

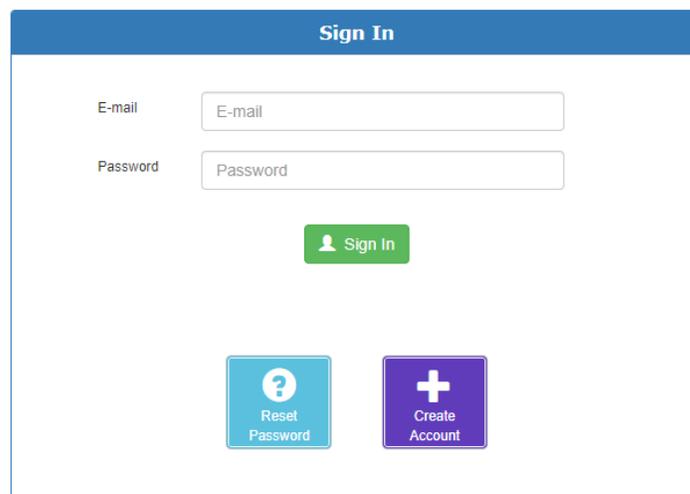
City of Morgan Hill Online Payment Instructions

1. Visit www.mhreconline.com. At the top of the page, click on the sign-in button.



2. Enter Login Information. Use your email associated with your reservation or membership. Click Reset Password if you forget your password.

Note: 1st Time Users will receive temporary password via email.

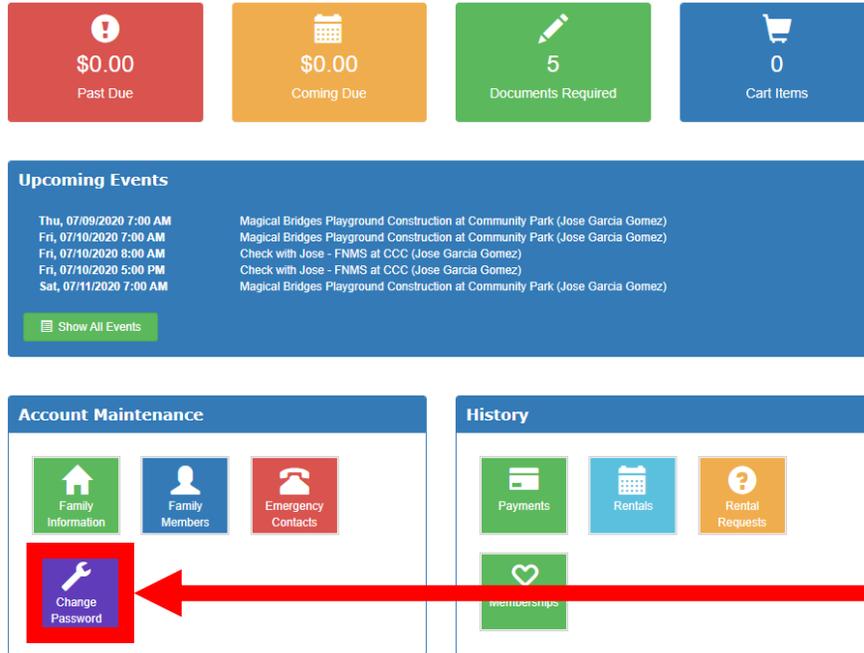


The image shows a 'Sign In' form with the following elements:

- Sign In** (header)
- E-mail** field with a placeholder 'E-mail'
- Password** field with a placeholder 'Password'
- Sign In** button (green with a person icon)
- Reset Password** button (blue with a question mark icon)
- Create Account** button (purple with a plus icon)

3. Once signed in, please change your password if temporary password is used. Your home page has a change password button.

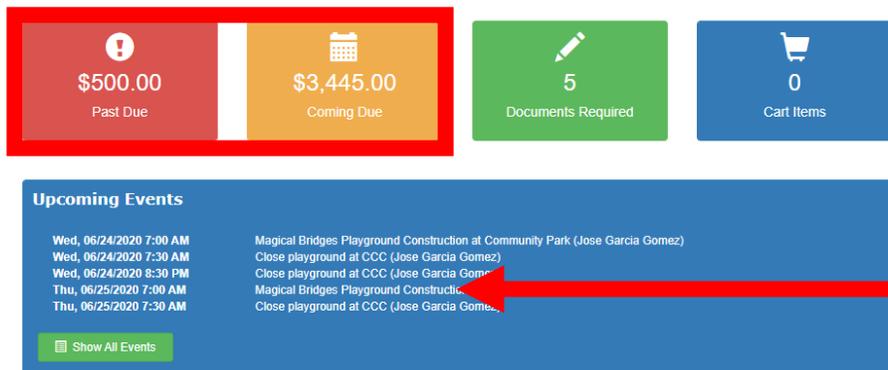
Garcia Gomez Account



The screenshot shows the 'Garcia Gomez Account' dashboard. At the top, there are four summary cards: 'Past Due' (\$0.00), 'Coming Due' (\$0.00), 'Documents Required' (5), and 'Cart Items' (0). Below these is an 'Upcoming Events' section with a list of dates and event titles, and a 'Show All Events' button. The bottom section is divided into 'Account Maintenance' and 'History'. The 'Account Maintenance' section contains icons for 'Family Information', 'Family Members', 'Emergency Contacts', and 'Change Password'. The 'History' section contains icons for 'Payments', 'Rentals', 'Rental Requests', and 'Memberships'. A red arrow points from the 'Change Password' button in the 'Account Maintenance' section to the 'Upcoming Events' section.

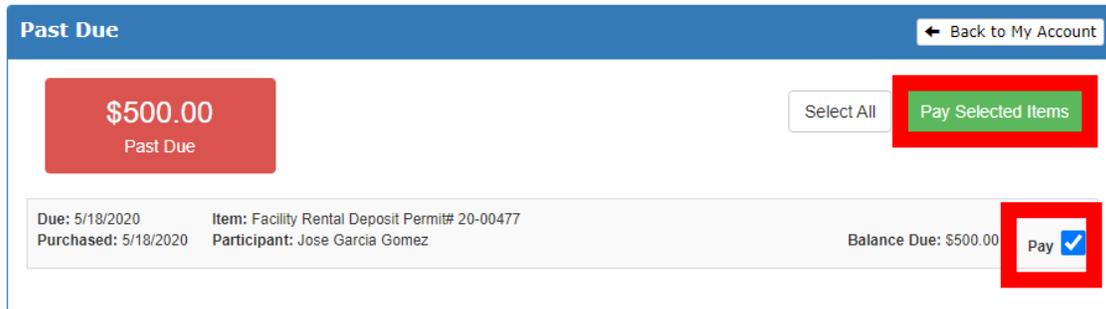
4. On the main page, click on the Past or Coming Due buttons to review pending fees. The DUE DATE of your fees will cause fees to switch between the Past or Coming Due pages.

Garcia Gomez Account



The screenshot shows the 'Garcia Gomez Account' dashboard. At the top, there are four summary cards: 'Past Due' (\$500.00), 'Coming Due' (\$3,445.00), 'Documents Required' (5), and 'Cart Items' (0). The 'Past Due' and 'Coming Due' cards are highlighted with a red border. Below these is an 'Upcoming Events' section with a list of dates and event titles, and a 'Show All Events' button. A red arrow points from the 'Upcoming Events' section to the 'Past Due' card.

5. Click on the fees you wish to pay and click Pay Selected Items. The fee will be added to your cart. Partial Payments are not accepted. The fee must be paid in full.

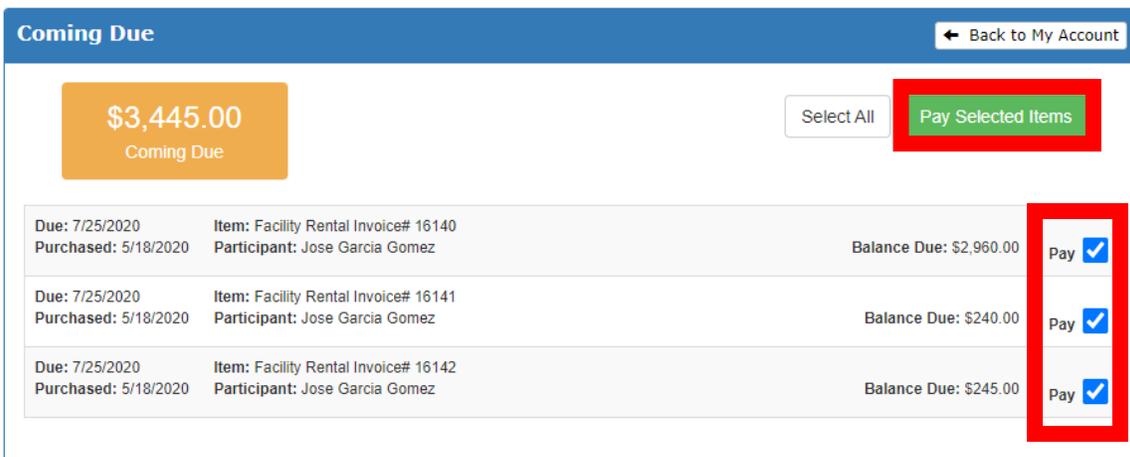


Past Due ← Back to My Account

\$500.00
Past Due

Select All **Pay Selected Items**

Due: 5/18/2020 Purchased: 5/18/2020	Item: Facility Rental Deposit Permit# 20-00477 Participant: Jose Garcia Gomez	Balance Due: \$500.00	Pay <input checked="" type="checkbox"/>
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Coming Due ← Back to My Account

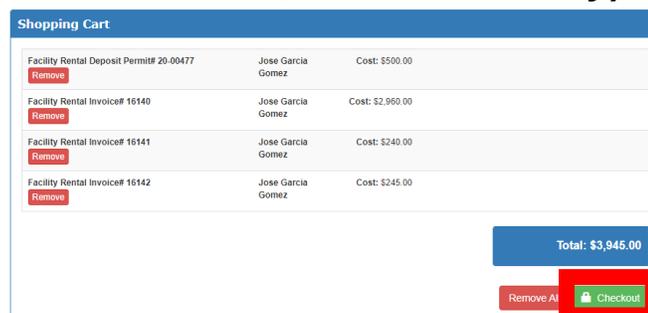
\$3,445.00
Coming Due

Select All **Pay Selected Items**

Due: 7/25/2020 Purchased: 5/18/2020	Item: Facility Rental Invoice# 16140 Participant: Jose Garcia Gomez	Balance Due: \$2,960.00	Pay <input checked="" type="checkbox"/>
Due: 7/25/2020 Purchased: 5/18/2020	Item: Facility Rental Invoice# 16141 Participant: Jose Garcia Gomez	Balance Due: \$240.00	Pay <input checked="" type="checkbox"/>
Due: 7/25/2020 Purchased: 5/18/2020	Item: Facility Rental Invoice# 16142 Participant: Jose Garcia Gomez	Balance Due: \$245.00	Pay <input checked="" type="checkbox"/>

6. After selecting which fees to pay, you will be directed to the cart page. You can remove fees while in your cart page. Additionally, you can add more fees by going back to the Past or Coming Due pages before clicking checkout. Click Checkout to pay.

Note: You can access your cart from the home page. (Visa, Mastercard, and Amex Only)



Shopping Cart

Facility Rental Deposit Permit# 20-00477 Remove	Jose Garcia Gomez	Cost: \$500.00
Facility Rental Invoice# 16140 Remove	Jose Garcia Gomez	Cost: \$2,960.00
Facility Rental Invoice# 16141 Remove	Jose Garcia Gomez	Cost: \$240.00
Facility Rental Invoice# 16142 Remove	Jose Garcia Gomez	Cost: \$245.00

Total: **\$3,945.00**

Remove All **Checkout**