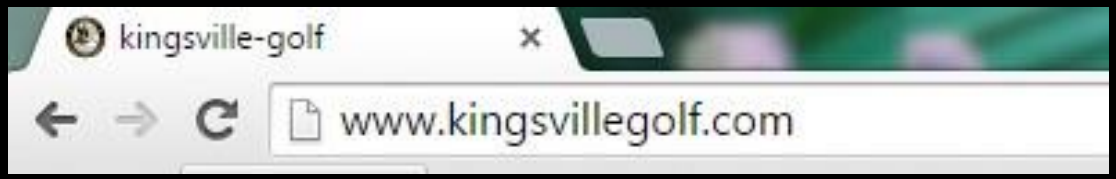
HOW TO:
ONLINE BILLING

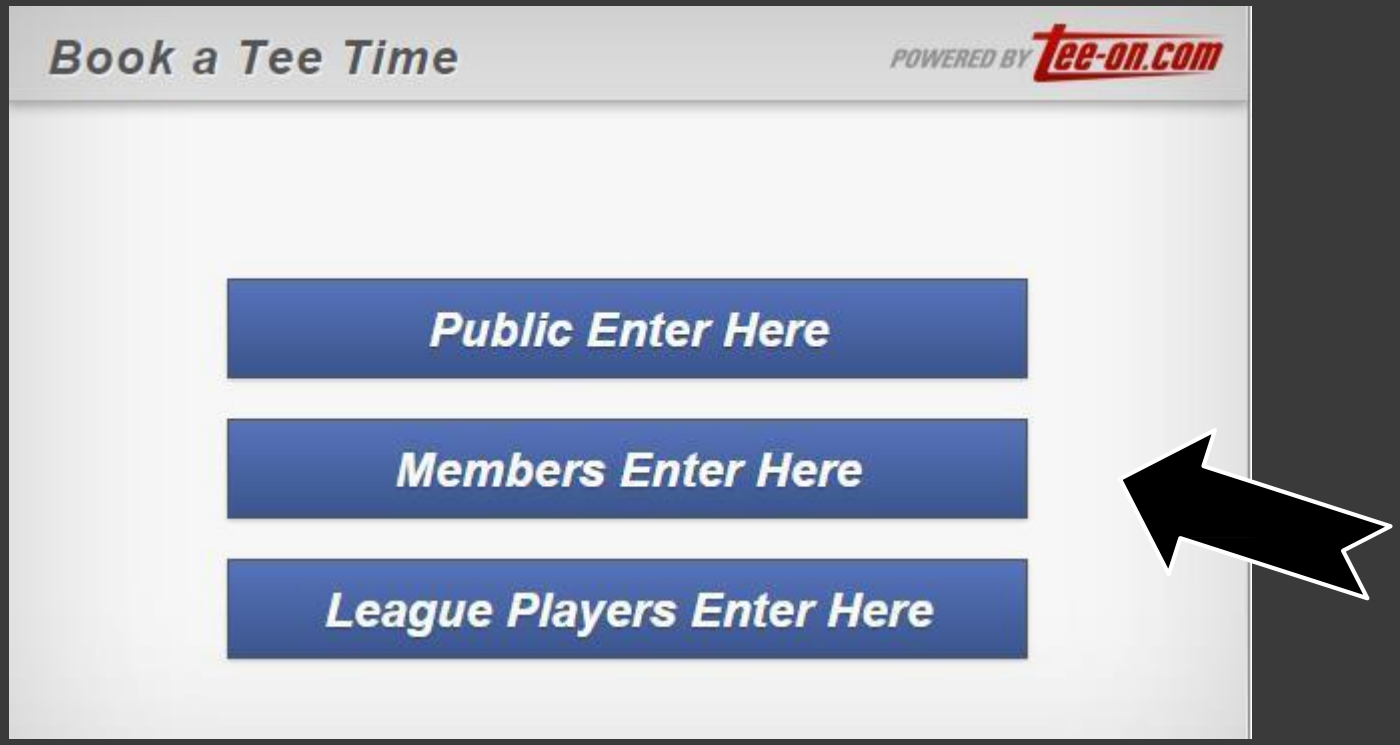
Step 1:

- Go to www.kingsvillegolf.com:



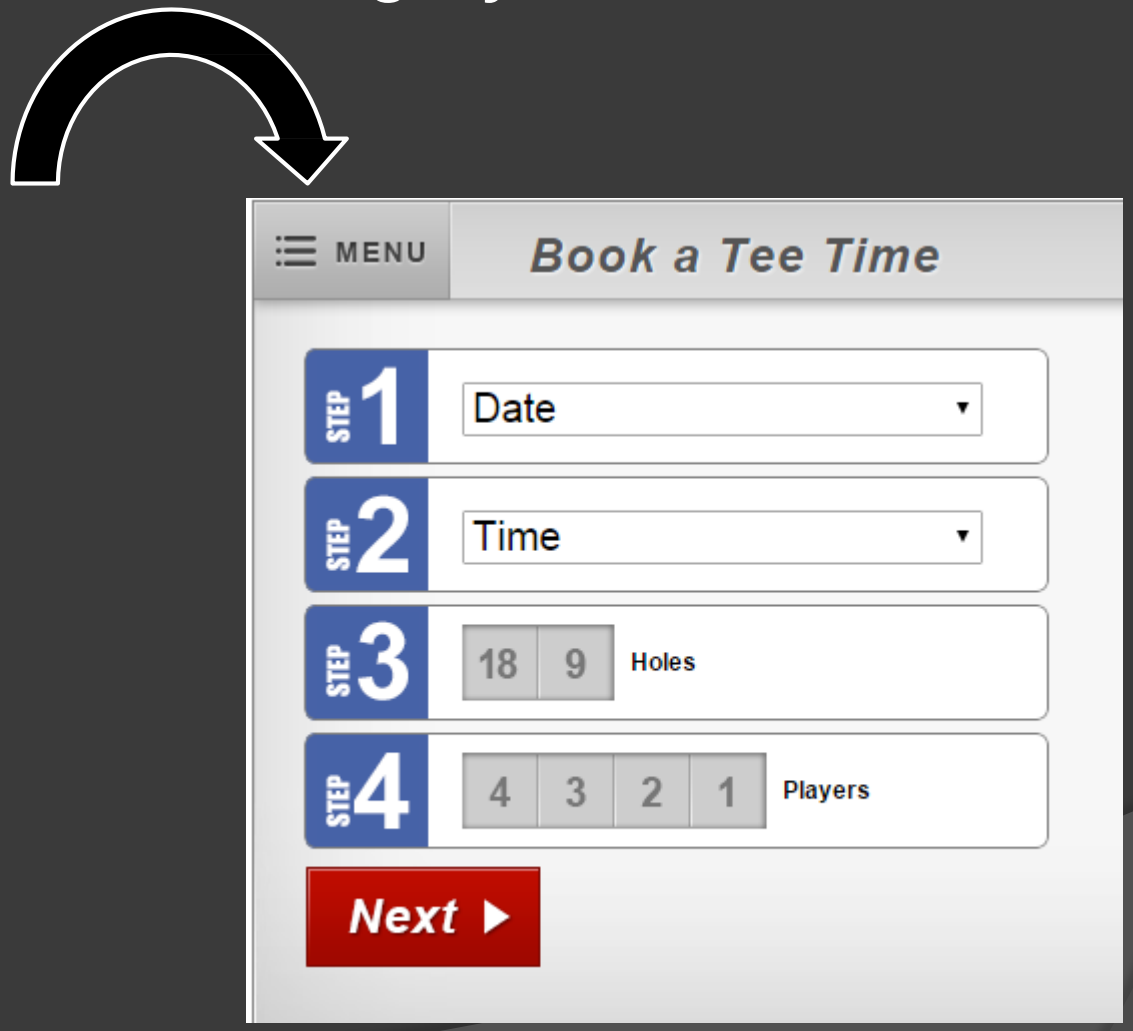
- 2. Click on the “Book Tee Times” button at the top right of the screen:

- 3. Scroll down the page and click on the “Members Enter Here” option:

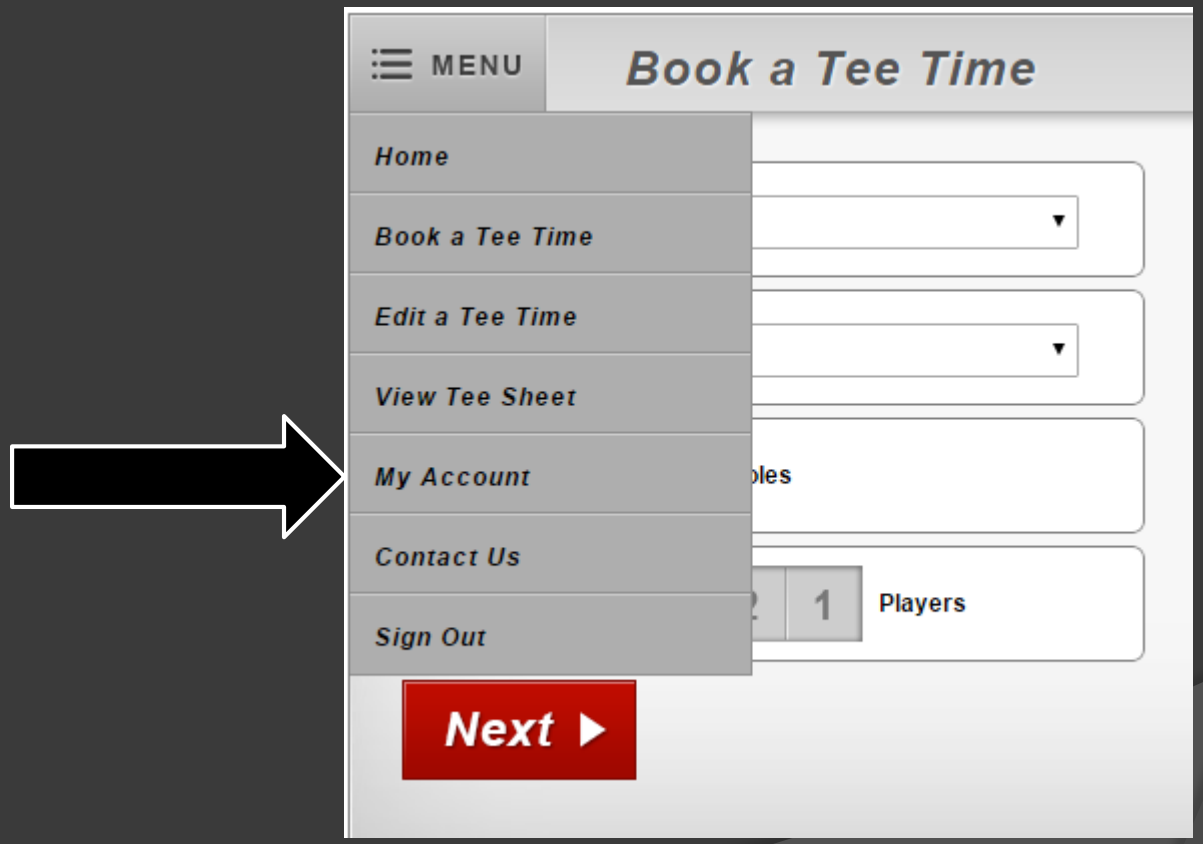


- 4. Login using your username and password:

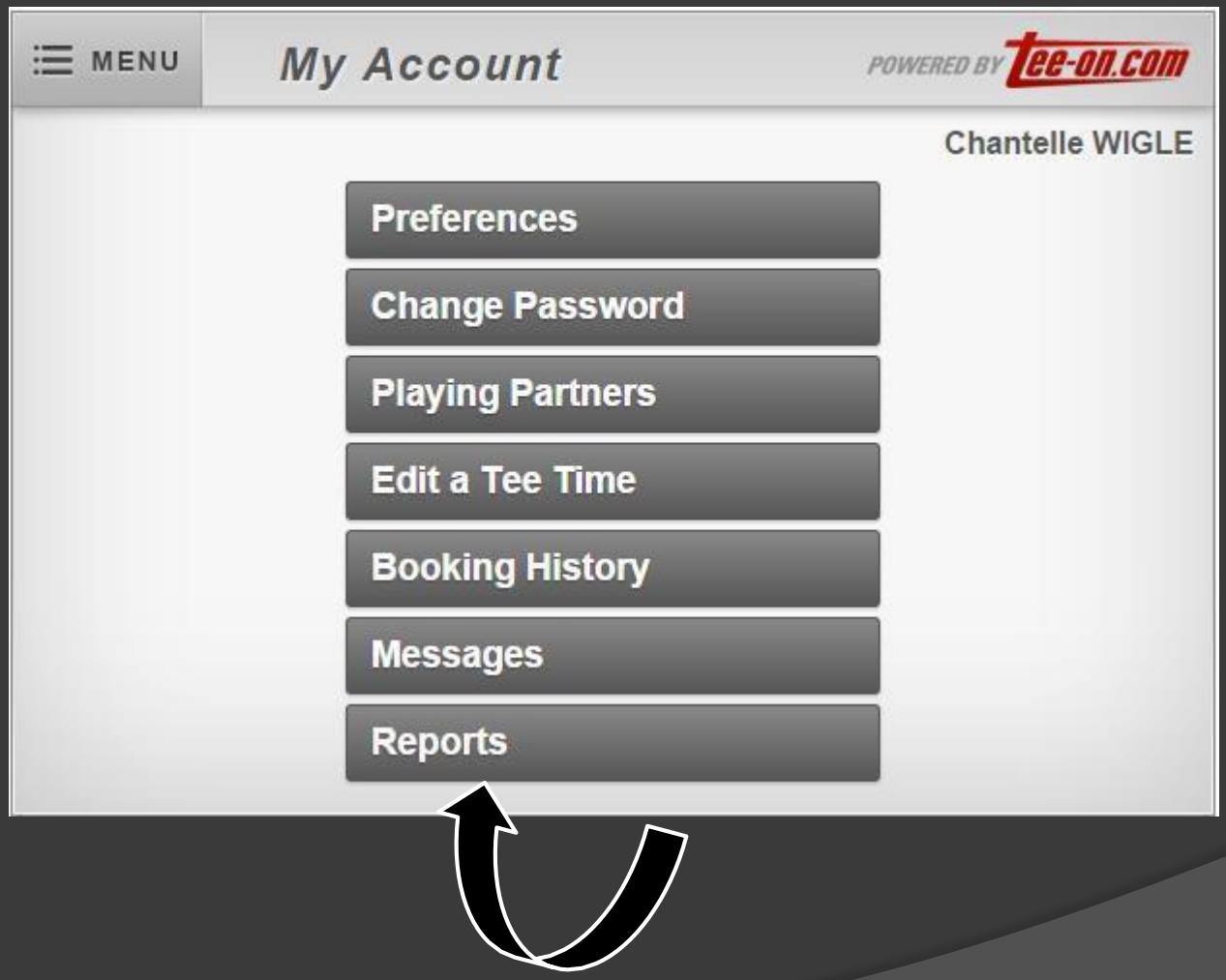
- 5. Move your mouse over top of “Menu” in the upper left of the grey Tee On box:



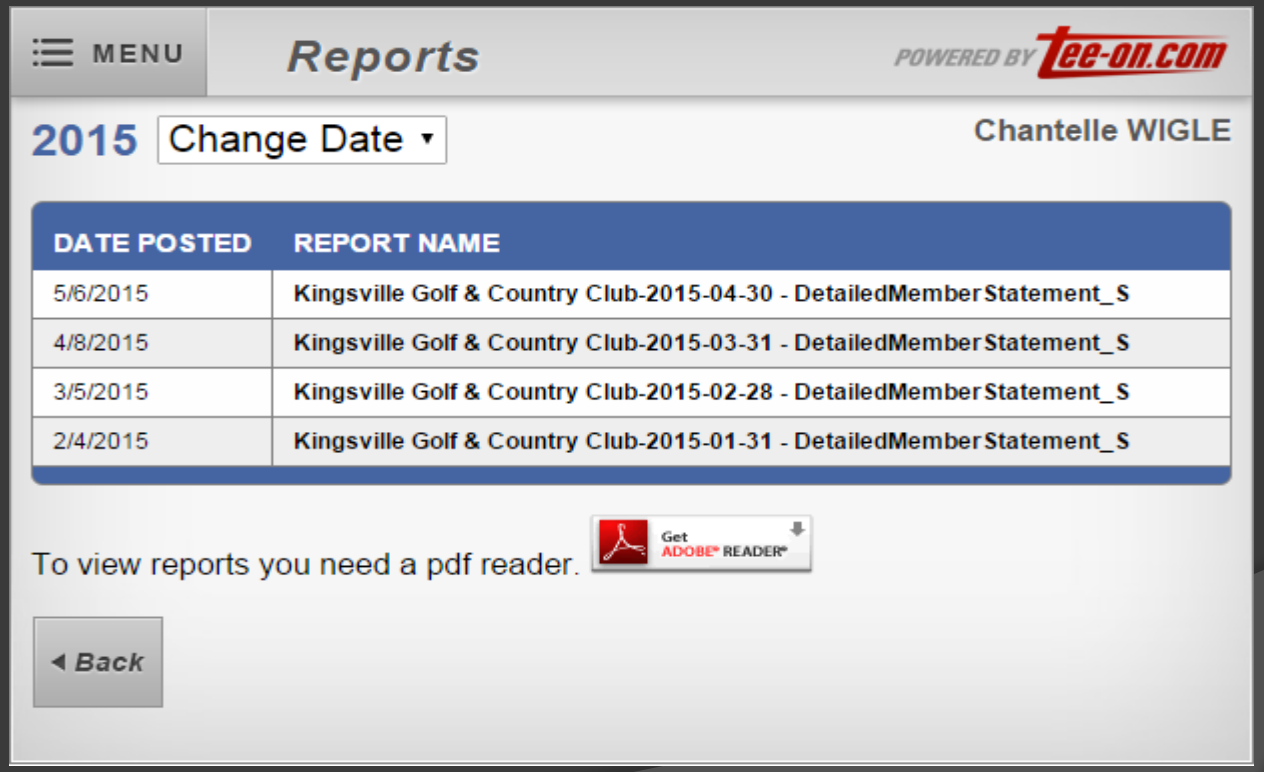
- 6. Click on “My Account” from the drop down menu:



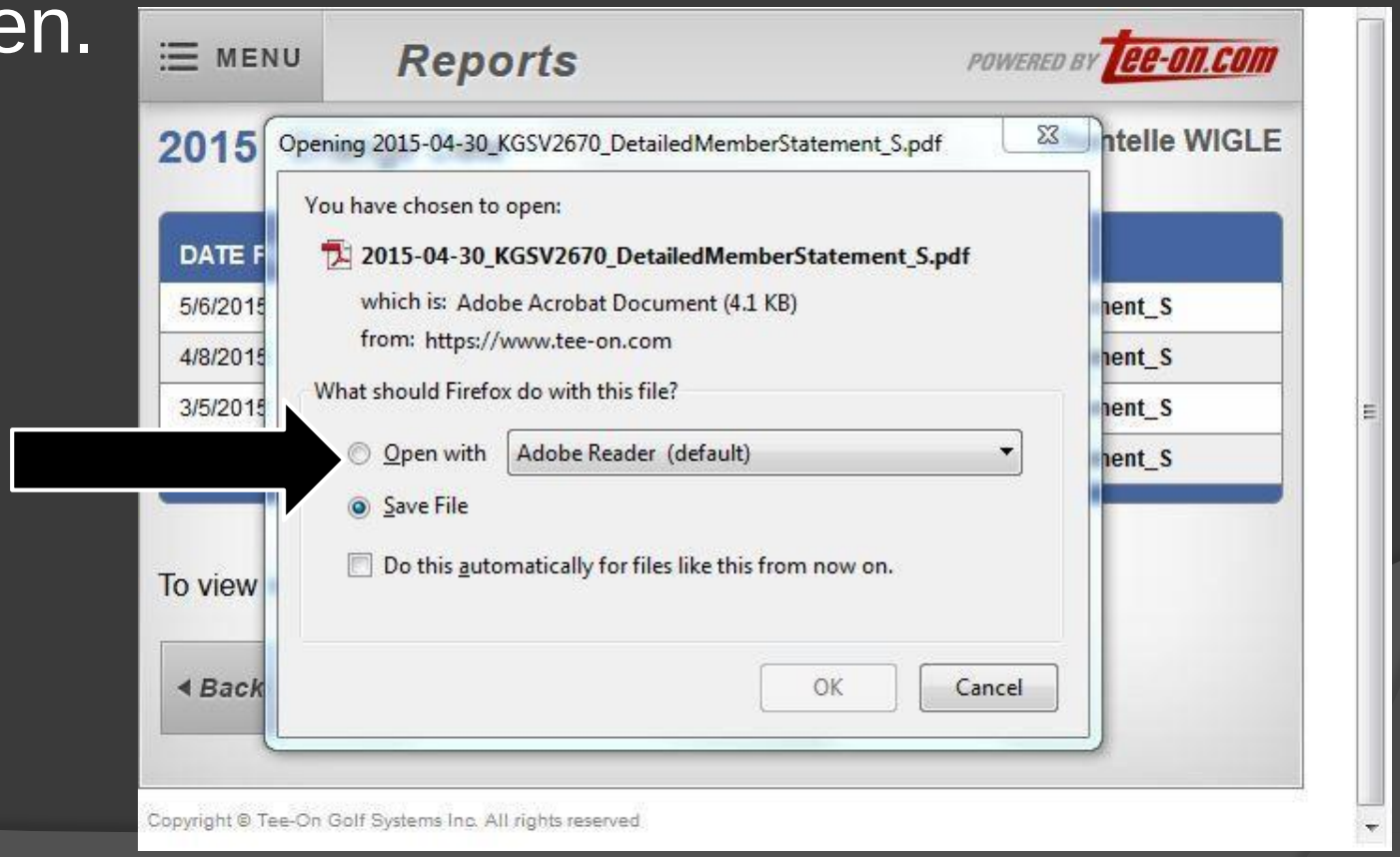
- 7. Click on “Reports” (last option):



- 8. Click on “Kingsville Golf & Country Club Detailed Statement.” There will be a statement for each month with the date to the right.



- 9. Once you click on the statement you wish to open, a box will pop up asking you if you'd like to open or save the file. Select "Open with" then click OK and your statement will open.



- Statements for the previous month will typically be uploaded the first week of the following month.
- If you encounter any problems, contact: Jacqui at (519)-733-6561 ext. 110 or Ashley at ext 123.