



Dominion Hills Civic Association

DHCA Launches New Web Site, Online Membership System

Following years of careful planning, false starts and hand-wringing, the Dominion Hills Civic Association (DHCA) has at last implemented a wholesale makeover of its website and adopted an integrated online Membership Management System! The new system, *DH SecureNet*, will, for the first time, allow Dominion Hills neighbors to 1) update their own contact information and volunteer/committee preferences online and 2) make their annual dues and contribution payments through a secure financial transactions link managed by PayPal.

DHCA has for many years maintained a list of Dominion Hills' 615 single-family homes with the most current information available from membership forms submitted by neighbors, our Google Groups listserve subscriptions, and Arlington County's online real estate information database. Now, we invite all households – both homeowners and renters – to register online and manage your own memberships through *DH SecureNet*.

Combined with our vastly more flexible and capable new website, *DH SecureNet* will provide DHCA with the efficient, 21st Century tools it needs to manage a modern and effective association and raise the necessary funds to meet our ongoing and growing financial obligations. Neighbors who do not wish to participate in the DH SecureNet online membership system are welcome to continue with a paper-based membership and to pay dues by check, cash or in-person credit card (at meetings and events.) Just complete the form on the reverse side and return with your payment in the attached envelope.

DH SecureNet is built on a platform managed by Tidy HQ, an established service provider with low fees and a strong reputation for efficiency and security. In order to sign into *DH SecureNet*, you will first need to establish an account with Tidy HQ, through our new website.

To setup and confirm your DH SecureNet membership, go to www.dominionhills.net and choose "Resource Center." This will open a new page with complete instructions on how to complete your Tidy HQ account and DHCA household membership.

In the event you have any questions or need further information, please email support@dominionhills.net.

FAQ:

What personal information is kept in the system?

DH SecureNet will keep only personal information that you have provided: Names, email addresses, phone numbers, volunteer preferences, and membership payment history. We will NOT retain any credit card or bank account information. Your record will also include some public information, such as whether you own or rent your home and the county's property ID number.

Who will have access to my information?

Only DHCA Officers and a select few Board Members will be able to view your personal information. We will NEVER share your information with any outside organization or company.

If you have any questions, please email us at: support@dominionhills.net



Dominion Hills Civic Association

How can I pay for my membership?

DH SecureNet includes a payment link via PayPal. If you have a PayPal membership, or wish to create one, you only enter your email address and password to complete your payment. If you do not have a PayPal membership, you can make a credit card payment via PayPal.

Can I make an additional contribution above the \$20 annual membership dues?

We need and greatly appreciate additional voluntary contributions above our low \$20 annual household membership dues. The PayPal payment link includes an option to add an additional contribution.

Are there any additional fees charged for online memberships?

The Tidy HQ platform adds a small service charge to every transaction processed through PayPal. In addition, PayPal charges DHCA its standard nonprofit service fee. DHCA believes both fees are reasonable and necessary for us to maintain the new website and DH SecureNet system at very low cost.

What if I don't have a PayPal account?

If you are making a payment via the system you are required to use PayPal. Once the membership process gets to the point of payment, you will be redirected to the PayPal website to complete the transaction. At this point you will be able to choose from two options: login with your PayPal account or simply enter in your credit card and name/address information.

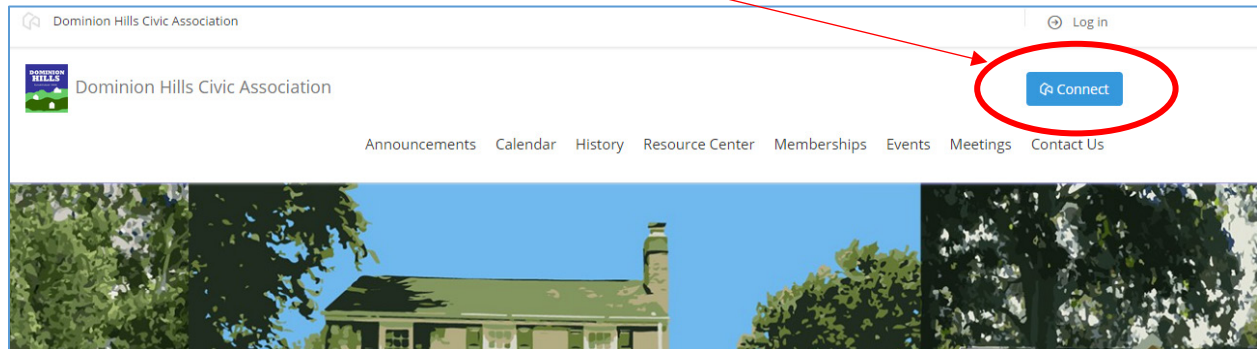
Note: *If you choose to simply enter in your payment information without an existing PayPal account, you may choose to create an account with information you are entering (there is a checkbox to create an account).*

If you have any questions, please email us at: support@dominionhills.net

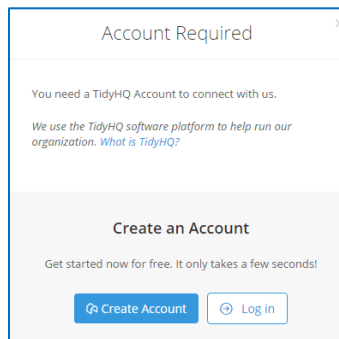


Dominion Hills Civic Association

Visit www.dominionhills.net and choose the “Connect” button.



You will be prompted to create a TidyHQ account.
This is an account for the platform our system is running on.



Enter your email address that is associated with the Dominion Hills Civic Association’s (DHCA) email list

Enter your first and last names

Confirm details, review and agree to “Terms and Conditions” and press **“Create Account”**.

If you have any questions, please email us at: support@dominionhills.net



Dominion Hills Civic Association

Create Account

Email
dhcatest@gmail.com Edit

Name
Test Homeowner Edit

☒ By creating an account you agree to our [Terms and Conditions](#)

Create Account

Press Done.

Account Created

Success!

An invitation has been sent to dhcatest@gmail.com with instructions on how to set the password for your account, but don't worry – you can do it later.

For now, onward!

Done

Press Connect

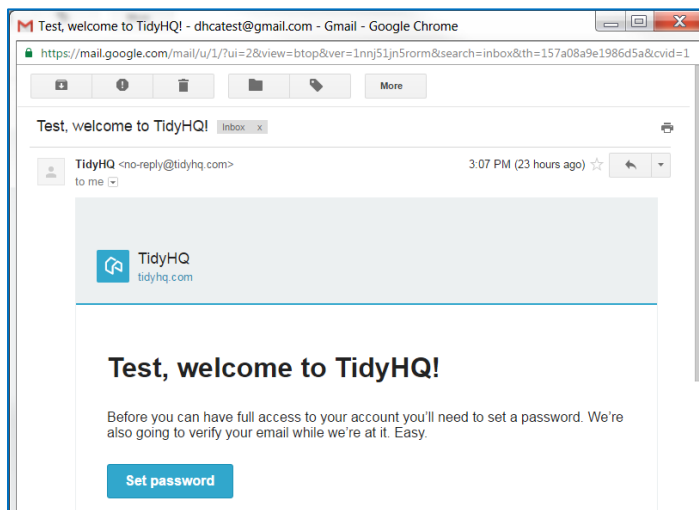
Connect with Dominion Hills Civic As...

By Connecting, you'll be creating and sharing a Contact profile with basic information like your email dhcatest@gmail.com and your name with Dominion Hills Civic Association.

You can update your shared Contact Profile at any time under the Profile Menu.

Connect

At this point, check your email to set the password for your account:



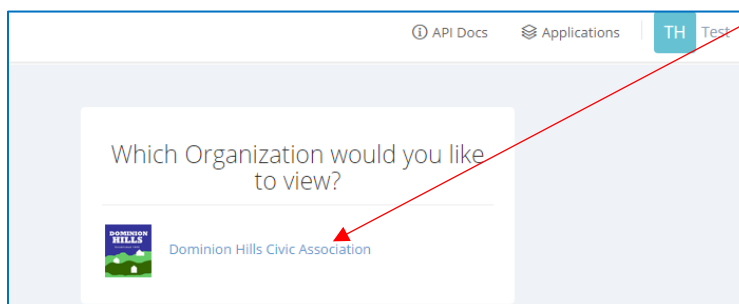
New Password

Enter the new password

Re-enter the new password

Update

Now choose to associate your account with DHCA (select: **Dominion Hills Civic Association**)



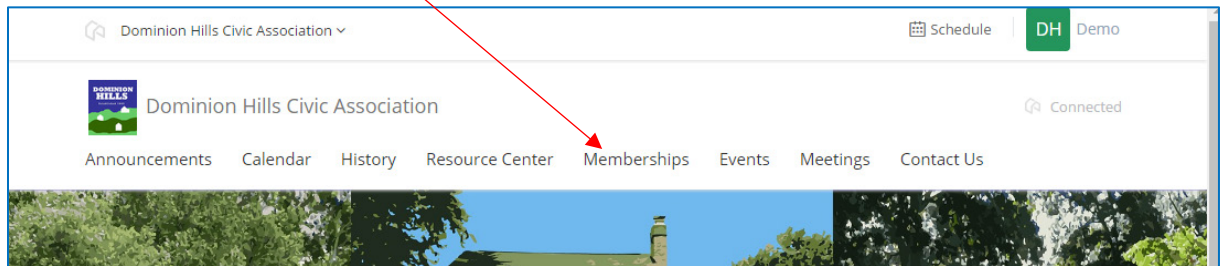
If you have any questions, please email us at: support@dominionhills.net



Dominion Hills Civic Association

Signing up for a Membership

Now your login page should have a few more details on it and you could now setup your membership for the calendar year. Select **"Memberships"**



Select the membership options on the left (scroll down for more options). The details for each level are provided on the right.

Note: Select "...Individual..." for only one person. Select "...Household..." for more than one person to be listed on this membership.

Memberships

✓ Log in or Create Account – Demo Household dhcatest@gmail.com

Pick Membership

2016 Annual Individual Membership \$20 (total \$20)	<h4>2016 Annual Individual Membership \$20 (total \$20)</h4> <p>This membership level is for an individual, for a total of \$20 (plus processing fee). Additional levels are available if you wish to donate additional funds.</p> <table><tbody><tr><td>Start Date:</td><td>01/01/2016</td></tr><tr><td>End Date:</td><td>12/31/2016</td></tr><tr><td>Membership Price:</td><td>\$20.00</td></tr></tbody></table>	Start Date:	01/01/2016	End Date:	12/31/2016	Membership Price:	\$20.00
Start Date:		01/01/2016					
End Date:		12/31/2016					
Membership Price:		\$20.00					
2016 Annual Household Membership \$20 (total \$20)							
2016 Annual Individual Membership \$20 + \$10 donation (total \$30)							
2016 Annual Household Membership \$20 + \$10 donation (total \$30)							
2016 Annual Individual Membership \$20 + \$20 donation (total \$40)							
2016 Annual Household Membership \$20 + \$20 donation (total \$40)							
2016 Annual Individual Membership \$20 + \$30 donation (total \$50)							

Scroll down and review the Waiver Release and Indemnification. Press **"Accept and Continue"**.

If you have any questions, please email us at: support@dominionhills.net



Dominion Hills Civic Association

2016 Annual Household Membership \$20 + \$80 donation (total \$100)

WAIVER RELEASE & INDEMNIFICATION

In consideration of the acceptance of my membership or participation in events with the Dominion Hills Civic Association.

1. ☐ I waive all claims that I may have against the Dominion Hills Civic Association

[read more](#)

I accept WAIVER RELEASE & INDEMNIFICATION

Fill out/complete the form for yourself, press **“Continue and Add Another Adult Member”** to complete the form for additional adult household members.

Memberships

✓ Log in or Create Account - Demo Household dhcatest@gmail.com

✓ Pick Membership - 2016 Annual Household Membership \$20 (total \$20)

Enter Adult Member Details

First Name *

Last Name *

Contact Email *

Phone

Mobile Phone

Address

City

State

Zip

FacebookGroup (Do you want to be in the Facebook group) ☒

GoogleListserve (Do you want to be on email list) ☐

Homeowner

Volunteer

☐ Park Clean Up and Maintenance

☐ Spring Event

☐ Annual Meeting

☐ Neighborhood Day

☐ 4th of July Parade

☐ Halloween Parade

☐ Snow Removal Assistance

☐ Park Improvement Committee

☐ Newsletter Editor

☐ Newsletter delivery

☐ Traffic/Pedestrian Safety

☐ Website

☐ Membership

Confirm your information and press the **“Pay Now”** option on the **Enter Payment Details** page.

If you have any questions, please email us at: support@dominionhills.net



Dominion Hills Civic Association


Memberships

✓ Log in or Create Account – Demo Household dhctest@gmail.com

✓ Pick Membership – 2016 Annual Household Membership \$20 (total \$20)

✓ Enter Adult Member Details – Demo Household | Demo Homeowner

Enter Payment Details

Payment Type * 

[Pay Now](#)

2016 Annual Household Membership \$20 (total \$20)

This membership level is for a whole household, for a total of \$20 (plus processing fee). Additional levels are available if you wish to donate additional funds.

Start Date:	01/01/2016
End Date:	12/31/2016
Demo Household	\$20.00
Demo Homeowner	\$0.00
Membership Price:	\$20.00

SUB TOTAL:	\$20.00 USD
FEE:	\$0.60 USD

TOTAL: \$20.60 USD

At this point you will be redirected to PayPal.com to complete the payment.

You may pay with your PayPal account or just use your credit card.

Your payment summary

Description	Amount
Dominion Hills Civic Assoc.	\$20.00 USD
TIDYCLUB PTY LTD	\$0.60 USD
Total:	\$20.60 USD

Choose a way to pay

▼ Log in to your PayPal account





Email address

Password

[Log In](#)

[Problem with login?](#)

▼ Pay with a credit or debit card
Or simply create a PayPal account.

[Cancel payment and return to TIDYCLUB PTY LTD.](#)

If you choose to pay with your credit card, just fill out the details on the payment page.
Press **“Agree and Continue”**.

If you have any questions, please email us at: support@dominionhills.net



Dominion Hills Civic Association

Note: you may choose to create a PayPal account (if not just uncheck this checkbox).-

City State

Phone e.g. 555-555-5555

Mobile

Email address


☒ Save this information with a PayPal account
It's easy and free to sign up. Learn more [about](#)
[PayPal](#)

Password [Password tips](#)

You should have received a confirmation email about your new membership.

New membership
2 messages

Dominion Hills Civic Association <dominionhills@mail.tidyhq.com> Thu, Oct 5, 2016 at 10:16 PM
Reply-To: dominionhills@mail.tidyhq.com
To: dhctest@gmail.com

 Dominion Hills Civic Association
<https://dominionhills.tidyhq.com/>

Your log in email is:
dhctest@gmail.com

New membership

2016 HOUSEHOLD MEMBERSHIP

Duration	2016-01-01 until 2016-12-31
Contact	Test Homeowner
E-mail	dhctest@gmail.com
Address	5977 WILSON BLVD
City	ARLINGTON
Zip	5977

[View all memberships](#) [Update your email notification preferences](#)

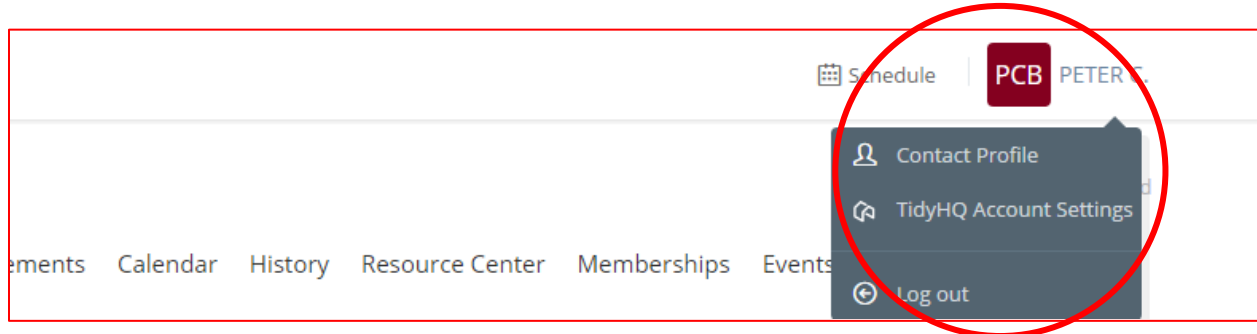
If you have any questions, please email us at: support@dominionhills.net



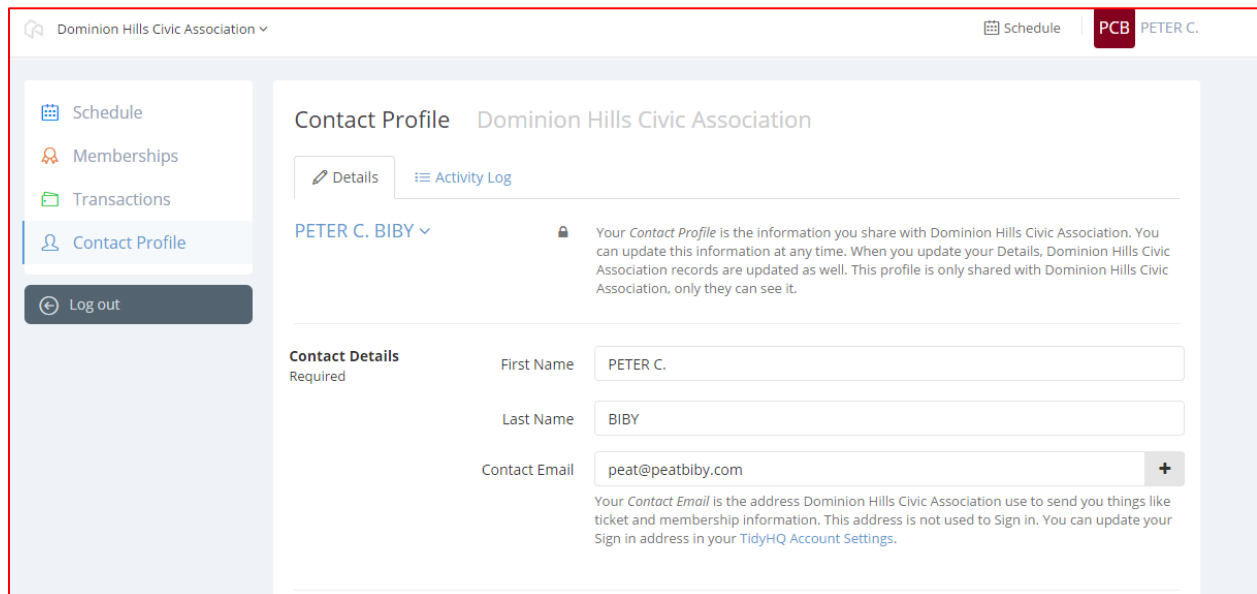
Dominion Hills Civic Association

Updating your Profile:

The DHCA SecureNet allows you to control the information stored in the system. To edit your profile, please click on your Name on the top right hand side of the header and choose **Contact Profile**:



From here there are many options, but by default you will see your profile. Feel free to review and edit any of the following information. Note: DHCA does not capture all the fields listed below. They are available in the system by default and cannot be removed. At a minimum we would need to see your name, address and email address. If you choose to provide additional information, that is at your discretion.



If you have any questions, please email us at: support@dominionhills.net



Dominion Hills Civic Association

Additional fields:

Custom	Volunteer	<input checked="" type="checkbox"/> Park Clean Up and Maintenance <input checked="" type="checkbox"/> Spring Event <input checked="" type="checkbox"/> Annual Meeting <input checked="" type="checkbox"/> Neighborhood Day <input checked="" type="checkbox"/> 4th of July Parade <input checked="" type="checkbox"/> Halloween Parade <input checked="" type="checkbox"/> Snow Removal Assistance <input checked="" type="checkbox"/> Park Improvement Committee <input type="checkbox"/> Newsletter Editor <input type="checkbox"/> Newsletter delivery <input type="checkbox"/> Traffic/Pedestrian Safety <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Membership
	Neighbor Since:	<input type="text"/>
	Homeowner	<input type="text" value="Homeowner"/>
	GoogleListserve (Do you want to be on email list)	<input checked="" type="checkbox"/>
	FacebookGroup (Do you want to be in the Facebook group)	<input checked="" type="checkbox"/>
	EVENT VOLUNTEER	<input type="checkbox"/> Refreshments <input type="checkbox"/> Games <input type="checkbox"/> Face Painting <input type="checkbox"/> Parade Coordination <input type="checkbox"/> Allergy Free Refreshments
	Newsletter	<input type="text"/>

Future Newsletter Delivery:



Note: Under the profile section: Regarding the newsletter, you may choose your delivery method. We will continue to deliver both email and hand delivery if you have not chosen an option below. On occasion, we may hand deliver a newsletter to all households, independent of your delivery decision.

If you have any questions, please email us at: support@dominionhills.net



Dominion Hills Civic Association

	<div>Hand delivered only</div> <div>E-mail only</div> <div>E-mail and Hand Delivered</div> <div>No Newsletter</div>
Newsletter	<div></div>

Profile Optional	Profile Photo	<div></div> <div><div>Choose File</div>No file chosen</div>
	Nickname	<div></div>
	Previous Position(s)	<div>Not applicable</div>
	Company	<div>Not applicable</div>
	Date of Birth	<div></div>
	Gender	<div></div>
	Phone	<div>703-444-5555</div> <div><div>703-444-1234</div><div>Mobile</div></div>
	Facebook	<div>facebook.com/</div> <div>Not applicable</div>
	Twitter	<div>twitter.com/</div> <div>Not applicable</div>
	Linkedin	<div>linkedin.com/</div> <div>Not applicable</div>
	Instagram	<div>instagram.com/</div> <div>Not applicable</div>
	Website Address	<div>Not applicable</div>
	Occupation	<div>Not applicable</div>
	Additional Info	<div></div>

If you have any questions, please email us at: support@dominionhills.net



Dominion Hills Civic Association

Address

Address

50000 WILSON BLVD

ARLINGTON

22205

Country

Select Country

Emergency

Emergency contact person

Emergency contact number

Save & Update

Activity Log:

This will show you all activity for your account with DHCA:

Dominion Hills Civic Association

Schedule

PCB PETER C.

Schedule

Memberships

Transactions

Contact Profile

Contact Profile

Dominion Hills Civic Association

Details

Activity Log

PCB PETER C. BIBY

paid for 2016 Annual Household Membership \$20 + \$20 donation (total \$40)

10/10/2016 8:32 AM

Schedule:

This area shows you all upcoming Sessions, Meetings and Events. Sessions are like what we normally refer to as “events”. The main difference between a **Session** and an **Event** is that Sessions are not listed on the public website, therefore only members or active users will see the information pertaining to a **Session** when they are logged into the system. In this instance, you can click on the options for Going? (Yes, No or Maybe).

If you have any questions, please email us at: support@dominionhills.net



Dominion Hills Civic Association

DOMINION HILLS Civic Association

Schedule

Memberships

Transactions

Contact Profile

Log out

Schedule Dominion Hills Civic Association

Tasks Sessions Meetings Events

Upcoming Past Sessions

October 29, 2016 about 3 hours DOMINION HILLS 2016 Halloween Parade and Celebration Going? Yes No Maybe

If you choose to view the event the following window appears with more details about the session and RSVP options. You can also choose to continue to receive future email about this event or be taken off that email group.

DOMINION HILLS 2016 Halloween Parade and Celebration

DOMINION HILLS 2016
Halloween Parade & Celebration

Saturday, October 29th
(rain or shine)

9:45 AM – Assemble at
Wilson Blvd. & N. Livingston St.

10:00 AM – Parade to Dominion Hills Park (at End of N. Liberty St.)

Costume Prizes!
Ghastly Games! Spooky Treats! Ghoulish Face Painting!

PLEASE HELP to make this popular neighborhood tradition a success.

Volunteers Needed to provide refreshments and help with the event.
(see check list below)

If you plan on attending and would like to help out with the event,
please fill out the form below.

🕒 Saturday 29 October
9.45am — 1.00pm

✉ **Subscribed** Unsubscribe

👤 Guest

Going (0)

Not responded (1)
PETER C. BIBY

📎 Attachments No Attachments

Going? Yes No Maybe

If you have any questions, please email us at: support@dominionhills.net



Dominion Hills Civic Association

Membership:

This area details your paid memberships that we have on record for 2015 and 2016. If you believe there is a discrepancy between the system and your records, please contact us.

Schedule	Memberships Dominion Hills Civic Association					Create New Membership
Memberships	Membership Name	Members	Start	End	Status	
Transactions	FREE INDIVIDUAL MEMBERSHIP	PETER C. BIBY	01/01/2016	12/31/2016	Active	
Contact Profile						
Log out	2016 Annual Household Membership \$20 + \$20 donation (total \$40)	PETER C. BIBY	01/01/2016	12/31/2016	Active	

Transactions:

This area detailed records (receipts) for your paid memberships that we have on record for 2016 and beyond. If you believe there is a discrepancy between the system and your records, please contact us.

Dominion Hills Civic Association		Schedule	PCB PETER C.
Schedule	Transactions Dominion Hills Civic Association		
Memberships	Date & Time	Title	Amount
Transactions	10/10/2016 at 8:36 AM	2016 Annual Household Membership \$20 + \$20 donation (total \$40)	\$40.90 USD View Receipt
Contact Profile			
Log out			

Thanks!

If you have any questions, please email us at:

support@dominionhills.net

If you have any questions, please email us at: support@dominionhills.net