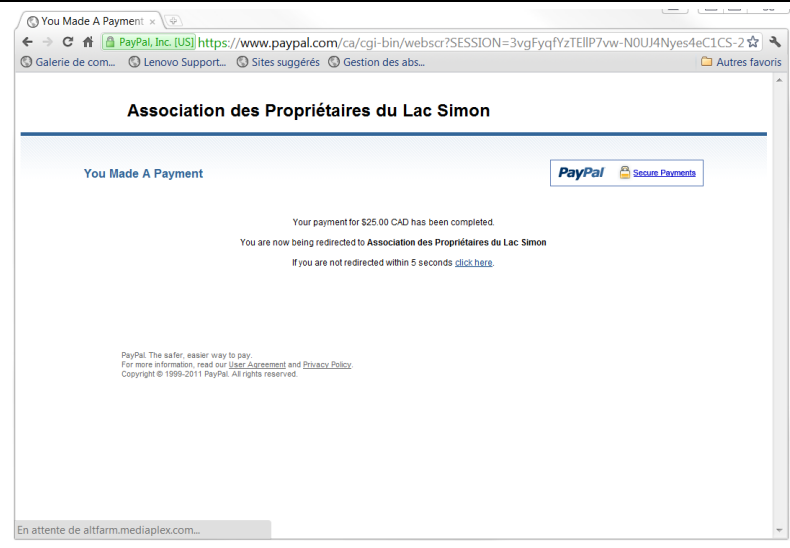
Below the table, there is a "Choose a Payment Method" section with a "PayPal" button and a "No PayPal account? Use your credit card or debit card" link. The "PayPal" button is selected. Below this, there is a "Country" dropdown menu set to "Canada". Below that, there is a "Credit or Debit Card Information" section with fields for "First Name", "Last Name", "Card Type", "Card Number", and "Expiration Date". The "Expiration Date" field is set to "01/2011".

Third step:

Once the information required for payment is entered, you can confirm and submit the payment.

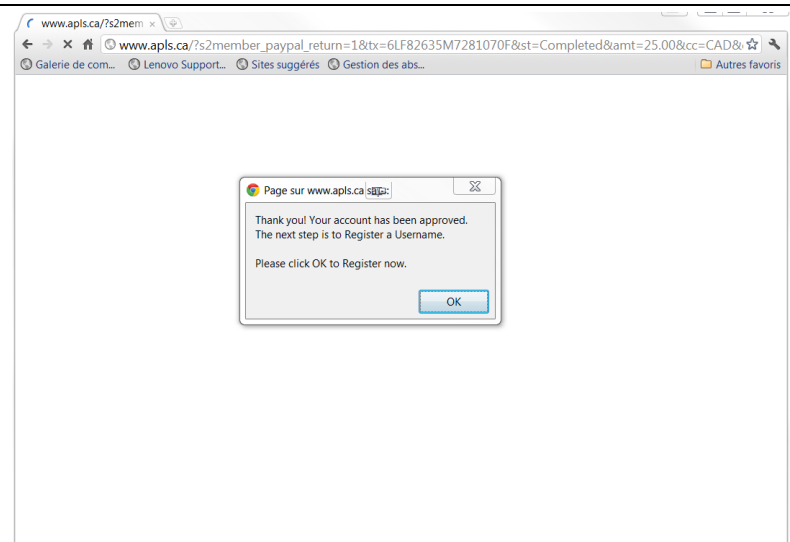


Once the payment has been accepted, you will be automatically redirected to the APLS website to complete your membership registration.



Fourth step:

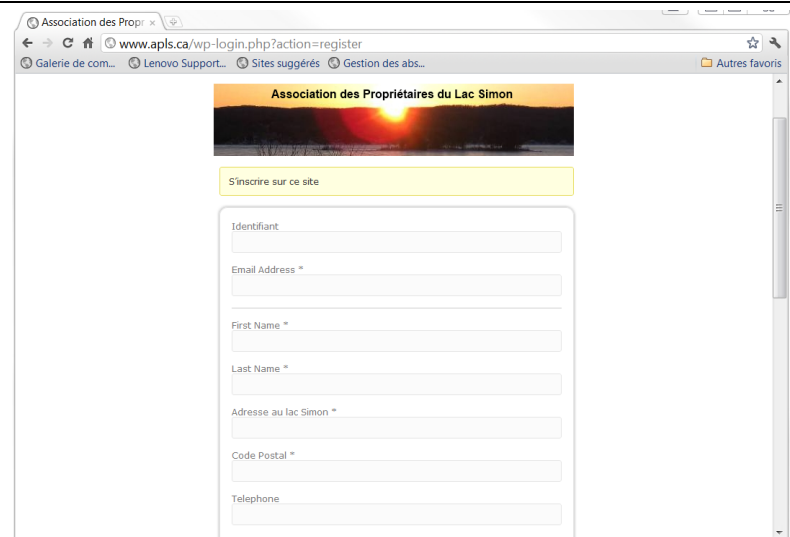
Once back on the APLS website, you have only to click on the « OK » indicator to complete your registration process.



Fill-in the information requested including your address at the lake and your mailing address if different.

The User ID will be your Member name on the APLS Web page and cannot be modified once it is selected.

Your Password will be sent to you by e-mail.

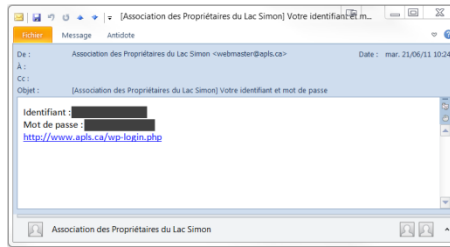


Once you have filled in the information requested, you must submit the form. You will be directed to the Authentication page.

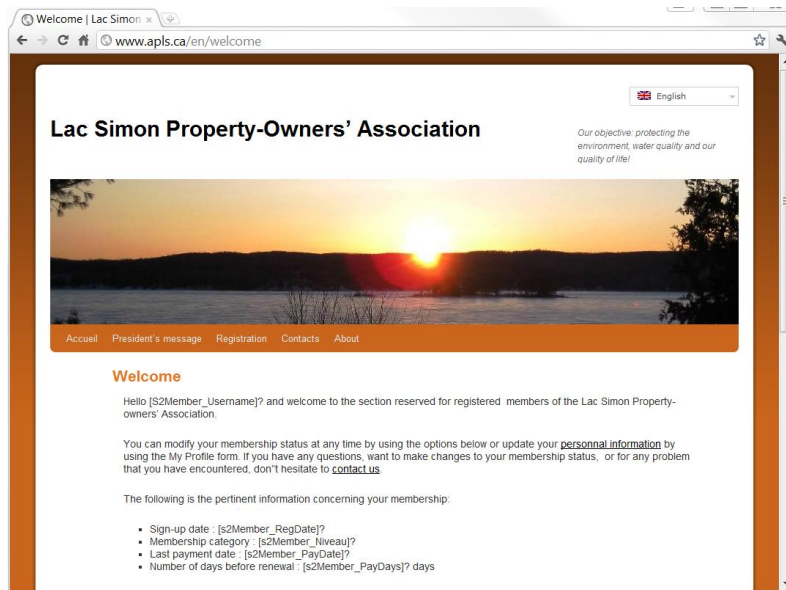


Fifth step:

Check your e-mail inbox to get the APLS message with your assigned password. If you have not received that e-mail shortly, check your « spam » folder as it might have been redirected there by your Firewall.



Next, return to the Authentication page (see last item in Step 4) to enter your User ID and Password. You will be automatically redirected to the Welcome page where you will see the pertinent details concerning your registration.



If you wish to select your own Password, click on the link to update your personal information and you can change the Password which was e-mailed to you.

