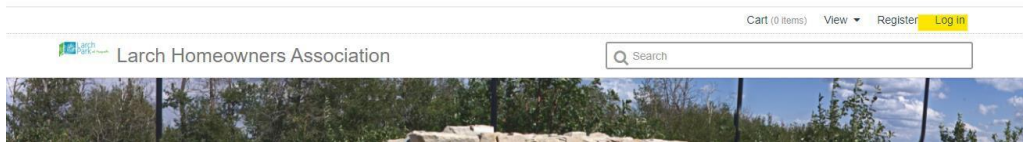


PLEASE KNOW YOU CAN LOGON TO YOUR ACCOUNT AT ANYTIME TO PAY YOUR FEES, PLEASE SEE STEP BY STEP INSTRUCTIONS TO PAY YOUR FEES WITH PICTURES BELOW;

1. Navigate directly to <https://central.ivrnet.com/edmontonaurora>
2. Select "Log In"



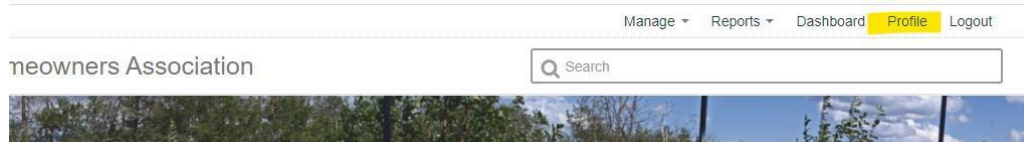
3. If this is your first time logging in Select "Forgot Password to reset your account and enter your email.

A screenshot of the 'Sign in' form on the website. The form is titled 'Sign in' and contains two input fields: 'Email' and 'Password'. Below the 'Email' field is a link for 'Forgot email?'. Below the 'Password' field is a link for 'Forgot password?'. At the bottom of the form, there is a link for 'Don't have an account? Register' and a green 'Log in' button.

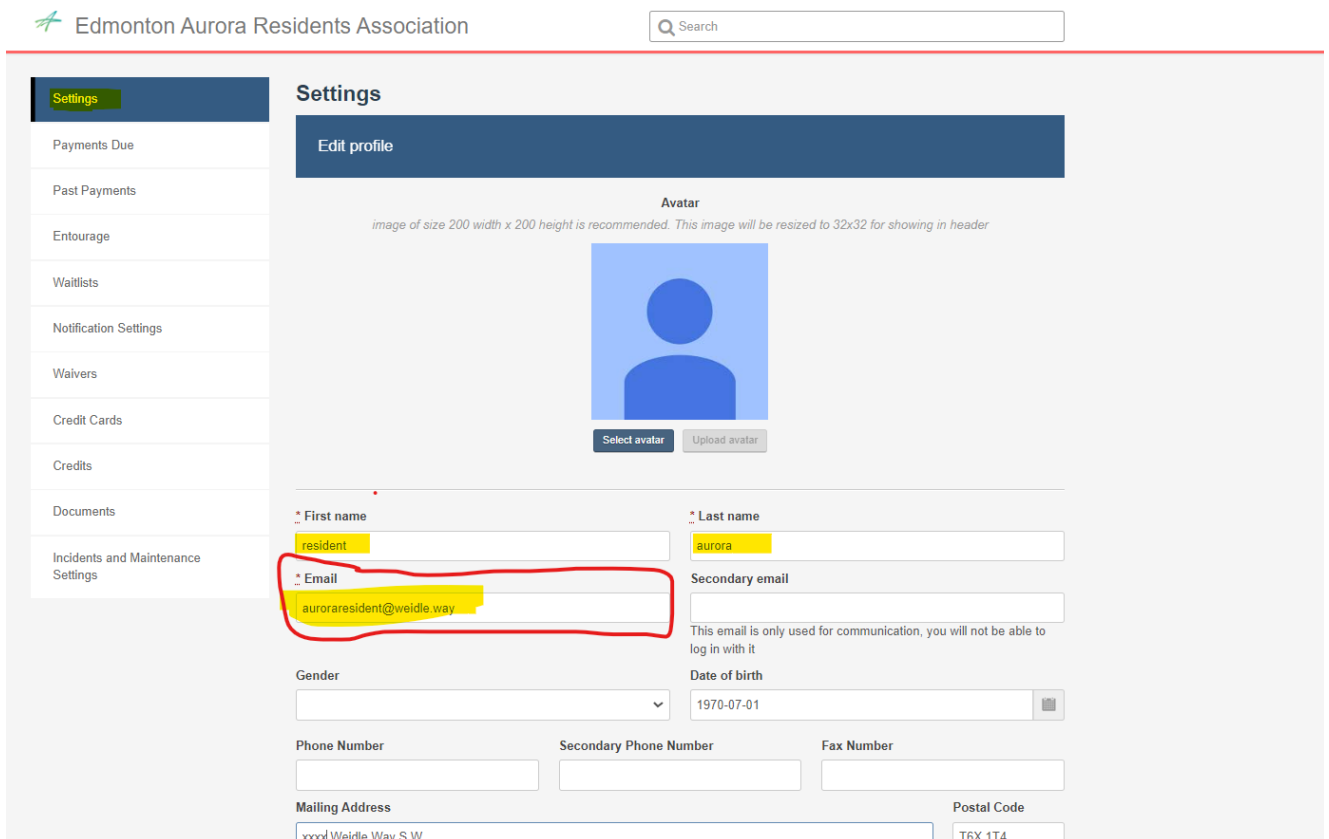
4. If you already have a password, Login with your email and password

A screenshot of the 'Sign in' form on the website, showing a pre-filled email address. The form is titled 'Sign in' and contains two input fields: 'Email' and 'Password'. The 'Email' field contains the text 'triona@cosgravemanagement.com'. Below the 'Email' field is a link for 'Forgot email?'. Below the 'Password' field is a link for 'Forgot password?'. At the bottom of the form, there is a link for 'Don't have an account? Register' and a green 'Log in' button.

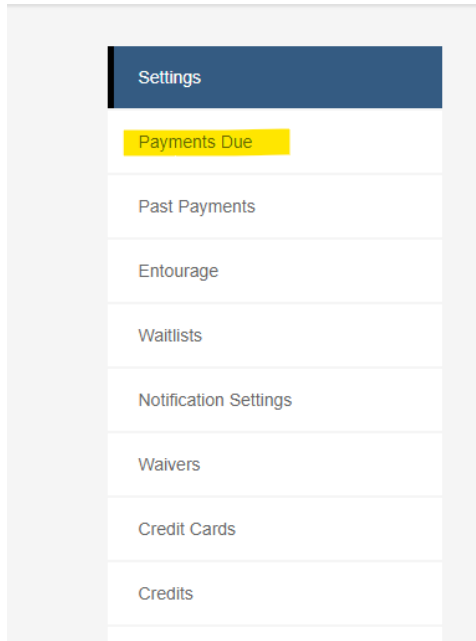
5. Once you are logged in, select "Profile" at the top right of the page



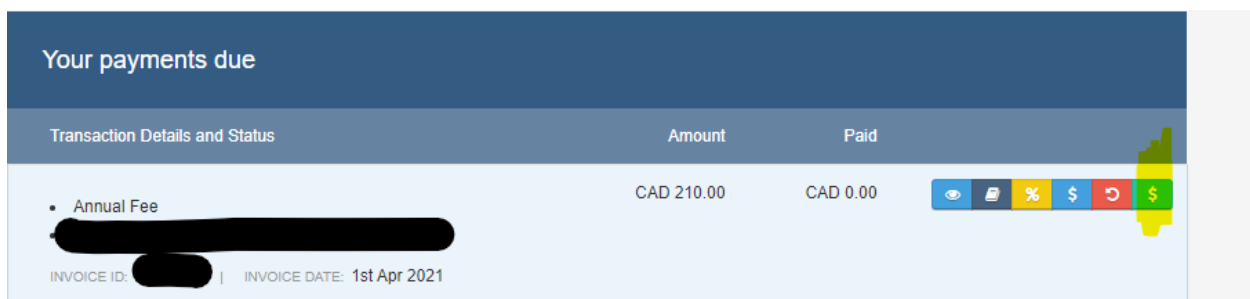
6. On the left-hand menu under settings check your profile info.



7. **Once annual Invoices are generated, they will appear in “Payments due”**
 - **(Invoices are typically generated in the November prior to the new year)**

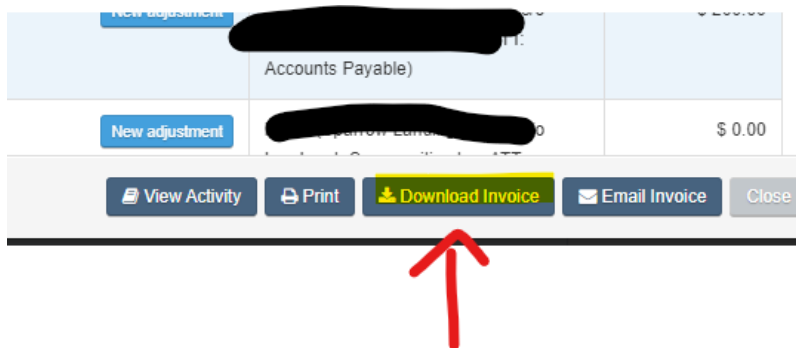


8. **Invoices due will appear on the right hand side. Select the Dollar Icon to make you payment.**



9. Enter the invoice number and access code. The Invoice Number and Access code will be located on your invoice

10. To download the invoice Select the eye icon to view or download your invoice.



Should you have any questions or concerns, please email triona@cosgravemanagement.com

Sincerely,