



**Alliance Association Bank®**

A division of Western Alliance Bank. Member FDIC.

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# **Homeowner's Portal – Online Payment Site Guide**

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April 2020

# Overview

## Welcome!

Welcome to Alliance Association Bank (AAB), a division of Western Alliance Bank, Member FDIC. We are looking forward to working with you and building a dynamic partnership. The information in this guide will assist you with processing payments through the Alliance Online Payment Site, including:

- Making a scheduled payment on a monthly, quarterly, semi-annual or annual basis.
- Scheduling a one time payment for a future date, for homeowners who have setup a user profile.
- Canceling a transaction that is in a pending status within the user profile.
- Viewing all payment related notifications within the user profile.
- Opting to store and pay with multiple checking and savings accounts within a single user profile.

## Homeowner's Online Payment Site Portal

The Homeowner's Online Payment Site Portal is a payment management system that enables homeowners to effectively make payments, manage profile information, create and edit user information.

## General Information

This user guide shows new and returning users how to navigate the Homeowner's Online Payment Site Portal. Users will be guided on how to:

- Set up an account.
- Set up scheduled payments.
- Add a payment method.
- Make and/or cancel payments.
- Manage profile information.
- View payment history.

The Homeowner's Online Payment Site Portal can be accessed from any personal computer, tablet or mobile device through Internet Explorer or Google Chrome, but Google Chrome is recommended for optimal user experience. Please access your Management Company or Association website to reach the Homeowner's Online Payment Site Portal.

The homeowner must have:

- Coupon, statement or letter from Management Company or Association with the Management Company ID, Association ID, and Property Account Number.
- Valid credit/debit card or routing and account number.
- Active connection to either a wi-fi or mobile network.

Please feel encouraged to contact us at **(844) 739-2331** or [payments@allianceassociationbank.com](mailto:payments@allianceassociationbank.com) with any questions.

### **Contact Information**

**(844) 739-2331**

**[payments@allianceassociationbank.com](mailto:payments@allianceassociationbank.com)**

**[www.allianceassociationbank.com](http://www.allianceassociationbank.com)**

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## Terminology

- **ACH:** Automated clearinghouse.
- **ACH Entry:** An order or request for withdrawal of money from Deposit Account of Homeowner.
- **Association:** The applicable HOA, a management company on behalf of the applicable HOA, or a management company on behalf of another legal entity for the purpose of collecting Assessments.
- **Assessment(s):** Dues, assessments (periodic and special), and Other Amounts due from Homeowner to Association.
- **Bank:** Alliance Association Bank, a division of Western Alliance Bank.
- **Business Days:** Monday through Friday, excluding Saturdays, Sundays, bank holidays, and any other day that Bank chooses or is required by law to be closed.
- **CC&R:** The Declaration of Covenants, Conditions, and Restrictions applicable to Homeowner's property.
- **Card:** A credit or debit card validly issued by one of the major card networks including but not limited to Visa U.S.A. Inc., MasterCard International Incorporated, DFS Services LLC or American Express Travel Related Services Company, Inc.
- **Card Transaction:** A charge to Homeowner's Card account.
- **Deposit Account:** A consumer checking (demand deposit) or savings account at a financial institution with an ABA routing number.
- **Effective Entry Data:** The Business Day specified by Homeowner on which it intends to settle the ACH Entry.
- **HOA:** Homeowners' association.
- **Homeowner:** Each person subscribing to Service, and each person who uses Service provided hereunder with the permission of the subscriber.
- **Other Amounts:** Any fixed or variable dollar amount including, but not limited to late fees, fines for CC&R violations, or charges for ancillary services.
- **Property Account:** Certain account established by an Association on its records for the purpose of tracking Assessments.
- **Service:** The Bank's online payment service.
- **Terms and Conditions:** These Online Payment Service Terms and Conditions, as may be amended by Bank from time to time.

## Welcome Screen

When a user first accesses the Alliance Association Bank website they will be brought to a **Welcome Screen** which allows:

- Returning users who have previously created an account may login using established credentials.
- New users who have not previously created an account will need to setup a profile by clicking *Setup Account*.
- If users would like to process a one time payment without creating an account, required information includes:
  - Management Company ID
  - Association ID
  - Property Account Number

The screenshot shows the Alliance Association Bank website's Welcome Screen. At the top left is the bank's logo. To the right, contact information is displayed: 1-301-456-7890 and 1-301-987-6543, with a 'Contact Us' link. A dark blue banner below the header contains the word 'Welcome'. The main content area is divided into three sections: 'Returning Users', 'New Users', and 'One Time Payment'. The 'Returning Users' section has input fields for 'Email Address' and 'Password', a 'Remember me' checkbox, and a green 'Login' button. Below these are password requirements: 'Use 8 or more characters', 'Use upper and lower case letters (e.g. Aa)', 'Use a number (e.g. 1234)', and 'Use a symbol (e.g. @#%)'. The 'New Users' section has a green 'Setup Account' button and a link for 'Forgot password?'. The 'One Time Payment' section lists 'Management Company ID', 'Association ID', and 'Property Account Number' as required information, with buttons for 'eCheck Payment' and 'Debit/Credit Card Payment'. A footer note states 'Payments must be received by 4:00 PM Pacific Standard Time' and 'Processing will complete within 4 business days'.

Company's contact information will appear here.

Company can customize verbiage here.

Register to maintain payment history, manage payment methods properties, and view email notifications.

Password specifications will turn green as they are met.

A one time eCheck payment will not maintain payment history.

A one time credit/debit card payment will include fees for

## New Users – Setup Account

New users will be directed to the **Setup Account** page which will allow them to:

- Create a new profile by clicking **Setup Account** on the **Welcome Screen**.
- Enter the required information (see image below).
- Once completed, click **Setup Account** at the bottom of the page.

**Setup Account**

**Personal Information**

First Name:  Last Name:  Phone Number:

Email Address:  Re-enter Email Address:

**Login Information**

Password:  Re-enter Password:

✗ Use 8 or more characters  
✗ Use upper and lower case letters (e.g. Aa)  
✗ Use a number (e.g. 1234)  
✗ Use a symbol (e.g. @#5)

**Security Questions**

Security Question 1:  Security Question 2:  Security Question 3:

I can access and have read the CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document and the TERMS AND CONDITIONS document; and I can print on paper the disclosures or save or send the disclosures to a place where I can print them, for future reference and access; and Until or unless I notify AAB at 888-24-4567, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, and other communications that are required to be provided or made available to me during the course of my relationship with you.

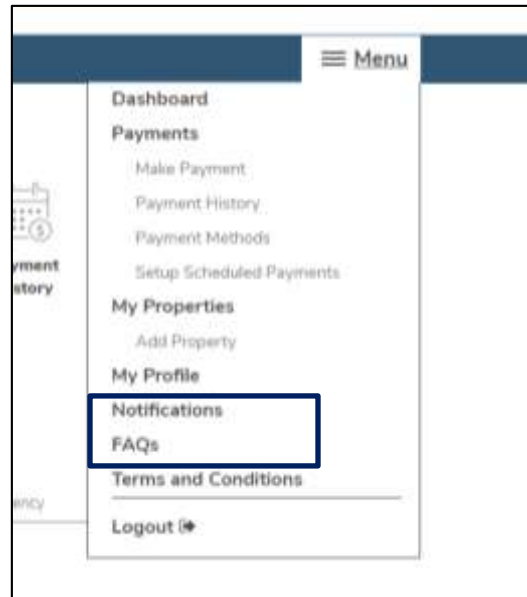
**Callout 1:** Security questions will only be used to verify user identity when users call in to payment support.

**Callout 2:** Users can click the E-sign Disclosure and the Terms & Conditions to read, save, and/or print.

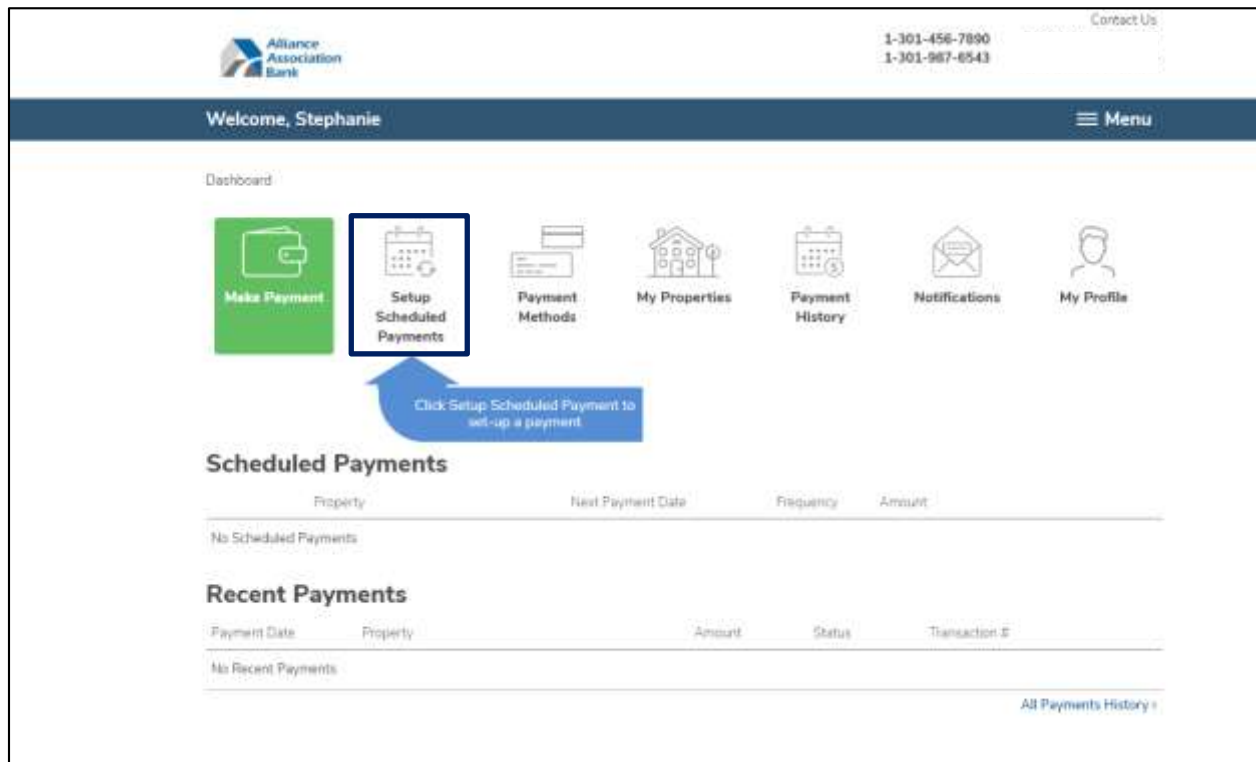
## User Dashboard

When new and existing users log in, the **User Dashboard** shows all available options within the user profile.

- The **Dashboard Menu** contains items from the dashboard in a drop down, including a link to the portal FAQs and Terms & Conditions.



- As a first time user, a blue arrow will guide users to **Setup Scheduled Payments**.



## Setup Scheduled Payments

- **Setup Scheduled Payments** will walk users through setting up a scheduled payment based on a frequency of choice.
- If there are no properties or payment methods established for the profile, users can add them by clicking on the links shown below.

### Payment

Select a Property:

Please add a Property First ▼

[+ Add a Property](#)

---

Select a Payment Method:

Please add a Payment Method First ▼

[+ Add a Payment Method](#)



- The payment type will automatically default to the **Scheduled Payment** tab, however, users may toggle between **Scheduled Payment** and **One Time Payment**. Users can make a scheduled payment on a monthly, quarterly, semi-annual or annual basis.
- The **End Date** defaults to *No End Date*, however, users have the ability to establish an end date.

- Management Companies can set a predefined value for the following fields when a user is setting up a Scheduled Payment
  - Payment Amount
  - Payment Frequency
  - Date of First Payment
- If the Management Company charges an eCheck fee for Scheduled Payments, it will be displayed as “Fee Per Payment” under the Fixed Amount and is included in the Payment Total. This fee will be charged each time a payment is processed in the schedule.

- If the Payment Amount and/or Payment Frequency is predefined, the use will not be able to edit these fields

Fixed Amount \$

\$123.00

*Specify the dollar amount you authorize on the date selected. You acknowledge and agree that, your Association may update, however, is not required to update your payment amount when a new assessment fee is assigned by the Association. You are solely responsible for verifying and ensuring the payment amount is sufficient to keep your Property Account current.*

**Payment Total:** \$123.00

Frequency:

Quarterly

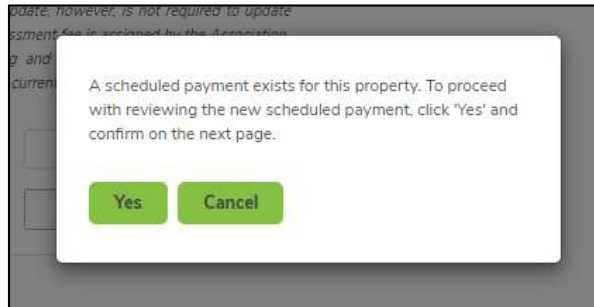
- If the Date of First Payment is predefined, the user will only be able to start their payment on the predefined date

**Payment Total:** \$123.00

9/11/2019  
10/11/2019  
11/11/2019  
12/11/2019  
1/11/2020  
2/11/2020  
3/11/2020  
4/11/2020  
5/11/2020  
6/11/2020  
7/11/2020  
8/11/2020  
9/11/2019

End Date of Scheduled Payment (Optional):  
No end date

- If a recurring payment already exists for the chosen Property, a popup is displayed warning the user that completing the action may result in a duplicate payment. The user can either click *Cancel* and be routed back to the dashboard, or click *Yes* and proceed with the payment.

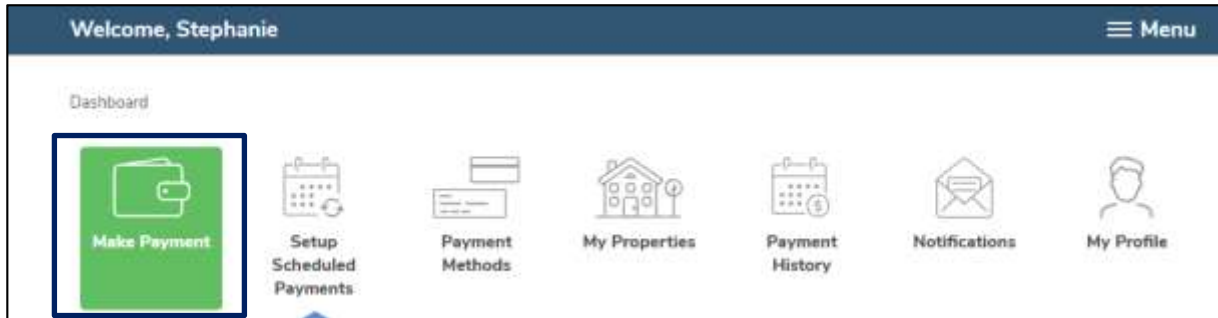


- Once the payment is reviewed and confirmed, it will be presented under **Scheduled Payments** on the **User Dashboard**.

Scheduled Payments				
Property	Next Payment Date	Frequency	Amount	
No Scheduled Payments				
Recent Payments				
Payment Date	Property	Amount	Status	Transaction #
No Recent Payments				
<a href="#">All Payments History &gt;</a>				

## Make a Payment

Selecting *Make Payment* from the **User Dashboard** allows a setup of a one time payment or scheduled payment. By default, the payment type will be set to one time.



The screenshot shows the 'Make Payment' form. At the top, there are two tabs: 'One Time Payment' (highlighted with a blue box) and 'Scheduled Payment'. A callout box points to these tabs with the text: 'Toggle between Scheduled or One Time payment.' Below the tabs, there is a 'Payment Amount:' field with a value of '\$0.00'. Below that is a 'Payment Date:' field with a value of '10/17/2018' and a calendar icon. At the bottom, there are two buttons: 'Cancel' and 'Review Payment' (highlighted with a green box). Below the buttons, there is a note: 'Payments must be received by 4:00 PM Pacific Standard Time for current day business. Processing will complete within 4 business days.'


One Time Payment | Scheduled Payment

Payment Amount:

Fee:

**Payment Total:**

---

Payment Date:  
 

---

[Cancel](#) [Review Payment](#)

Payments must be received by **4:00pm Pacific** to begin processing today.  
Payments received after 4:00pm Pacific may take up to 4 business days to be completed if the payment date falls on a weekend or Holiday.  
In most cases, payments are processed within 1-2 business days.

- If the Management Company charges an eCheck fee for One Time Payments, it will be displayed as “Fee” under the Payment Amount and is included in the Payment Total.

## Cancel a Payment

Users can cancel a payment from the **User Dashboard** if the payment has not yet been pulled for processing and reflects a 'Pending' status.

- If the cancel option is not available, the payment has already begun processing and cannot be canceled.

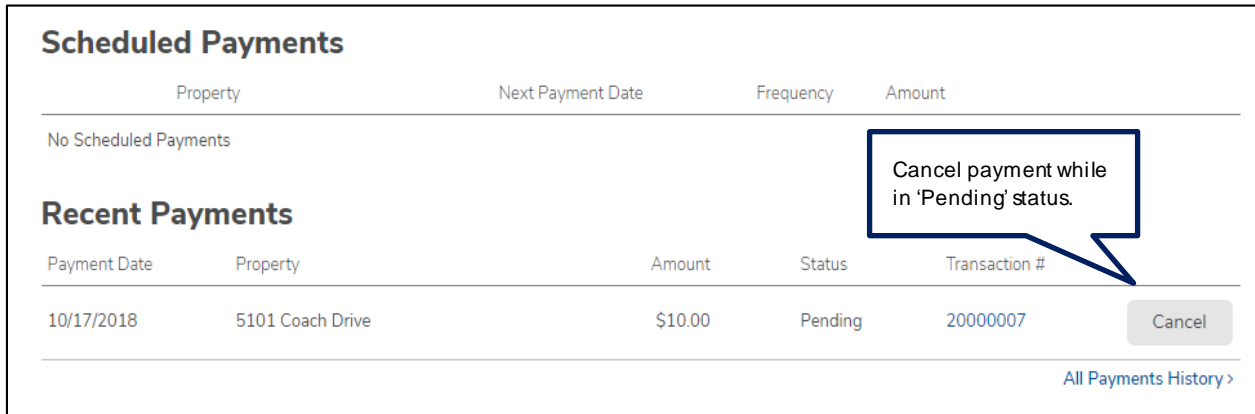
### Scheduled Payments

Property	Next Payment Date	Frequency	Amount
No Scheduled Payments			

### Recent Payments

Payment Date	Property	Amount	Status	Transaction #
10/17/2018	5101 Coach Drive	\$10.00	Pending	20000007

[All Payments History >](#)



## Payment Methods

A user may view or delete any existing payment methods as well as add new methods of payment.

- To add or delete payment methods, click *Payment Methods* from the **User Dashboard**.
- Users can add payment details by selecting *Add Payment Method*. This will require user routing and account information.

### Add Payment Method

Bank Account

#### Payment Information


Account Type  
 Checking  Savings

Name on Account:  
required field

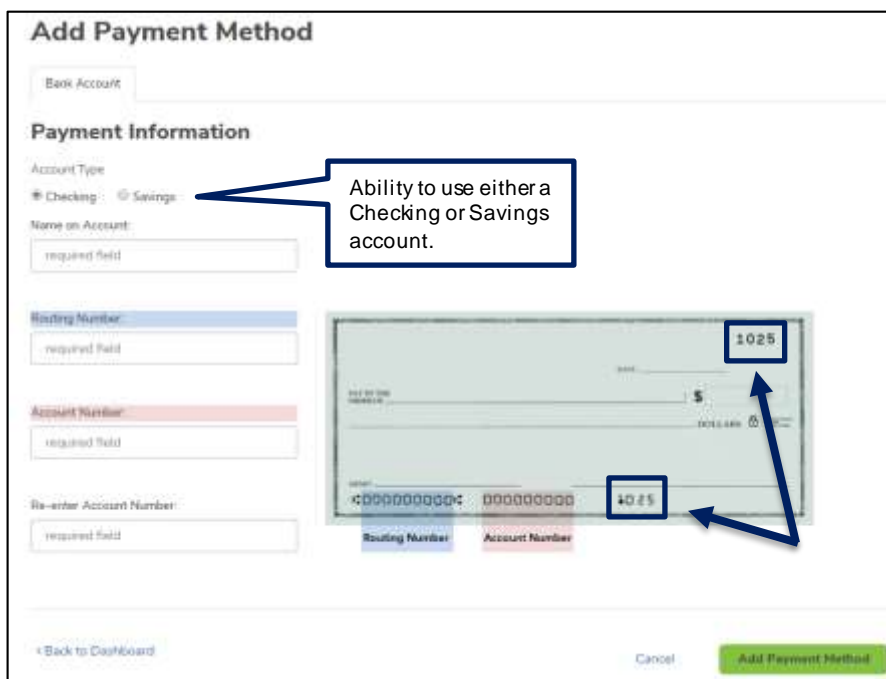
Routing Number:  
required field

Account Number:  
required field

Re-enter Account Number:  
required field



[Back to Dashboard](#) [Cancel](#) [Add Payment Method](#)



Please be sure that the check number is **not included** when entering the account number. The check number appears at the top right corner of the check and at the end of the account number on the bottom right.

# Manage My Properties

- The Homeowner’s Online Payment Site Portal allows users to add, edit, or delete a property. Click *My Properties* from the **User Dashboard** to get started.
  - Management Company ID, Association ID, Property Account Number are required fields which can be gathered from the coupon, statement or directly from the Management Company.
  - **Note: Leading zeros are not required and will be ignored.**
  - Nickname (optional) is used to help differentiate between properties.

Dashboard > Payment > Add Property

### Add Property

Management Company ID (A)  
required field

Association ID (B)  
required field

Property Account Number (C)  
required field

Property Nickname (optional)  
Creating a property nickname may help to differentiate multiple properties.

Back To Dashboard Cancel Add Property

**Callout:** Nickname defaults to property address if left blank.

# Review Payment History

- **Payment History** provides the ability to view and search through all transactions, including cancelled and returned payments (also includes one time payments made outside of the profile using the same email address).
  - Users have the ability to search by Property, Date, Amount, Status or Transaction Number.

### Payment History

Property: All

Date: Search Payment Date Range

Amount: Search Amount Range

Status: All

Transaction #:

Items per page: 20

Go

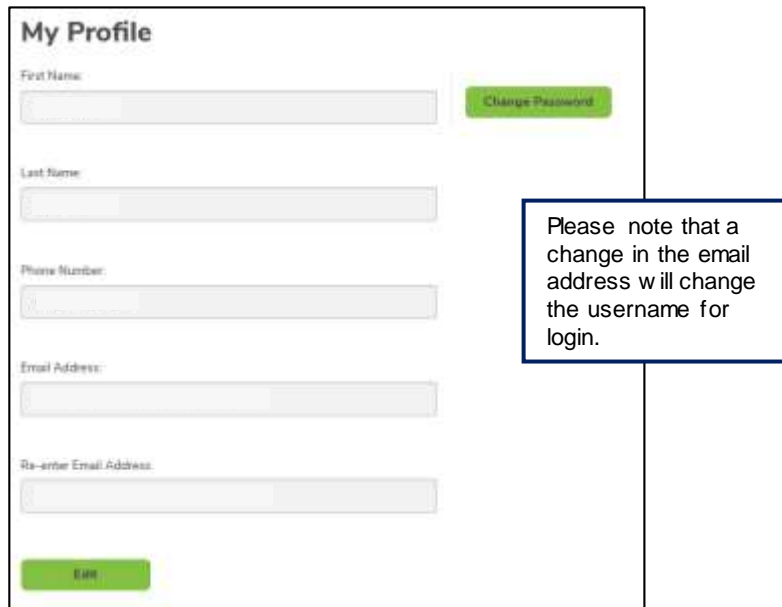
Payment Date	Property	Amount	Transaction #	Status
Nothing found for this search.				

## Notifications Overview

- **Notifications** will reflect the correspondence that have been sent to the email address registered with the profile.
  - Notifications include: Payment reminders, confirmation of payments, return notices, changes made to the profile, password resets, and change in payment schedule.

## My Profile

- **My Profile** allows users to edit/update name, phone number, email address and password information.



The image shows a screenshot of a web form titled "My Profile". The form contains several input fields: "First Name", "Last Name", "Phone Number", "Email Address", and "Re-enter Email Address". There are two green buttons: "Change Password" located to the right of the "First Name" field, and "Edit" located at the bottom left of the form. A blue-bordered callout box with a white background is positioned to the right of the form, containing the text: "Please note that a change in the email address will change the username for login." A thin black line connects the top of the callout box to the "Change Password" button and the bottom of the callout box to the "Edit" button.



## Payment Options as a Guest

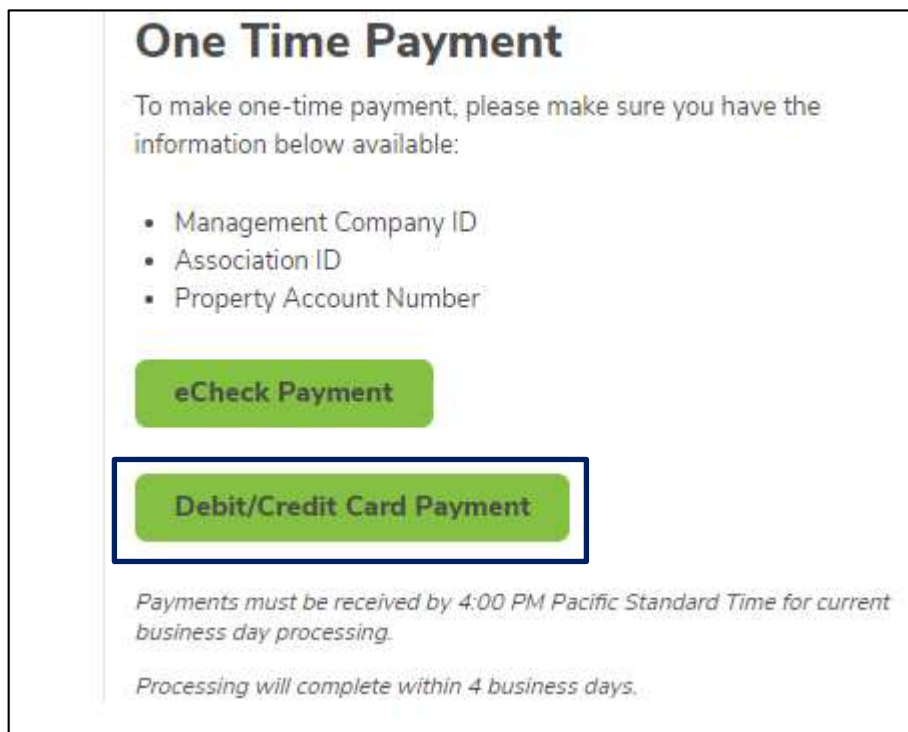
Users can select to make payments in the following manner from the **Welcome Screen**:

- One Time Debit/Credit Card Payment
- One Time eCheck Payment

Information is also provided below on how to navigate the Debit/Credit Card User Portal.

### Debit/Credit Card Payment

- Make a one time credit or debit card payment by selecting *Debit/Credit Card Payment* on the **Welcome Screen** at the bottom right.



**One Time Payment**

To make one-time payment, please make sure you have the information below available:

- Management Company ID
- Association ID
- Property Account Number

**eCheck Payment**

**Debit/Credit Card Payment**

*Payments must be received by 4:00 PM Pacific Standard Time for current business day processing.*

*Processing will complete within 4 business days.*

- Click *Proceed* on the following screen to acknowledge that a fee will be assessed at the time of the payment.



**Pay by Credit Card**

Alliance Association Bank has contracted with a third party vendor to jointly provide you with a safe and secure credit card payment system for your convenience. **A fee will be charged for each assessment payment made using this credit card payment system.** Please contact Alliance Association Bank with any questions or issues in the use of the following site.

**PROCEED**

- The next screen will require that the user's Management Company ID, Association ID, Property Account Number and Email Address are entered. Select *Search*.
  - If property information and email address match a prior payment, the search results will reflect the user's found property. Select the found property and the option to *Register*.

### Find Your Account #

John Smith	Account Number 12345	Due Date Jan 1, 2018	Amount Due \$199.99
<small>View check payable to:</small>			
<b>HOMEOWNERS ASSOCIATION NAME</b>			
<small>Please make check payable to your Association and be sure to use the return envelope provided.</small>			
<small>Pay to the order of:</small>			
<small>Homeowners Association c/o Management Company Processing Center P.O. Box 60000 Las Vegas, NV 89188</small>			

0000 00000A 0000000000012345 SMITH000000 34444 7

Property Account # (3)

Association ID (2)

Management Company ID (1)

Please enter the following information found on your payment coupon using the example above.

Property Account Numbers are unique and separate payments must be submitted for each payment obligation or payment type, or if you are paying for more than one property.

Payments may take up to five business days to process and post to your account. We recommend all payments be submitted at least five business days before the due date indicated on your invoice or coupon to avoid late charges.

(1) Mgmt Co ID

(2) Assoc ID - Without Leading Zeros

(3) Property Account #

Email

[SEARCH](#)

[Already Registered? Login Here](#)

**Found 1** [Search Again](#)

---

**Username:** Registered

2

[Create a new account](#)

- On the registration page, users will enter property details unless prepopulated.
  - A user's First Name, Last Name, Email and Mobile Phone are required fields.
  - A user's Email will be prepopulated if a previous payment was made.
- Verify the information represented is accurate and enter a 4 Digit PIN number of choice. This PIN number will be used when accessing the user profile in the future.
- Payment reminders are set up by default to occur the 1<sup>st</sup> of every month. Modify the reminder date, frequency, and type (email or text) prior to registration. If no mobile phone number is provided, text will **not** be an option.

### Make a Payment

**Daily Review**

**Association ID:** DAY

**Management Company ID:** 6708

[Already Registered? Login Here](#)

Property Account #

First Name

Last Name

Email

Mobile Phone

Create a Simple 4 Digit Pin For Your Security

Set up your payment reminders.

Frequency

Reminder Day

Email me a Payment Link

Text me a Payment Link

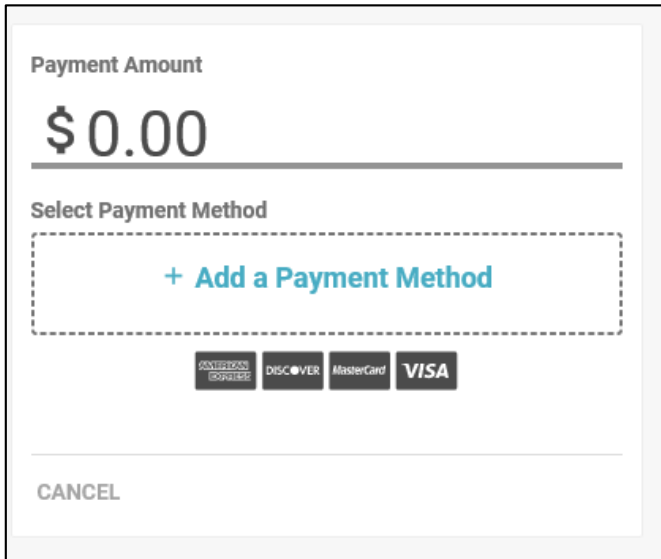
CONTINUE

Users will enter property details unless prepopulated.

Create a unique 4 Digit PIN. This PIN number will be used when accessing the user profile in the future.

Payment Reminders are set up by default to occur on the 1<sup>st</sup> of every month. Modify the reminder date, frequency, and type (email or text) prior to registration. If no mobile phone number is provided, text will **not** be an option.

- The payment page will be presented along with a previously used payment method, if available.
- Enter the payment amount and choose a payment method or select *Add a Payment Method*. If multiple properties exist, these will be presented to the user with associated payment methods.



The screenshot shows a payment interface. At the top, it says "Payment Amount" followed by "\$ 0.00" in a large font. Below this is a horizontal line. Underneath the line, it says "Select Payment Method". A dashed rectangular box contains a blue "+ Add a Payment Method" button. Below the dashed box are four logos for payment methods: AMERICAN EXPRESS, DISCOVER, MasterCard, and VISA. At the bottom left of the form area, there is a "CANCEL" button.



The screenshot shows a list of properties. At the top left, it says "Found 2" and at the top right, there is a "Logout" link. The list contains two entries, each with a dashed border and a light blue background. The first entry is "Daily Review Account # - 2" and the second is "Daily Review Account # - 5". Two blue arrows point from a text box on the right to these two entries.

If multiple properties exist, these will be presented to the user with associated payment methods.

- When adding a payment method, the name on the payment profile is prepopulated. Enter the **Card Number** and **Zip Code**. Select *Save Payment Method*.

Cardholder Name

Card Number

Expiration Date

Zip Code

**SAVE PAYMENT METHOD**

AMERICAN EXPRESS DISCOVER MasterCard VISA

- Credit Card Fee Info -  
A 3% service fee will be applied at the time of payment.

[BACK](#)

- If an account exists, user will be presented with saved payment method details.

Payment Amount

**\$0.00**

Select Payment Method

**VISA** Credit Card # xxxxx  
Exp: 10/20 - Fee: 3%

Enter CVV

Add New Payment Method

**NEXT - REVIEW PAYMENT**

AMERICAN EXPRESS DISCOVER MasterCard VISA


[CANCEL](#)

- Prior to confirming the payment, the payment amount plus the convenience fee is presented along with the payment total. Review the payment details and select *Confirm* to submit the payment.

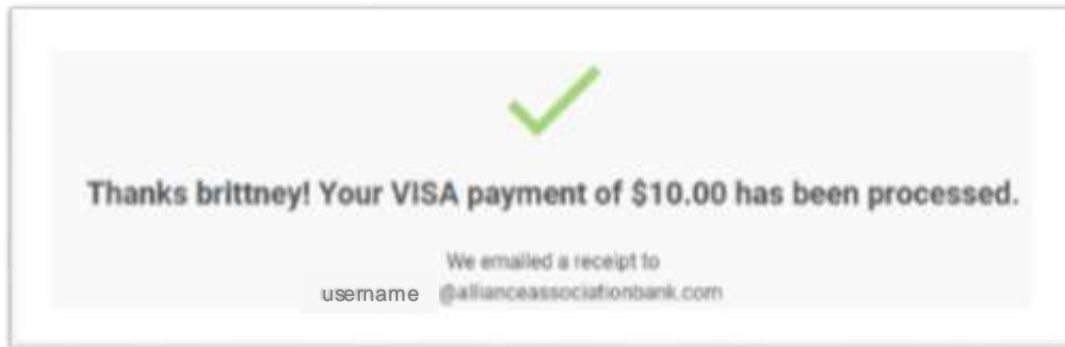
Payment Type:	Payment
Payment Amount	\$5.00
Debit Card Fee	\$5.00
<b>Total</b>	<b>\$10.00</b>

Pay Method: Visa Debit Card #

**CONFIRM**

 This is a Secure Payment  
By clicking confirm you agree to the [terms](#).

- A confirmation page will be presented and emailed to the email address associated with the user profile.



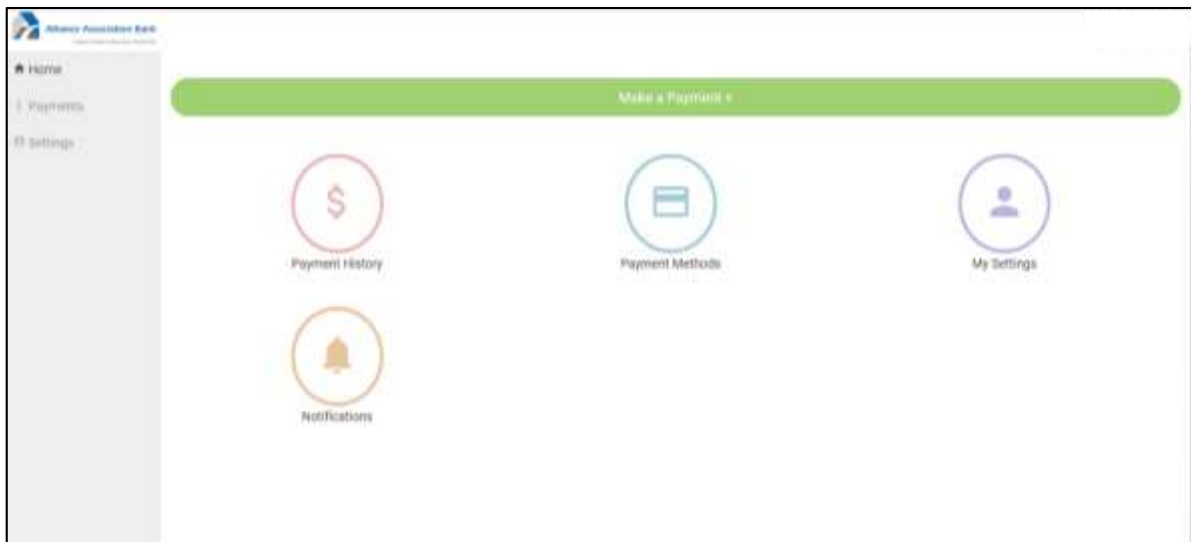
- When making a payment by card in the future, select *Already Registered? Login Here* from the **Make a Payment** page. Users will be prompted to enter an email address and the 4 Digit PIN created.
  - Within the Portal, users can make a payment, view payment history, maintain payment methods, change personal information, and view payment notifications.

The screenshot shows a login form with the following elements:

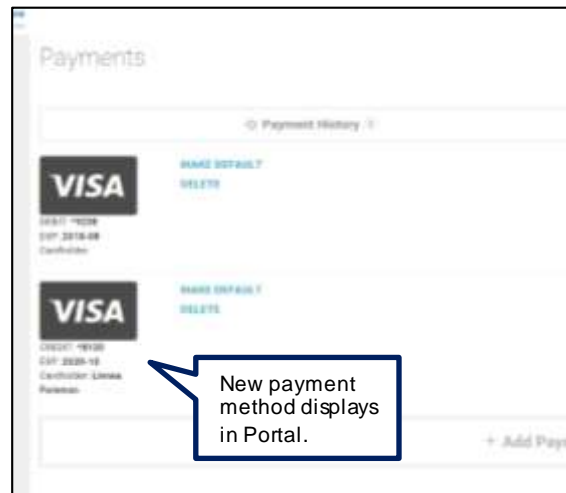
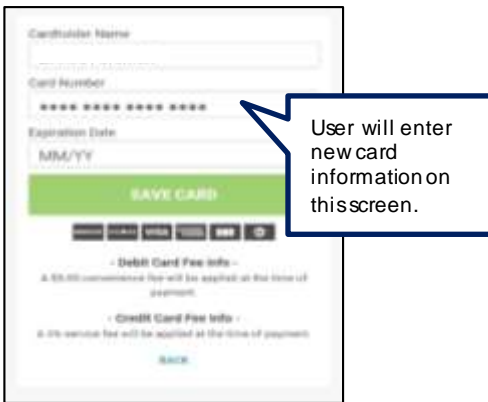
- Title:** Enter your Email and 4 digit PIN to login to your Portal
- Email Address:** A text input field with a red border and a red error message below it: "Email is required".
- Enter Your 4 Digit Pin:** Four empty square input boxes arranged horizontally.
- LOGIN:** A blue button with white text.
- Remember Email:** A checked checkbox with the text "Remember Email".
- RESET MY PIN:** A link in blue text.

### ***Navigating the Debit/Credit Card User Portal***

- Users will be prompted to enter an email address and 4 Digit PIN (as shown in the previous screenshot). All properties registered with this information will appear.
  - If a user has multiple properties, select the property to review by clicking on it.
- Once a selection has been made, users can access **Payment History**, **Payment Methods**, **My Settings**, and **Notifications** in the Portal.

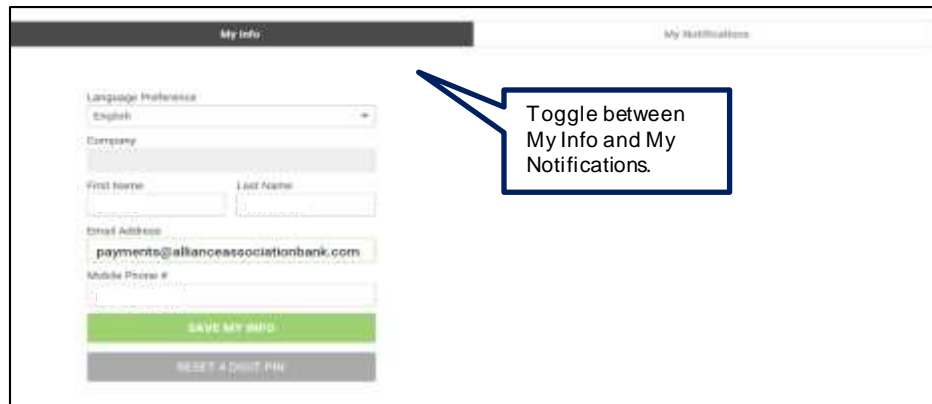


- Payment History
  - This screen will display all payments made associated with the user account.
- Payment Methods
  - This screen will present all payment methods the user has on file.
  - Here, users can either add or delete payment methods.



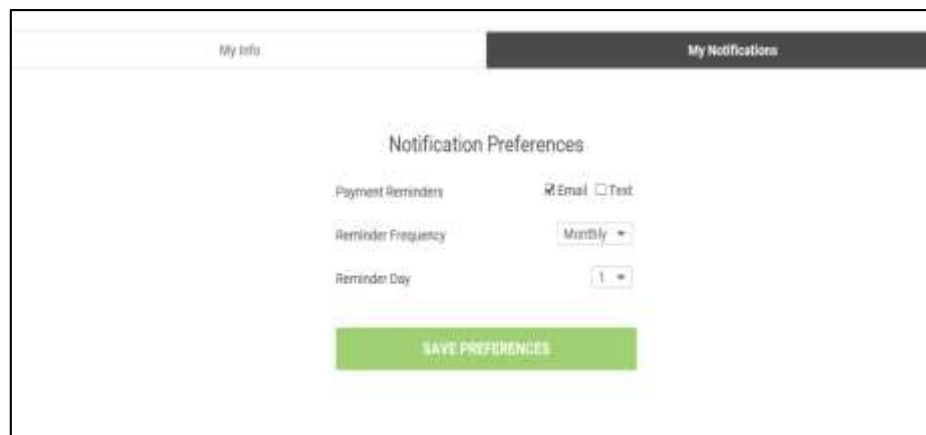


- Settings
  - This screen presents two tabs that the user can toggle between: **My Info** and **My Notifications**.
    - **My Info:** This tab allows users to edit/update name, email address, and phone number information. It also allows users to reset the 4 Digit PIN used to login.



The screenshot shows the 'My Info' tab selected. The interface includes a 'Language Preference' dropdown set to 'English', a 'Company' field, 'First Name' and 'Last Name' fields, an 'Email Address' field with the value 'payments@allianceassociationbank.com', and a 'Mobile Phone #' field. At the bottom, there are two buttons: a green 'SAVE MY INFO' button and a grey 'RESET 4 DIGIT PIN' button. A blue callout box with a pointer to the top of the screen contains the text: 'Toggle between My Info and My Notifications.'

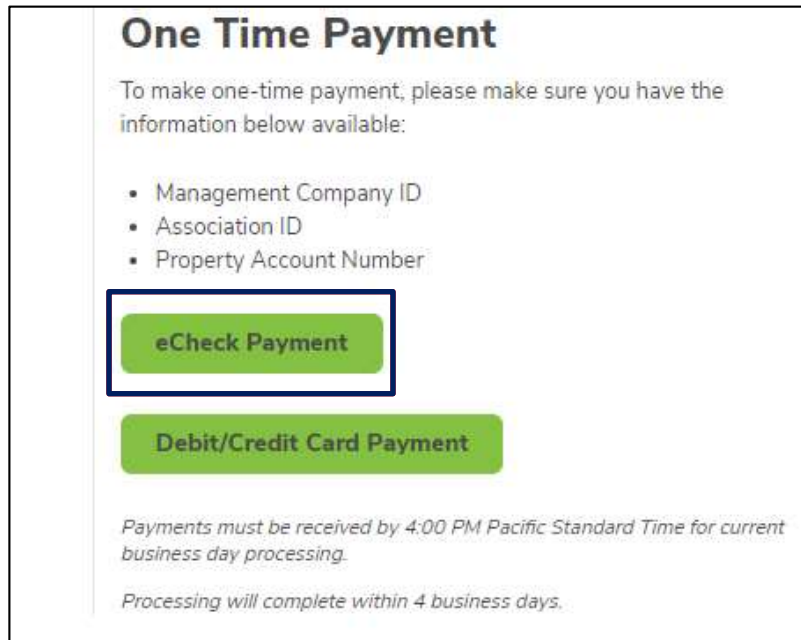
- **My Notifications:** This tab allows users to make changes to how notifications are received.



The screenshot shows the 'My Notifications' tab selected. The title is 'Notification Preferences'. It features a 'Payment Reminders' section with radio buttons for 'Email' (selected) and 'Text'. Below this, there is a 'Reminder Frequency' dropdown menu set to 'Monthly' and a 'Reminder Day' dropdown menu set to '1'. A green 'SAVE PREFERENCES' button is located at the bottom.

## eCheck Payment

- Users can make a one time eCheck payment for a community assessment by visiting the designated Association or Management Company Website.
- Select *eCheck Payment* on the **Welcome Screen** at the bottom right.



**One Time Payment**

To make one-time payment, please make sure you have the information below available:

- Management Company ID
- Association ID
- Property Account Number

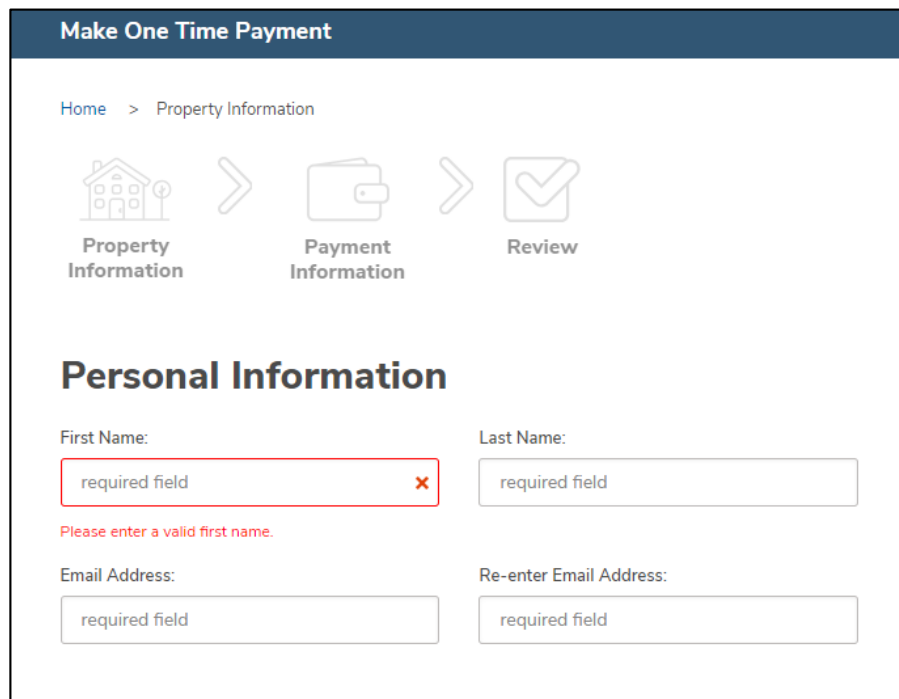
**eCheck Payment**

**Debit/Credit Card Payment**

*Payments must be received by 4:00 PM Pacific Standard Time for current business day processing.*

*Processing will complete within 4 business days.*

- Enter **Personal Information** and **Property Information**.



**Make One Time Payment**

Home > Property Information

Property Information > Payment Information > Review

**Personal Information**

First Name:  ✘  
Please enter a valid first name.

Last Name:

Email Address:

Re-enter Email Address:

## Property Information

**Management Company ID (A)**  
required field

**Association ID (B)**  
required field

**Property Account Number (C)**  
required field

Find My Account By Address

Account Holder	Account Number	Effective Date	Account Due
John Smith	12345	Jan 1, 2019	\$199.99
Homeowner owned by <b>HOMEOWNERS ASSOCIATION NAME</b> Please make checks payable to your Association and be sure to use the return envelope provided.			
Homeowners Association c/o Starstream Mgmt Co Processing Center P.O. Box 00000 Las Vegas, NV 89103			

Property Acct Number (C)
Association ID (B)
Management Company ID (A)

I can access and have read the CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document and the TERMS AND CONDITIONS document; and I can print on paper the disclosures or save or send the disclosures to a place where I can print them, for future reference and access; and Until or unless I notify AAB at 888-734-4567, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me during the course of my relationship with you.

Payments must be received by 4:00pm Pacific to begin processing today.  
 Payments received after 4:00pm Pacific may take up to 4 business days to be completed if the payment date falls on a weekend or holiday.  
 In most cases, payments are processed within 1-2 business days.

Continue to Payment Information
Cancel

- Once the information is entered, click *Continue to Payment Information*.
- Now, enter the account and routing number, payment amount, and payment date.
  - Refer to the image below for reference on where to retrieve the account and routing information from a check.
  - **Note: Leading zeros are not required and will be ignored.**
  - One time payments within a profile can be setup with a future date.

### Add Payment Method

Bank Account

#### Payment Information

Account Type  
 Checking  Savings


Name on Account  
required field

Routing Number  
required field

Account Number  
required field

Re-enter Account Number  
required field

Please be sure that the check number is **not included** when entering the account number. The check number appears at the top right corner of the check and at the end of the account number on the bottom right.

Payment Amount:	<input type="text" value="\$0.00"/>
Fee:	\$10.00
<b>Total Payment:</b>	<b>\$10.00</b>
Payment Date:	<input type="text" value="01/14/2020"/> 

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[< Back to Property Information](#) [Cancel](#) [Review and Finalize Payment](#)

Payments must be received by **4:00pm Pacific** to begin processing today.  
Payments received after 4:00pm Pacific may take up to 4 business days to be completed if the payment date falls on a weekend or Holiday.  
In most cases, payments are processed within 1-2 business days.

- Once the payment is reviewed and confirmed, users will receive a confirmation email with all details related to the payment established.
- If the Management Company charges an eCheck fee for One Time Payments, it will be displayed as “Fee” under the Payment Amount and is included in the Total Payment.