

### Ways To Pay Your Dues:

#### **OPTION 1 - Online through the Association's Bank:**

Please visit: [www.fieldstonerp.com/resident login/](http://www.fieldstonerp.com/resident login/). You can then complete either the one-time payment or recurring payments.

- ◆ Fees may apply; Credit card: % of amount or \$ per occurrence.
- ◆ ACH; Checks can take 7-10 business days to reflect.

#### **OPTION 2 - Bill Pay through your Personal Bank:**

You can also set up an online bill pay via your personal bank using the information provided below and on your coupon book.

- ◆ Adjust the Deliver by Date to match the Association payment due date
- ◆ Payee Name: **Your Community Association Name** (*Your HOA name*)
- ◆ Payee Address: Alliance Association Bank, P.O. Box 628902, Orlando, FL 32862
- ◆ Payee Phone number: 844-739-9231 Customer Service

#### **OPTION 3 - Checks in the US Mail:**

Make Checks Out To:

Your Community Association Name with your Account in the Memo Line

Mail To:

Your Community Association Name (*Your HOA name*)

P.O. Box 628902

Orlando, FL 32862

~Checks can take 7-10 business days to reflect~

~Holidays and Weekends can delay Delivery~



## Frequently Asked Questions

1. If I have auto pay set up, do I need to do anything?
  - a. If auto pay is set up with Pacific, yes, need to cancel and set up new auto pay with Alliance.
  - b. If auto pay is set up through your bank's online bill pay, yes, need to cancel and set up new auto pay with Alliance.
  - c. If auto pay is set up with Paylease, the only change that needs to occur is adjust auto pay amount if there is an assessment change.
2. Where can homeowners access their autopay for Pacific and how can they cancel?
  - a. By logging in at <https://www.hoabankservices.com/> and adjusting their autopayment schedule. See "HOA\_RecurringPayments\_QRG.PDF"
3. Will people be able to use the existing Comweb portal for owner payments?
  - a. See #2
4. When will autopayments expire in Pacific?
  - a. Depends on what the homeowner set the expiration date as. See "HOA\_RecurringPayments\_QRG.PDF"
5. When will FAM turn off autopayments with Pacific?
  - a. When we fully close out Pacific bank accounts, 1<sup>st</sup> quarter 2022.
6. What is Alliance's customer service number to help with online payments?
  - a. (844)739-2331 from 7:00 am until 5:00 pm Pacific Standard Time, Monday through Friday.
7. How do owners set up new payments?
  - a. Homeowners can pay multiple ways:
    - i. Through ComWeb – Paylease
      1. Once SSO goes live with ComWeb/Alliance, payments will be made through Alliance's online website instead of Paylease.
    - ii. Through Alliance's website directly - <https://pay.allianceassociationbank.com/Home?cmcid=573E9F3C>
    - iii. Setting up online bill pay through their bank directly. See "IMPORTANT.PDF"
      1. If phone number is required, use Alliance customer service number (844)739-2331
    - iv. Mailing payment through lockbox
8. What is the management company ID and Association ID?
  - a. Management Company ID: 3265
  - b. Association ID: TOPS ID for the community
9. This can be found on the scan line of all statements/coupons mailed out.
10. Why are there two operating accounts on the balance sheet?
  - a. Money will be coming into the new Alliance operating accounts through closings, 2022 payments, etc. Money will slowly be moved from Pacific to Alliance due to checks clearing and homeowners still making payments through Pacific.
11. How will the bank change affect Paylease?

- a. The new bank account and routing numbers will be provided to Paylease by the end of the month. As of today, any payments made in Paylease are deposited to the Pacific accounts. Once the new account numbers are provided to Paylease, the payments will be deposited to Alliance accounts. Homeowners should not see any change.
- b. In addition, Alliance and Comweb have plans for SSO. Still waiting on ETA. Once that goes live, we will not be using Paylease anymore.

# IMPORTANT ANNOUNCEMENT UPDATED MAILING ADDRESS

We are excited to announce that Alliance Association Bank (AAB), a division of Western Alliance Bank is now processing your assessment payment. AAB works exclusively with common interest associations and is committed to providing you and your association first-in-class service.

Please include your coupon with all assessment payments and mail all assessment payments to:

<Association Name>  
c/o Fieldstone Association Management  
P.O. Box 628902  
Orlando, FL 32862-8902

If you are using online bill pay through your bank, please login to the service, stop/delete your existing payment, and create a new payment with our new processing address:

<Association Name>  
c/o Fieldstone Association Management  
P.O. Box 628902  
Orlando, FL 32862-8902

Important: When setting up a new payment, please ensure you include your association ID and account number, located on your statement or coupon booklet.

**Failure to update the address in your online bill pay system may result in delayed and or returned payments.**

We kindly ask that you mail your assessment to the address listed above to ensure prompt and speedy processing of your payment.

**Failure to update your address may result in a late payment fine or your check being returned to your address.**

Thank you for your kind consideration of this request. Please do not hesitate to contact us for any reason--we will look forward to a long and satisfying relationship.

# Setting Up, Editing, and Deleting Recurring Payments Quick Reference Guide

This guide walks you through setting up, editing, and deleting a recurring payment schedule as a registered user.

## **Set Up Recurring Payments** (page 2)

- Pay with e-check
- Schedule monthly, quarterly, semi-annual, and annual recurring payments to be made on the day of your choice
- Choose an expiration date or leave it open-ended until you decide to cancel the schedule

## **Edit Recurring Payments** (page 10)

- Update your payment amount as dues change
- Change a schedule's payment date, recurrence, and expiration date
- For a schedule with a defined expiration date, edit the payment dates and amounts within the schedule

## **Delete Recurring Payments** (page 15)

- Delete the full schedule
- For a schedule with a defined expiration date, delete individual payments within the schedule


FOR CLIENT USE ONLY

## Set Up New Recurring Payments

Go to [HOABankServices.com](https://www.hoabankservices.com)

Under the **Online Payments for Homeowners** section on the left-hand navigation bar, click **Make Payment**

<https://www.hoabankservices.com/>

Click to Sign On to Online Banking and Support Center only: (Not for HOA Online Payments) 

Sign On ▶

Online Payments for Homeowners

Make Payment ▶

Customer Service

888.705.0600

Monday-Friday

8 a.m. – 8 p.m. ET

5 a.m. – 5 p.m. PT

Excluding Federal Holidays

Enter your **Username** and **Password**

Click **Login**

**NOTE:** For **first time logins**, you will be asked to select and answer 3 **forgotten password** questions and 3 **enhanced security** questions

For help logging in the first time, click [Forgot Password or Username Help](#) (below Returning User) to refer to the First-Time Login Quick Reference Guide

Returning User

[Forgot Password or Username Help](#)

Username 

Password 

Login

[Forgot your password?](#)

[Forgot your username?](#)

Find your property profile under **My Properties**

My Properties | My Profile | My Billing Info | FAQs | Welcome, First | Sign Out

### My Properties

Add a New Property

ABC Test Association - Rental Delete Property

Property Profile		Recurring Payments	
Property Location	City, PA	You don't have recurring payments set up yet.	
Management Company	Community Management, Inc.		
Homeowners Association	ABC Test Association		
Homeowners ID	12345		

Set up Recurring Payment Make a One-Time Payment View Payment Details/History

Click **Set up Recurring Payment** from within the property profile

## Recurring Payment for the ABC Test Association

The setup page will open and reflect the Association and Homeowner ID information entered at registration

NOTE: If you are making payments for multiple properties, verify that you have chosen the correct association profile

Scroll down to the **Billing Information** section

Payment | Verify Schedule | Authorize | Confirm

\* Indicates required fields.

Property		Help
Homeowners Association	ABC Test Association	
Management Company	Community Management, Inc.	
Homeowner ID	12345	
Property Location	City, PA	

Complete the required **Billing Information** fields

Click in the **Same as Registered Address** box if the information is the same as the registration information.

NOTE: If the incorrect information is prefilled, you can update any field

**Billing Information**

Same as Registered Address

First Name \* Last Name \*

First Last

Address Line 1 \*

1111 Street

Address Line 2 (Optional)

City \* State \* Zip \*

City Pennsylvania Zip 11111

Contact Number \* (Do not enter hyphens or spaces) Email \*

1112223333 First@last.com



Define when and how often the payments should be made by complete the following fields:

**Payment Day:** The payment day of the month

**Frequency:** Every 1, 3, 6, or 12 months

**Start date:** Date the requested schedule should be effective

**End date:**

- Enter the date the last payment should be made

**OR**

- Choose to continue until you change or cancel the recurring schedule

Recurrence	
Payment Day	1st of the Month <input type="button" value="v"/>
Frequency	Every Month <input type="button" value="v"/> Every 3 Months Every 6 Months Every 12 Months
Start Date	11/12/2018 <input type="button" value="v"/>
End Date	<input type="radio"/> <input type="button" value="Choose Expiration Date"/> <input type="button" value="v"/> <input checked="" type="radio"/> Until I change or cancel this payment

Enter the **Payment Amount**

Choose the bank account number from the **Payment Method** dropdown

**Payment Information**

Payment Amount	<input type="text" value="\$125.00"/>
Payment Method	<input type="text" value="Business Account Checking xxxx7456"/>

Click **Save Recurring Payment**

NOTE: If this is the first time you are making a payment as a registered user, click the **Add New Bank Account** link and complete the bank information fields to add additional accounts

Payment Method	<input type="text" value=""/>
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[Add New Bank Account](#)

### Add a New Bank Account ✕

\* Indicates required fields.

Click the **Checking Account** or **Savings Account** radio button to select the account type

Checking Account     Savings Account

Enter and re-enter your **Routing Number**

Routing Number \*

Re-enter Routing Number \*

Enter and re-enter your **Account Number**

Account Number \*

Re-enter Account Number \*

Enter a **Nickname** for the bank account

Nickname \*

**Note:** If the savings and checking routing and account numbers are the same your payment will default to the checking account for payment.

**SAMPLE ONLY**

NAME \_\_\_\_\_ 0123  
ADDRESS \_\_\_\_\_ 0123456789  
CITY, STATE, ZIP \_\_\_\_\_

Date: \_\_\_\_\_

RAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

BANK NAME \_\_\_\_\_ DOLLARS

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

⑆0⑆2⑆3⑆4⑆5⑆6⑆7⑆8⑆9⑆0⑆1⑆2⑆3⑆ ⑆0⑆1⑆2⑆3

Routing Number    Account Number    Check Number

For savings, credit union, money market and business accounts, please check with your financial institution to verify the correct numbers to use for electronic transfers.

Click **Save**

Choose the newly added account number from the **Payment Method** dropdown

**Payment Information**

Payment Amount

Payment Method

Click **Save Recurring Payment**

Verify the following Payment Schedule and make any revisions.

**NOTE:** If you defined an expiration date, you will be taken to the **Verify your Schedule** page

If you have no expiration date, you cannot edit individual payments and will be taken to the **Debit Authorization Agreement** page

	Date	Amount	#
<input type="checkbox"/>	11 / 14 / 2018	\$1,221.00	Delete
<input type="checkbox"/>	12 / 6 / 2018	\$1,221.00	Delete

**Debit Authorization Agreement**

By typing my name in the box below, I **First Last** hereby authorize Homeowners Association Services eCheck to process the electronic ACH transactions to debit my Checking account, account number **xx7654** with Your Financial Institution, routing number **xxxxxx123** payable to **ABC Test Association**.

If you defined an expiration date, verify the list of individual payments in your schedule and select **Submit Payments**

Refer to the Editing Recurring Payments section to edit dates and amounts of specific payments

### Recurring Payment for the Falling Water Homeowners Association Inc

Payment   **Verify Schedule**   Authorize   Confirm

**Verify your Schedule**

Verify the following Payment Schedule and make any revisions.

	Date	Amount	#
<input type="checkbox"/>	11 / 14 / 2018	\$1,221.00	Delete
<input type="checkbox"/>	12 / 6 / 2018	\$1,221.00	Delete
<input type="checkbox"/>	1 / 4 / 2019	\$1,221.00	Delete
<input type="checkbox"/>	2 / 6 / 2019	\$1,221.00	Delete

Extend Schedule Through:  **Extend**

**Back**   **Delete Selected**   **Submit Payments**

Please click **Submit Payments** or your schedule will not be processed

Authorize Your Payment

Enter your first and last name in the **Authorization: Type Your Name Here:** field

Click **Authorize**

### Recurring Payment for the ABC Test Association

Payment   Verify Schedule   **Authorize**   Confirm

\* Indicates required fields.

**Debit Authorization Agreement**

By typing my name in the box below, I **First Last** hereby authorize Homeowners Association Services eCheck to process the electronic ACH transactions to debit my Checking account, account number **xx7456** with Your Financial Institution, routing number **xxxxxx123** payable to **ABC Test Association**.

\* Authorization: Type Your Name Here:

**Back**   **Authorize**

Please click **Authorize** or your schedule will not be processed

A confirmation message will appear letting you know that the e-check payment was successful

Keep the **Confirmation #** for future research, if necessary

A confirmation email will be sent to the email address provided from Homeowners Association Services. Save the email confirmation for possible future research.

Click on the **My Properties** tab at the top of the page to verify your recurring payment

You will see your next scheduled **Recurring Payments** information

## Recurring Payment for the ABC Test Association

### Thank you!

**Confirmation# 797945**

You should also be receiving an email confirmation shortly.

**Your recurring payment has been completed successfully.**

Homeowners Association	ABC Test Association
Management Company	Community Management, Inc.
First and Last Name	First Last
Homeowner ID / Account Number	1111
Billing Address	1111 Street City, PA 11111
Today's Date:	11/12/2018
Date of First Payment	11/13/2018
Amount of First Payment	125.00

Return to Home Page Logout

### My Properties

Add a New Property

ABC Test Association - Rental Delete Property

<b>Property Profile</b>		<b>Recurring Payments</b>	
Property Address	City, PA	Next Payment	11/13/2018
Homeowners Association	ABC Test Association	Payment Day	1
Management Company	Community Management, Inc.	Pay From	xxxxx7456
Homeowners ID	12345	Amount	\$125.00

Edit Recurring Payment Make a One Time Payment View Payment Details/History

# Edit Recurring Payments

To edit your schedule, click on **Edit Recurring Payment** within the Property Profile

My Properties
My Profile
My Billing Info
FAQs
Welcome, First !
Sign Out

## My Properties Add a New Property

ABC Test Association - Rental 
Delete Property

Property Profile	Recurring Payments
Property Address: City, PA	Next Payment: 11/13/2018
Homeowners Association: ABC Test Association	Payment Day: 1
Management Company: Community Management, Inc.	Pay From: xxxxx7456
Homeowners ID: 12345	Amount: \$125.00

Edit Recurring Payment
Make a One Time Payment
View Payment Details/History

The setup page will open and reflect the selected **Property** information

## Recurring Payment for the ABC Test Association

Payment
Verify Schedule
Authorize
Confirm

\* Indicates required fields.

**Property**
Help

Homeowners Association	ABC Test Association
Management Company	Community Management, Inc.
Homeowner ID	12345
Property Location	City, PA

Scroll down to the **Billing Information** page

Edit Billing Information fields, as necessary

**Billing Information**

Same as Registered Address

First Name \*  Last Name \*

Address Line 1 \*

Address Line 2 (Optional)

City \*  State \*  Zip \*

Contact Number \* (Do not enter hyphens or spaces)  Email \*

Edit any of the following **Recurrence** fields:

**Payment Day:** Which day of the month

**Frequency:** Every, 3, 6 or 12 months

**Start date:** Date the requested schedule should be effective

**End date:**

- Enter the date the last payment should be made

**OR**

- Choose to continue making payments until you change or cancel the recurring schedule

**Recurrence**

Payment Day

Frequency   
Every 3 Months  
Every 6 Months  
Every 12 Months

Start Date

End Date   
Until I change or cancel this payment

**OR**

Edit any **Payment Information**, as necessary

Click on **Save Recurring Payment**

**Payment Information**

Payment Amount


Payment Method  [Add New Bank Account](#)

**NOTE:**

If you set an expiration date, you will be taken to the **Verify your Schedule** page where you may continue to edit each individual payment

If you have no expiration date, you cannot edit individual payments and will be taken to the **Authorize** page

Verify the following Payment Schedule and make any revisions.



	Date	Amount	#
<input type="checkbox"/>	11 / 14 / 2018	\$1,221.00	Delete
<input type="checkbox"/>	12 / 6 / 2018	\$1,221.00	Delete

**Debit Authorization Agreement**

By typing my name in the box below, I **First Last** hereby authorize Homeowners Association Services eCheck to process the electronic ACH transactions to debit my Checking account, account number **xx7654** with Your Financial Institution, routing number **xxxxxx123** payable to **ABC Test Association**.



## Recurring Payment for the ABC Test Association

If an expiration date was defined, you may edit specific payments within the schedule, as necessary

NOTE: The dates in the dropdown only contain bank weekdays (no weekend or holiday dates)

Edit the date:

- Choose the **Date** dropdown
- Choose a different date
- Place a checkmark to the left of the payment
- Select **Submit Payments**

Edit the Amount

- Enter a new **Amount**
- Place a checkmark to the left of the payment
- Select **Submit Payments**

**Extend** your schedule for as many months as you like.

- Choose the dropdown
- Choose a Month/Year
- Select **Extend**

The additional dates will appear as part of the schedule

You may also access the specific payments by clicking on the **Next Payment** date link within the property profile

Payment
Verify Schedule
Authorize
Confirm

**Verify your Schedule**

Verify the following Payment Schedule and make any revisions.

	Date	Amount	#
<input type="checkbox"/>	11 / 14 / 2018	\$1,221.00	Delete
<input checked="" type="checkbox"/>	12 / 20 / 2018	\$1,221.00	Delete
<input checked="" type="checkbox"/>	1 / 4 / 2019	\$1,000.00	Delete
<input type="checkbox"/>	2 / 6 / 2019	\$1,221.00	Delete
<input type="checkbox"/>	5 / 6 / 2019	\$1,221.00	Delete
<input type="checkbox"/>	6 / 6 / 2019	\$1,221.00	Delete
<input type="checkbox"/>	7 / 5 / 2019	\$1,221.00	Delete
<input type="checkbox"/>	8 / 6 / 2019	\$1,221.00	Delete
<input type="checkbox"/>	9 / 6 / 2019	\$1,221.00	Delete
<input type="checkbox"/>	10 / 4 / 2019	\$1,221.00	Delete
<input type="checkbox"/>	11 / 6 / 2019	\$1,221.00	Delete
<input type="checkbox"/>	1 / 6 / 2020	\$1,221.00	Delete

Extend Schedule Through: January 2020 Extend

Back Delete Selected Submit Payments

Please click Submit Payments or your schedule will not be processed

ABC Test Association - Rental
Delete Property

**Property Profile**

Property Address      City, PA

**Recurring Payments**

Next Payment      11/13/2018

# Authorize Your Payment

## Recurring Payment for the ABC Test Association

Payment	Verify Schedule	<b>Authorize</b>	Confirm
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\* Indicates required fields.

### Debit Authorization Agreement

By typing my name in the box below, I **First Last** hereby authorize Homeowners Association Services eCheck to process the electronic ACH transactions to debit my Checking account, account number **xx7456** with Your Financial Institution, routing number **xxxxxx123** payable to **ABC Test Association**.

\* Authorization: Type Your Name Here:

Back

**Authorize**

Please click **Authorize** or your schedule will not be processed

Enter your first and last name in the **Authorization: Type Your Name Here:** field

Click **Authorize**

A confirmation message will appear letting you know that the e-check payment was successful

My Properties	My Profile	My Billing Info	FAQs	Welcome, First I	<b>Sign Out</b>
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## Recurring Payment for the ABC Test Association

Payment	Verify Schedule	Authorize	<b>Confirm</b>
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### Thank you!

**Confirmation# 797945**

You should also be receiving an email confirmation shortly.

**Your recurring payment has been completed successfully.**

Homeowners Association	ABC Test Association
Management Company	Community Management, Inc.
First and Last Name	First Last
Homeowner ID / Account Number	1111
Billing Address	1111 Street City, PA 11111
Today's Date:	11/12/2018
Date of First Payment	11/13/2018
Amount of First Payment	125.00

Return to Home Page

Logout

Keep the new Confirmation # for records for future research, if necessary

A confirmation email will be sent from Homeowners Association to the email address provided. Save the email confirmation for future research.

## Delete Recurring Payments

To delete a specific payment within a schedule, you must have previously defined an expiration date versus leaving the schedule open-ended

Access the specific payments by clicking the **Next Payment** date link within the property profile

The screenshot displays the 'My Properties' section of a user interface. At the top, there is a navigation bar with links for 'My Properties', 'My Profile', 'My Billing Info', 'FAQs', 'Welcome, First!', and a 'Sign Out' button. Below this, the 'My Properties' title is shown next to an 'Add a New Property' button. The main content area is titled 'ABC Test Association - Rental' and includes a 'Delete Property' button. The 'Property Profile' section lists details such as 'Property Address: City, PA', 'Homeowners Association: ABC Test Association', 'Management Company: Community Management, Inc.', and 'Homeowners ID: 12345'. The 'Recurring Payments' section shows 'Next Payment: 11/13/2018', 'Payment Day: 1', 'Pay From: xxxxx7456', and 'Amount: \$125.00'. A red arrow points to the 'Next Payment' date, which is highlighted with a red box. At the bottom, there are three buttons: 'Edit Recurring Payment', 'Make a One Time Payment', and 'View Payment Details/History'.

**Verify your Schedule**

Verify the following Payment Schedule and make any revisions.

	Date	Amount	#
<input type="checkbox"/>	11 / 14 / 2018	\$1,221.00	Delete
<input checked="" type="checkbox"/>	12 / 6 / 2018	\$1,221.00	Delete
<input type="checkbox"/>	1 / 4 / 2019	\$1,221.00	Delete
<input type="checkbox"/>	2 / 6 / 2019	\$1,221.00	Delete

Extend Schedule Through:

Please click Submit Payments or your schedule will not be processed

	Date	Amount	#
<input type="checkbox"/>	11 / 14 / 2018	\$1,221.00	Delete

Message from webpage

Are you sure you want to delete these items?

	Date	Amount	#
<input type="checkbox"/>	11 / 14 / 2018	\$1,221.00	Delete
<input type="checkbox"/>	1 / 4 / 2019	\$1,221.00	Delete
<input type="checkbox"/>	2 / 6 / 2019	\$1,221.00	Delete

Extend Schedule Through:

Please click Submit Payments or your schedule will not be processed

Place a checkmark to the left of the payment to be deleted

Click **Delete Selected**

OR

Click **Delete** in the line you would like deleted

Click **OK** in the pop-up to confirm you want to delete the payment

The payment line will no longer be reflected in the schedule

Select **Submit Payments**

# Authorize Your Payment

## Recurring Payment for the ABC Test Association

Payment | Verify Schedule | **Authorize** | Confirm


\* Indicates required fields.

**Debit Authorization Agreement**

By typing my name in the box below, I **First Last** hereby authorize Homeowners Association Services eCheck to process the electronic ACH transactions to debit my Checking account, account number **xx7456** with Your Financial Institution, routing number **xxxxxx123** payable to **ABC Test Association**.

\* Authorization: Type Your Name Here:

[Back](#) [Authorize](#)

 **Please click Authorize or your schedule will not be processed**

Enter your first and last name in the **Authorization: Type Your Name Here:** field

Click **Authorize**

A confirmation message will appear letting you know that the e-check payment was successful

Keep the new Confirmation # for records for future research, if necessary

A confirmation email will be sent from Homeowners Association to the email address provided. Save the email confirmation for future research

My Properties | My Profile | My Billing Info | FAQs | Welcome, First I | [Sign Out](#)

## Recurring Payment for the ABC Test Association

Payment | Verify Schedule | Authorize | **Confirm**

**Thank you!**

**Confirmation# 797945**  
You should also be receiving an email confirmation shortly.

**Your recurring payment has been completed successfully.**

Homeowners Association	ABC Test Association
Management Company	Community Management, Inc.
First and Last Name	First Last
Homeowner ID / Account Number	1111
Billing Address	1111 Street City, PA 11111
Today's Date:	11/12/2018
Date of First Payment	11/13/2018
Amount of First Payment	125.00

[Return to Home Page](#) [Logout](#)

To delete a Recurring Payment Schedule click **Edit Recurring Payment** within the property profile

## My Properties

Add a New Property

ABC Test Association - Rental Delete Property

Property Profile		Recurring Payments	
Property Address	City, PA	Next Payment	11/13/2018
Homeowners Association	ABC Test Association	Payment Day	1
Management Company	Community Management, Inc.	Pay From	xxxxx7456
Homeowners ID	12345	Amount	\$125.00

Edit Recurring Payment    Make a One Time Payment    View Payment Details/History

## Recurring Payment for the ABC Test Association

The set up page will open and reflect the **Property** information

Payment    Verify Schedule    Authorize    Confirm

\* Indicates required fields.

Scroll down to the bottom of the page

**Property** Help

Homeowners Association: ABC Test Association

Management Company: Community Management, Inc.

Homeowner ID: 12345

Property Location: City, PA

Back    Delete Recurring Payment    Save Recurring Payment

Click **Delete Recurring Payment**

Click **OK** in the pop-up that asks if you are sure you want to delete the payment

Payment Amount: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Message from webpage

Are you sure you want to delete this?

OK    Cancel

ing xxxxx7654 ▼

[Add New Bank Account](#)

Back    Delete Recurring Payment    Save Recurring Payment

### My Properties

Add a New Property

ABC Test Association - Rental Delete Property

Property Profile		Recurring Payments
Property Address	City, PA	You don't have recurring payments set up yet.
Homeowners Association	ABC Test Association	
Management Company	Community Management, Inc.	
Homeowners ID	12345	

Your property profile will reflect that you no longer have any recurring payments