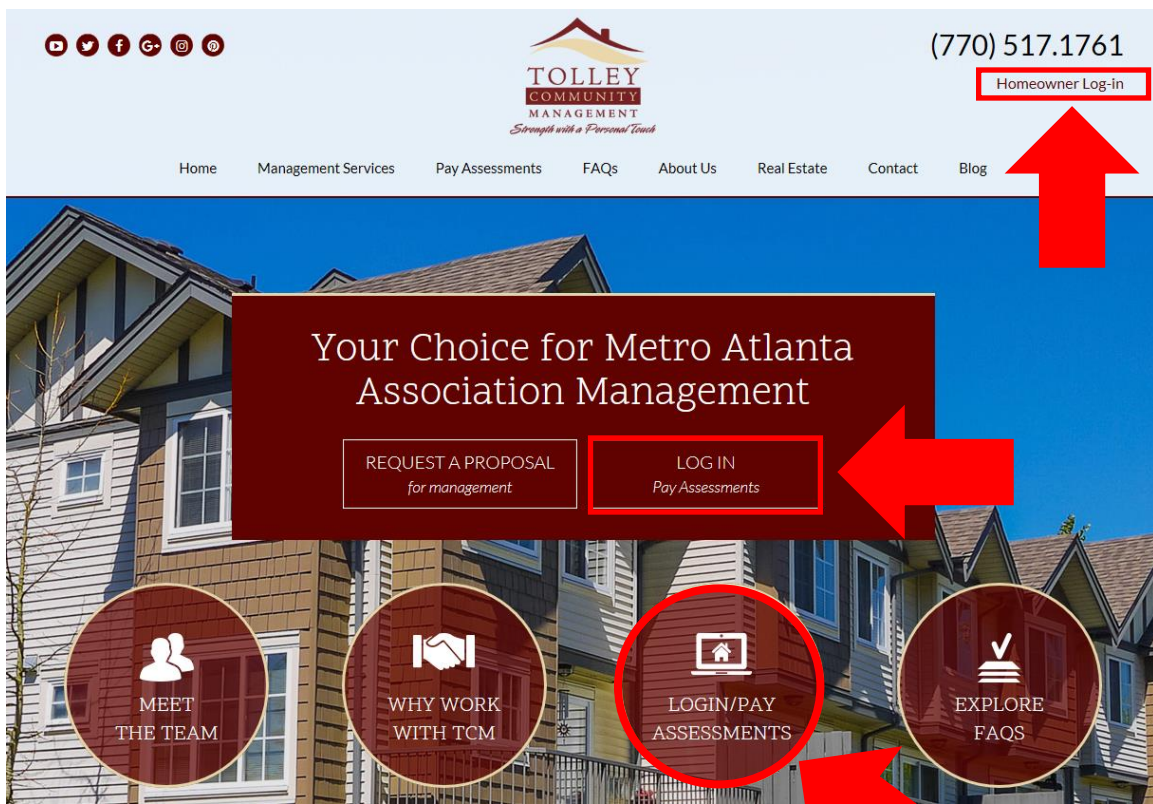


Website Instructions

On your first visit to the website, you will need to register as a user. Select one of the highlighted areas in red to be directed to this option. You must then select "Register" to begin the registration process.

1. Enter your name, address, phone number (s) and email address and then click submit.
2. The email address you submitted is now your Login Id. Once we verify your information, you will be sent e-mail with your password. Verification may require one business day to complete. Please do not try to register again.



YOUR ASSOCIATION

Log-in

Password

[Lost password?](#) | [Help](#)

Logging Into Your Account

1. Enter your email address in the Login Id box
2. Enter your password in the Password box and click submit

Once you are logged into your account you are able to perform the following activities by clicking on the appropriate link on the left side of your screen.

1. **My Profile:** Update your website profile and password. Please note that any changes made to this profile, do not affect your account. Please notify your management company of any address, email or phone number changes by clicking on the Contact Us link.
2. **Account Information:** View your account balance, charges and payments. You may add additional properties you own by selecting the Add Additional Properties button at the bottom of the screen.
3. **Calendar:** View important dates for your association
4. **Directory:** Access member directories setup for your association
5. **Documents:** Access association documents such as by-laws and covenants.
6. **ACC Requests:** Submit your ACC requests directly to your management company from this page. You are also able to view the history of any existing ACC requests and add comments to your requests.
7. **Work Orders:** Submit your Work Order requests directly to your management company from this page. You are also able to view the history of any existing work order requests and add comments to your requests.
8. **Pay Assessments:** You will be able to make online payments using either e-check or credit cards. You can choose to make a one-time payment, or set up recurring payments. Detailed Instructions are included below.

Making a One Time Payment:

1. Click on the Pay Assessments Link on the left side of the page.
2. Under the One Time Payment Option, if you would like to pay by E-check, click on Electronic Check, or if you would like to pay by Credit Card, click on Credit Card.

One-Time Payment	
Pay Assessments	
One-Time Online Payment	
<input type="button" value="Electronic Check"/>	Authorize a one-time debit to your checking account.
<input type="button" value="Credit Card"/>	Authorize a one-time charge to your credit card.

3. Your homeowner account number and physical property address will automatically default on this screen. If you are paying by credit card and

your credit card billing address is different from your physical property address, you must enter your correct billing address on this screen.

4. For credit card payments, choose the appropriate credit card type from the drop down menu and enter your account number, expiration date and CVV.

What is the CVV?

The CVV is the three- or four-digit security code on your American Express, Discover or MasterCard credit card. We ask for your CVV to verify that the order is being placed by you and to detect any fraudulent use of your card.

If you have a MasterCard or Discover card, the Security Code is the last 3 digits printed on the signature panel on the back of the card.

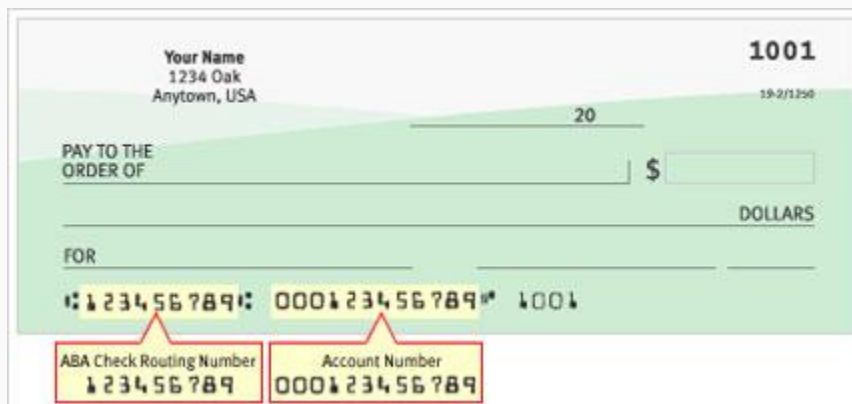


If you have an American Express Card, the Security Code is the non-raised 4 digits, printed at the left or right, above the raised account number on the face of the card.



5. For Electronic Check Payments, enter the Bank Routing Number and Bank Account Number.

Where is the bank routing # and account # located on my check?



6. Enter your Payment Amount and then click continue.

One-Time Payment

The physical property address is the account you are paying for. Please verify the billing address below. If it is incorrect, please update your profile information before submitting this payment.
 * All Billing Information fields are required.

Pay Assessments for the following property:

Account #	11410
Physical Property Address	123 ABC Avenue

Billing Information:

Name*	<input type="text" value="John Smith"/>
Billing Address*	<input type="text" value="123 ABC Avenue"/>
Phone*	<input type="text"/>
Email*	<input type="text" value="johnsmith@youremail.com"/>
Account Type*	Checking <input type="button" value="v"/>
Bank Routing #*	<input type="text" value="261171336"/> <small>What is this?</small>
Bank Account #*	<input type="text" value="222222222222"/>
Payment Amount*	<input type="text" value="1.00"/>

7. They system will display a screen showing you the information you entered so that you can review it. Once you have reviewed it, click Finalize to submit your payment. Please note – you must click Finalize for your payment to be processed.

One-Time Payment

Review the details below and click "Finalize" to complete the payment.

Pay Assessments for the following property:

Account #	11410
Physical Property Address	123 ABC Avenue

Billing Information:

Name*	John Smith
Billing Address*	123 ABC Avenue
Phone*	770-555-1212
Email*	johnsmith@youremail.com
Account Type*	Checking
Bank Routing #*	...1338
Bank Account #*	...1087
Payment Amount*	\$1.00

8. The system will provide you with a payment confirmation.

Setting Up Recurring Payments – If you would like to set up automatic recurring payments, please follow the instructions below:

1. Click on the Pay Assessments link.
2. If you would like to pay by E-check, click on New Recurring E-check, or if you would like to pay by Credit Card, click on New Recurring Credit Card.

One-Time Payment	
Pay Assessments	
One-Time Online Payment	
<input type="button" value="Electronic Check"/>	Authorize a one-time debit to your checking account.
<input type="button" value="Credit Card"/>	Authorize a one-time charge to your credit card.

Payment Day	Amount	Payment Type	Last Payment
No recurring items found.			
<input type="button" value="New Recurring eCheck"/>		<input type="button" value="New Recurring Credit Card"/>	

3. Your homeowner account number and physical property address will automatically default on this screen. If you are paying by credit card and your credit card billing address is different from your physical property address, you must enter your correct billing address on this screen.
4. For credit card payments, choose the appropriate credit card type from the drop down menu and enter your account number, expiration date and CVV.

What is the CVV?

The CVV is the three- or four-digit security code on your American Express, Discover or MasterCard credit card. We ask for your CVV to verify that the order is being placed by you and to detect any fraudulent use of your card.

If you have a MasterCard or Discover card, the Security Code is the last 3 digits printed on the signature panel on the back of the card.

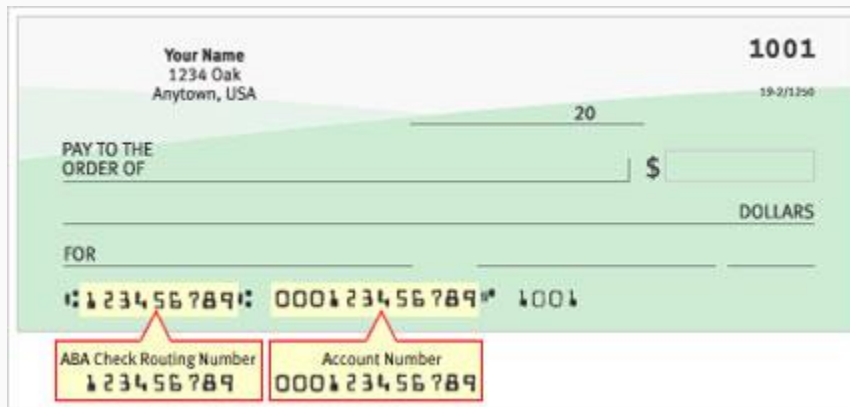


If you have an American Express Card, the Security Code is the non-raised 4 digits, printed at the left or right, above the raised account number on the face of the card.



5. For Electronic Check Payments, enter the Bank Routing Number and Bank Account Number.

Where is the bank routing # and account # located on my check?



6. In the Payment amount field, enter the monthly amount that you would like paid on your homeowner account each month.
7. In the Day of Month field, choose the day of the month that you would like your payment deducted from your bank account or credit card and applied to your homeowner account.

Setup Recurring Payment	
<p>The physical property address is the account you are paying for. Please verify the billing address below. If it is incorrect, please update your profile information before setting up this recurring payment. * All Billing Information fields are required.</p>	
Pay Assessments for the following property:	
Account #	11410
Physical Property Address	123 ABC Avenue
Billing Information:	
Name*	<input type="text" value="John Smith"/>
Billing Address*	<input type="text" value="123 ABC Avenue"/>
Phone*	<input type="text" value="770-555-1212"/>
Email*	<input type="text" value="johnsmith@youremail.com"/>
Account Type*	<input type="text" value="Checking"/> ▼
Bank Routing #*	<input type="text" value="261171336"/> <small>What is this?</small>
Bank Account #*	<input type="text" value="22222222222222"/>
Payment Amount*	<input type="text" value="1.00"/>
Recurring Information: Recurring payments occur monthly on the following day	
Processing Day of Month*	<input type="text" value="10"/> ▼
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

8. Click Continue and review the information you have entered. Click Finalize to complete your information. Once you have finalized your information, each month, the amount designated on this screen will be deducted from the account you defined and applied to your homeowner account.