

## GOLF CART REGISTRATION RENEWAL STEP-BY-STEP

**STEP 1:** Go to the Resident Golf Cart Stickers website (<https://aptvs.com/baldheadisland/resident/login.php>) and enter the PIN number from your invitation letter in the “PIN” field. Click the “View Record(s)” button.

Resident Golf Cart Stickers

VILLAGE OF BALD HEAD ISLAND

PIN

View Record(s)

Please enter the 6-digit PIN found on your pre-printed mailed application.

**STEP 2:** A dashboard will appear. If you need to correct your billing address or if you need to add a property manager address so that the golf cart stickers can be mailed to your property manager, click on “Edit” (in red to the right).

### Purchase Golf Cart Stickers

Owner/Business Name	Billing Address	Prop. Mgmt Address	Island Address	Email	Island Phone	Other Phone	
VILLAGE OF BHI	PO Box 3009 Bald Head Island, IN 28461-7000		PUBLIC WORKS	mharris@villagebhi.org	910-457-9700		<a href="#">Edit...</a>

**STEP 3:** If you clicked “Edit” a screen will appear with fields to update Billing Address, Property Manager Address and fields to add an Island Phone and Other Phone. If you are entering anything into the Phone Number fields, please be sure to only enter one phone number in each field. This has been known to cause issues. When you have made all edits click the “Save” button at the bottom of the page. If no edits were made, click the “Cancel” button.

**STEP 4:** Once the “Save” or “Cancel” button is pressed, the dashboard will reappear.

**STEP 5:** Review the table with a list of golf carts that were in the Village's golf cart database under the same name and address.

- If there are carts listed that you no longer own, click the box next to “**SOLD**” for each cart that is no longer owned by you.
- If you own a cart that is not listed, you can click on the “**Add Golf Cart**” button and add a cart. If you have more than one, you can add them one by one. Please be sure to enter information in all fields.
- If some information on one of the golf carts listed is incorrect, you can also click “**Edit**” to the right of that cart and update the information.

**Amounts for each cart may vary. Cart owners will be paying the full \$30 for 2027 registration and then a prorated amount for 2026 based on the original registration date of each cart.**

**Add Golf Cart**

	Purchase? ↓ <sup>A</sup>	Paid On	Due Amount	Make ↓ <sup>A</sup>	Model ↓ <sup>A</sup>	Color	Serial No.	Insurance Co.	Policy No.	Changes?	
	<input checked="" type="checkbox"/> <b>Purchase</b>		\$52.50	CLUB_CAR	CARRYALL 700	WHITE	MH2009053006	IRFFNC	631500	<input type="checkbox"/> <b>SOLD</b>	<a href="#">Edit...</a>

Mark checkbox(es) above for unpurchased item(s), and click 'Purchase'.

You will be sent to the payment website where you may pay securely.

You will not be returned to this site after your purchase is complete. However, you may return to this site to view the status of your purchase(s).

Total amount for selected items is \$52.5.

**Purchase** **Logout**

**STEP 6:** Once all carts you own are appearing on the table, and the information is correct, you can click on the boxes next to “**Purchase**” and then click the “**Purchase**” button at the bottom of the page. A payment portal will appear in which you select payment type and then be prompted to enter your banking/credit card/debit card information. After the payment is processed, you can [log back into](#) the system to view your payment receipt.