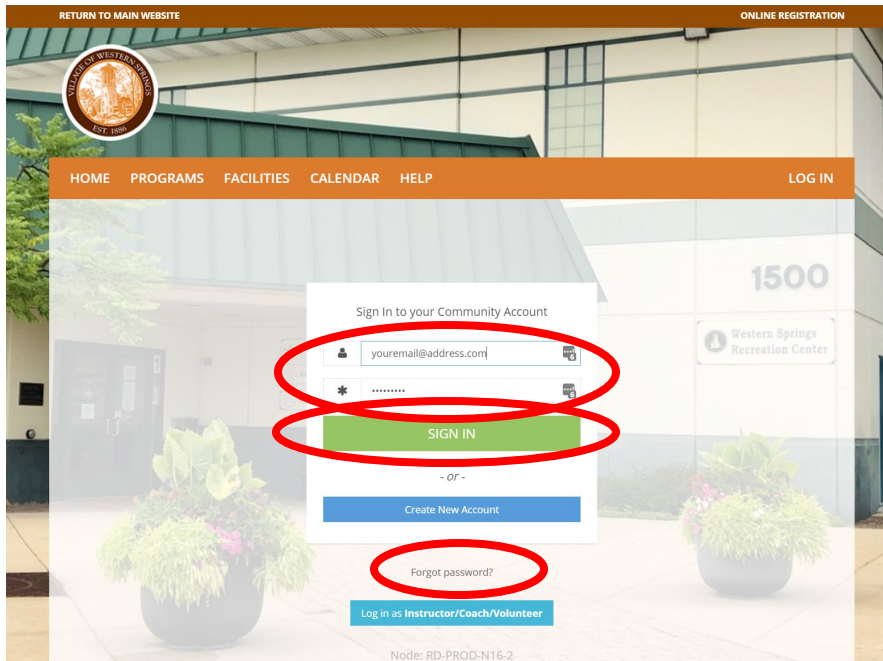


Instructions for paying invoices

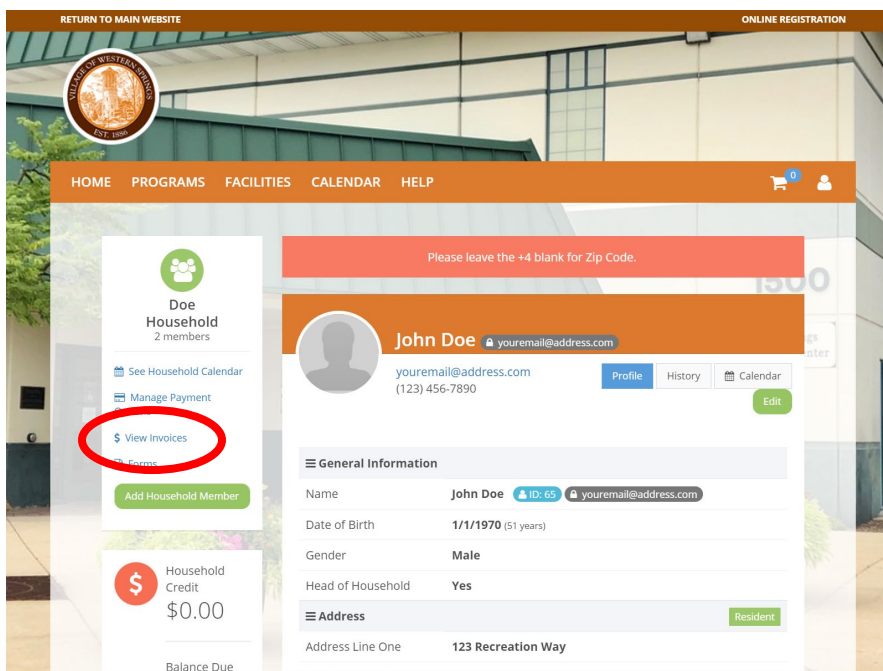


Go to <https://wsprings.recdesk.com>

Enter your username and password

Click "SIGN IN"

If you forgot your password, click on the "Forgot password?" link and follow the instructions.



Click on "View Invoices"

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

VILLAGE OF WESTERN SPRINGS EST. 1908

HOME PROGRAMS FACILITIES CALENDAR HELP

Doe Household
2 members

- See Household Calendar
- Manage Payment Options
- View Invoices
- Forms
- Add Household Member

Household Credit \$0.00

Invoices

Number	Status	Due Date	Name	Amount	Paid	Balance Due	
0002686	OPEN	4/21/2021	John Doe	\$120.00	\$0.00	\$120.00	View/Pay
0001260	PAID	3/5/2021	John Doe	\$0.00	\$0.00	\$0.00	View/Pay
						Balance Due:	\$120.00

If the Status column shows "OPEN", click on "View/Pay"

rec desk Village of Western Springs Recreation

Balance Due of \$120.00 [Pay In Full Now](#) Invoice

Invoice #0002686
Created: 4/21/2021 3:47 PM

Customer	Invoice Date	Due Date	Invoice #	Status	Total
John Doe	4/21/2021	4/21/2021	0002686	OPEN	\$120.00

Item	Qty	Unit Price	Amount	Sec. Dep.	Sales Tax	Amount Due	Amount Paid
Recreation Center - North Gym 10/30/2021 Test reservation Details	1	120.00	120.00	0.00		120.00	0.00
						Sub Total	\$120.00
						Sales Tax	\$0.00
						Total	\$120.00
						Less Amount Paid	(\$0.00)
						Amount Due	\$120.00

C, All Rights Reserved.

Click on "Pay In Full Now"

Invoice Payment

[Cancel and Return to Invoice](#)

Invoice #0002714

Invoice Payment Detail

Sub Total: 220.00
Sales Tax: 0.00
Total Amount: 220.00

Member Making Payment: Doe, John

Card Type: - Select Card -

Card Number: (Numbers only. No dashes)

CVV Security Code: [?](#)

Expiration date: 01 | 2020

Cardholder First Name: John

Cardholder Last Name: Doe

Cardholder Address 1: 123 Recreation Way

Cardholder Address 2:

Cardholder City: Western Springs

Cardholder State/Province: IL

Cardholder Zip: 60558

Country: US - United States

[Continue](#)

Enter your payment information.

Click "Continue"

You may have to verify your information on the next page. Once verified click continue and you will have paid your invoice.