

ADDING A ONE-TIME CHARGE

One-Time Charges enable your organization to direct members and non-members to your community website so they can make non-recurring purchases. These charges are ideal to purchase a replacement security gate key, replace a mailbox, buy a pool pass or pay sponsor fees.

To collect payments online, set up your payment processing accounts on the Settings page. Your Stripe account will handle credit and debit card payments while your Plaid account takes care of ACH debits so members can pay directly from a checking account. (We've provided additional information about setting up your [Stripe account](#) and [Plaid account](#).)

To create a one-time charge, click on the “Payments” tab to open it, and the “One-Time Charges” tab to view and create your item.

When the “ONE-TIME CHARGES” window opens, click on the “+Add New Charge” button at the top right.

First, give your charge a descriptive name and provide any important details that would be helpful to the purchaser.

Next, enter the fixed dollar amount for a single purchase. As an alternative, the “Allow Flexible Payment Amount” box enables communities to avoid capping amounts when they fundraise for events or accept donations.

If you must collect local sales tax, simply activate the appropriate checkbox and enter the appropriate percentage for your area.

To pass through service fees to your members as part of the cost of this item, activate “Enable Service Fee.” This feature gives you the flexibility to add a percentage of the item cost, a flat fee, or both. You'll see immediate confirmation of the total once you enter either or both of these values.

◆ **Please note that Stripe, our third-party payment system, charges 2.9% plus 30¢ per transaction. When you accept online card payments, Stripe subtracts this charge from the collected total. Stripe's values serve as the defaults when you activate the Enable Service Fee feature.**

Viewing: Canyon Cove Hello, Todd

ONE-TIME CHARGES

+ Add New Charge

Show Inactive Charges

Showing 1 to 4 of 4 entries

CHARGE NAME	CREATED DATE	\$ CHARGE	\$ COLLECTED	# PURCHASED	ACTIONS
Gym Access	7/21/2022	\$10.00	\$100.00	10	edit view delete
New Mailbox Replacement	7/6/2022	\$75.00	\$975.00	13	edit view delete
Parking Pass	8/1/2022	\$50.00	\$100.00	2	edit view delete
Replacement Gate Key	8/10/2022	\$10.00	\$0.00	0	edit view delete

Showing 1 to 4 of 4 entries

ADD NEW ONE-TIME CHARGE

Charge Name *

Charge Description *

Allow Flexible Payment Amount (optional)

Amount

Collect Local Sales Tax (optional)
Sales tax applies only to the One-Time Charge itself, not to any service fees.

%

Enable Service Fee
Add a Service Fee to this One-Time Charge. Multiply the base amount by the percentage selected below, and add the dollar amount shown. This fee applies to the total of the One-Time Charge and local sales tax.

% \$

Fees and Taxes
With this configuration, the sales tax on a \$100 One-Time Charge would equal \$7.00 and the service fee would be \$3.40, for a total payment of \$110.40.

ADDING A ONE-TIME CHARGE - CONTINUED

Add an optional photo or logo. This image will display at a 2:1 width-to-height ratio, so we recommend a picture with a horizontal (landscape) format (wider than it is tall). The image will appear immediately above the charge description on your public website.

Admins can require payors to read or complete a form upon checkout. This helps you provide extra details about a product or service or collect additional required information. Admins receive a copy of the form submission when the purchase is complete.

You can restrict each One-Time Charge to community members or make it available to all visitors to your website. If you hold community events or fundraisers that are open to the general public, non-member payments come in handy.

When you're ready to use your One-Time Charge, click on the "Activate One-Time Charge" checkbox to make this item available for purchase.

Once you have confirmed all your One-Time Charge setup entries, click on the "Save" button.

Now you're ready to add a One-Time Charge page template page to give website visitors a place to make their purchases. Within Site Setup, click on the "Add Page" link in the vertical menu to open the "New Page" window. To add the page to an existing submenu, choose the "Add Page" link directly below the last page in that submenu section.

From the "Page Template" dropdown menu, choose "One-Time Charges." Name your page and apply the desired page-access permissions. When you're satisfied with your setup, click on the "Add" button to save your selections.

On your newly created page, load your One-Time Charge into any of the available widgets.

Allow multiple purchases per transaction (optional) ⓘ
 Image (optional) ⓘ
 Edit Image
 Information Form (optional) ⓘ Forms ⓘ
 Pool Access Names
 Allow non-member payment ⓘ
 Activate One-Time Charge ⓘ
 * Required Information

Back to Admin ⓘ
 Cedar Falls
 San Antonio, TX
 Home Calendar
 Welcome
 A family fir
 hills of Sou
 More Info
 Local Favori
 Sharing C
 We're excited
 we're excited
 source for all information! Community events
 and amenities. calendars. all historical
 f t i n Login | Register
 3) 456-7890 | admin@cedarfalls-community.com
 ct Us
 Online Payments
 Have a Question?
 Site Settings Save and Publish
 New Page
 Create Page Under ⓘ
 Members
 Page Template* ⓘ
 One-Time Charge
 Page Name* ⓘ
 One-Time Charges
 Page URL* ⓘ
 one-time-charges
 https://free.hoastart.com/alpine-cedarfalls/one-time-charges
 Add This Page To Main Navigation Menu
 Make Page Active
 Hide If Not Logged In
 Limited to Committees
 None
 Limited to Tags
 None
 Page Description ⓘ
 Page Description
 * Required Information

ADDING A ONE-TIME CHARGE - CONTINUED

To access the widget controls, place your cursor over the widget you want to use. Click on the “Edit One-Time Charge” link and select your newly created item from the dropdown list.

The page template gives you the flexibility to display your One-Time Charge at various column widths, including 1/3, 1/2, and full size. To load multiple items on one page, we recommend the 1/3 or 1/2 size options. Included images will display and scale proportionately to the widget width you select.

- ◆ *To hide unused extra rows, click on the “Widget Settings” link and select the “Hide Widget” option. Hidden rows will display with a gray overlay in Site Setup and will not appear on the live page. Reactivate any of these additional widget rows later if you need to add more One-Time Charges.*

- ◆ *If you do not hide unused One-Time Charge widgets, they display blank vertical space on the public website.*



If you have additional questions about One-Time Charges, please open a Support Desk ticket through your Admin Dashboard.

