Alliance Association Bank®

A division of Western Alliance Bank. Member FDIC.

SUMMERS LANDING HOMEOWNERS' ASSOCIATION, INC.

Payment Options at Alliance Association Bank

Alliance Association Bank is committed to providing a comprehensive set of payment options for your homeowners including:

Online eCheck and Credit/Debit Card Payments:

Homeowners can make their assessment fee payments using the Alliance Association Bank Payment Website. This site allows homeowners to set up and manage their payment information online and select their own payment date. It also eliminates reliance on the US Postal Service and provides confirmation of payments and greater payment visibility to the homeowner. The link to the payment site is provided below as well as the phone number for our Payment Support Team. Step-by-step instruction to setup an account and/or make an online payment are detailed on the following 2 pages.

Alliance Association Bank Payment Website Link:
https://pay.allianceassociationbank.com/Home?cmcid=89A52987

Bill Pay from the Homeowner's Bank:

Homeowners can also use the bill pay service provided by their personal bank. Homeowners should include the following information in their bill pay payment profile:

- **Payee:** SUMMERS LANDING HOMEOWNERS' ASSOCIATION, INC.
- c/o ELITE COMMUNITY MANAGEMENT, LLC Processing Center
- **Address:** P.O. Box 97602 Las Vegas, NV 89193-7602
- **Account number:** Your Management Company ID - Association ID - Property Account Number (example: 7036-SLA-SLAXXXXXXXXX). Your specific property account number can be located on your payment coupon/statement.

Although many bill pay services print and mail check payments, it is important to note Alliance Association Bank, in conjunction with the bill pay providers, convert most of these payments to electronic payments to ensure timely and accurate processing.

Mailed Payments:

Homeowners can also mail their payment to our processing center by using an approved size coupons/statement stubs with approved scanline and windowed envelopes provided to you by Elite Community Management.

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Online Account Creation and Payment Quick Reference Guide

To setup an account and/or make an online payment, please have your **Management Company ID, Association ID** and **Property Account Number.** These can be found on the coupon, statement or directly from your property management company.

Creating a User Account

To retain payment history and schedule payments, a user account in the online payment system is required.

1) Select "Setup Account" under the New Users section on the account login page
2) Fill in all required fields including First Name, Last Name, Email, Phone #
3) Create a password
4) Select your security questions and answers
5) Read and accept the website Terms and Conditions and select "Setup Account"

Adding a Property

To add or delete property information and to schedule or make one-time payments from your user account.

1) Select "My Properties" from the home page dashboard or Menu dropdown
    a. Properties can also be added from the Setup Scheduled Payments page by selecting "+ Add a Property" under the Select a Property section
2) Fill in the Management Company ID, Association ID and Property Account Number for the property
3) Create a nickname for the property (if desired)
4) Select "Add Property"

Adding a Payment Method

To add or delete payment information to schedule or make one-time payments from your user account.

1) Select "Payment Methods" from the home page dashboard or Menu dropdown
    a. Payments can also be added from the Setup Scheduled Payments page by selecting "+ Add a Payment Method" under the Select a Payment Method section
2) Select Checking or Savings account and fill in the Name, Routing # and Account #
3) Select "Add Payment Method"

Setting up a Scheduled Payment

To setup recurring or scheduled payments from your account.

1) Select "Setup Scheduled Payments" from the home page dashboard or Menu dropdown
2) Select or Add the property you want to schedule a payment for
3) Select or Add the payment method to use
    a. Note: Scheduled payments can only be done via eCheck
4) Enter the fixed payment amount
    a. Note: Please ensure the payment amount is sufficient to keep your property account current
5) Select the payment frequency
    a. Note: Payment frequency options are defined by your property management company
6) Select the first scheduled payment date and a scheduled end date (if desired)
    a. Note: In most cases, payments will process within 1-2 business days of the scheduled payment date but may take up to 4 business days to be completed.
7) Select "Review Payment"
8) Confirm your payment details are correct and select "Authorize and Submit"
9) You can view your most recent paid and next scheduled payment on the home page dashboard
    a. Note: You will receive email notification upon scheduling a new payment as well as a courtesy reminder 10 days prior to the date of the scheduled payment

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Making a One Time Payment

To make a one-time payment from your account.

1) Select "Make Payment" from the home page dashboard or Menu dropdown
2) Select or Add the property you want to make the one-time payment for
3) Select or Add the payment method to use
   a. Note: One Time payments can only be done via eCheck. To make a credit card payment please follow the Making a Debit or Credit Card Online Payment instructions below
4) Enter the desired payment amount
5) Select the desired payment date
   a. Note: Payments must be received by 4:00pm PST to begin processing on the same day as the payment submission. In most cases, payments will process within 1-2 business days of the payment date but may take up to 4 business days to be completed.
6) Select "Review Payment"
7) Confirm your payment details are correct and select "Authorize and Submit"
8) You can view your most recent paid and next scheduled payment on the home page dashboard
   a. Note: You will receive email notification upon scheduling a new payment as well as a courtesy reminder 10 days prior to the date of the scheduled payment

Making an eCheck Online Payment Without an Account

To make a one-time eCheck payment outside of your account for a property.

1) Select "eCheck Payment" under the One Time Payment section on the account login page
2) Fill in all required fields including First Name, Last Name and Email
3) Fill in the Management Company ID, Association ID and Property Account Number for the property
4) Accept the website Terms and Conditions and select "Continue to Payment Information"
5) Select Checking or Savings account and fill in the Name, Routing # and Account #
6) Enter the desired payment amount
7) One-time eCheck payments made outside of your account can only be scheduled for today
   a. Note: Payments must be received by 4:00pm PST to begin processing on the same day as the payment submission. In most cases, payments will process within 1-2 business days of the payment date but may take up to 4 business days to be completed.
8) Select "Review and Finalize Payment"
9) Confirm your payment details are correct and select "Authorize and Submit"
   a. Note: You will receive email notification upon submitting your payment

Making a Debit or Credit Card Online Payment

To make a onetime payment for a property using Visa®, MasterCard®, American Express® or Discover®.

1) Select "Debit/Credit Card Payment" under the One Time Payment section on the account login page.
2) Confirm notification of third-party processing and associated fees by selecting "Proceed"
3) Fill in the Management Company ID, Association ID, Property Account Number and Email to search for the property
4) If multiple properties are displayed, select the property to make a payment for
5) Fill in required fields including First Name, Last Name, Email and Mobile Phone
6) Create a 4-digit pin number and select "Continue"
7) Enter Payment Amount and select "+ Add a Payment Method"
8) Fill in required fields including Cardholder Name, Card Number, Expiration Date and Zip Code
9) Select "Save Payment Method"
10) Enter CVV and select "Next – Review Payment"
11) Confirm payment total including the associated fees and select "Confirm"
    a. Note: You will receive email notification upon submitting your payment

For technical assistance with online payments, please contact Alliance Association Bank at (844) 739-2331.