How to make a payment

Homeowners will have the option to do the following –

- Make a one-time payment using their banking information or credit card
- Make a recurring payment using their banking information or credit card

*After they've made their payment, whether one time or recurring, they will have the opportunity to see the fees associated with the payment and the confirmation, each within its own tab.

Steps on how to make a payment

1. Access your Association's page by the link that was provided by the management company and Sign in.
2. Once you are in your personal account, you should see the 'Dashboard', there you will see your current balance.
3. There are two ways on how to access making a payment –
   a. From the Dashboard you can choose "Make a payment" or..
   b. From the top menu bar, you can click "Pay Assessment"
4. Once you've accessed the payment page, here you will see your different options.
5. At the top of the screen, you will be able to make a one-time payment, at the bottom of the screen, you will be able to make recurring payments.
6. To set up a one-time payment, your information should automatically be filled in, choose 'eCheck' or 'credit card'. You should be able to see what is currently due, but you will have the option to enter in a different amount.
7. If you choose 'eCheck', fill in the necessary bank information and click 'Submit eCheck Payment'.
8. If you choose 'credit card', fill in the necessary information and click 'Submit'.

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1. If you would like to set up a recurring payment, click 'New Recurring Payment'.
2. Again, you should see your information automatically entered, and then you will see the option for "Pay by eCheck" or "Pay by credit card".
3. If you choose 'Pay be eCheck', fill in your banking information, **the frequency of your payment and the date of your payment** and click 'Submit eCheck'.
4. If you would like to use your credit card, choose "Pay be credit card".
5. Fill in the necessary information, **the frequency, date of payment** and click "Submit" – remember any fields you see with the red asterisk – are necessary.
6. Once you've submitted your payment, you will be brought to the "Finalize" tab, where you will see any fees associated with the payments.
7. Then you can click the 'Confirmation' tab where you can see your receipt. You will have the option to print, but you will also receive an email stating that your payment has been accepted OR declined. For recurring payments, you will also receive emails stating if your payment was received, declined, if your payment is going to expire, if you have an upcoming payment, when the payment has been made or if you ever stop your payment.