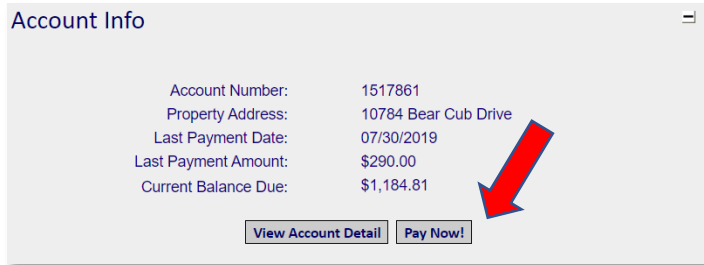


SETTING UP RECURRING ECHECK OR CREDIT CARD PAYMENTS TO PULL ACCOUNT BALANCE


There are 3 easy steps: (1) Create Property Pay account (2) Add bank account or credit card (3) Schedule and confirm payment!

1. From Homepage in Community Link, direct homeowner to click **Pay Now!** In the Account Info section on the homepage.

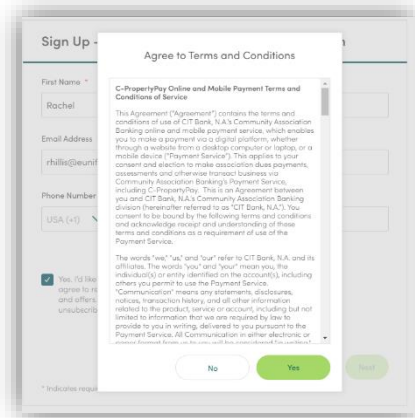


Account Info

Account Number:	1517861
Property Address:	10784 Bear Cub Drive
Last Payment Date:	07/30/2019
Last Payment Amount:	\$290.00
Current Balance Due:	\$1,184.81



2. Click **Yes** to accept the terms and conditions. Enter **email** and **phone number** if not auto populated from our database. Click **next**.



Sign Up - Agree to Terms and Conditions

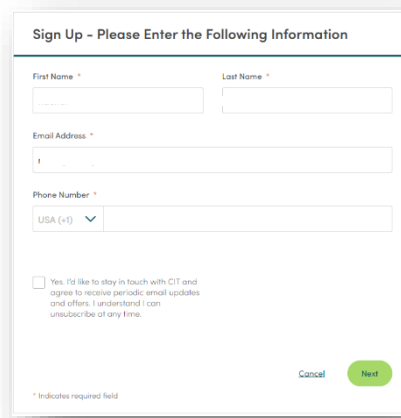
C-PropertyPay Online and Mobile Payment Terms and Conditions of Service

This Agreement ("Agreement") contains the terms and conditions of use of CIT Bank, N.A.'s Community Association Banking online and mobile payment service, which enables you to make a payment via a digital platform, whether through a website from a desktop computer or laptop, or a mobile device ("Payment Service"). This applies to your consent and election to make association dues payments, assessments and other non-business payments via Community Association Banking's Payment Service, including C-PropertyPay. This is an agreement between you and CIT Bank, N.A.'s Community Association Banking division (hereafter referred to as "CIT Bank, N.A."). You consent to be bound by the following terms and conditions and acknowledge receipt and understanding of these terms and conditions as a requirement of use of the Payment Service.

The words "we," "us" and "our" refer to CIT Bank, N.A. and its affiliates. The words "you" and "your" mean you, the individual(s) or entity identified on the account(s), including others you permit to use the Payment Service.

"Communication" means any statements, disclosures, notices, transaction history and all other information related to the product, service or account, including but not limited to information that was required by law to provide to you in writing, delivered to you pursuant to the Payment Service. All Communication in either electronic or written format is subject to our standard disclaimer.

Yes, I'd like to agree to these terms and conditions.



Sign Up - Please Enter the Following Information

First Name *

Last Name *

Email Address *

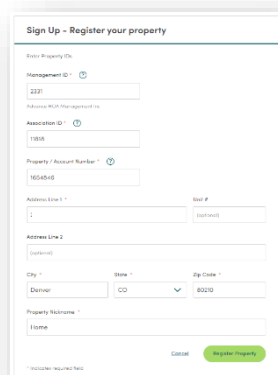
Phone Number *

USA (+1)

Yes, I'd like to stay in touch with CIT and agree to receive periodic email updates and offers. I understand I can unsubscribe at any time.

3. Enter information in fields with missing information. Most fields will be pre-populated from our database. Click **Register Property** and click continue box that pops up.

Create **username** and **password**. Click **Create Account**



Sign Up - Register your property

Enter Property ID:

Management ID *

Address Book Management ID:

Association ID *

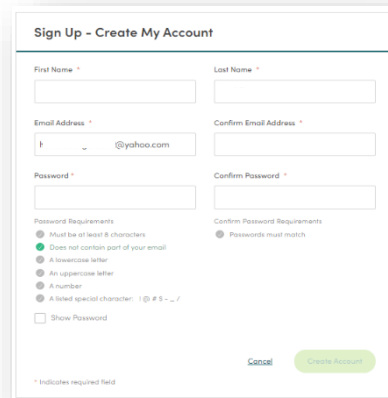
Property / Account Number *

Address Line 1 * Unit #

Address Line 2

City * State * Zip Code *

Property Nickname *



Sign Up - Create My Account

First Name *

Last Name *

Email Address *

Confirm Email Address *

Password *

Confirm Password *

Password Requirements

- Must be at least 8 characters
- Does not contain part of your email
- A lowercase letter
- An uppercase letter
- A number
- A listed special character: ! @ # \$ % ^ & * _ /

Show Password

Confirm Password Requirements

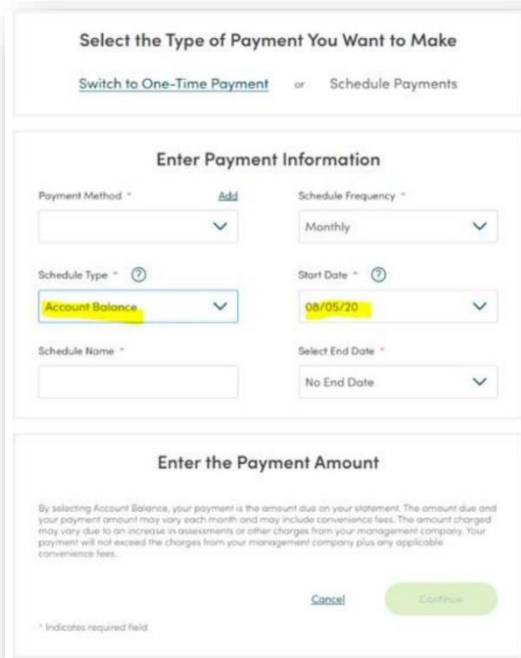
- Passwords must match

4. Next – the homeowner must **Add a Payment Method**. When they click ‘Make a Payment’ a popup will direct them to add a bank account or credit card into their ‘Wallet.’
 - There is no fee to process an eCheck and the credit card processing facilitator will charge 2.95% (lower than the current rate).
 - eCheck is a direct withdrawal from the homeowner’s bank account – just like ACH

Wallet and payment details

- Select Make a Payment
- Select Next to add a payment method to your wallet
- Select either Add Card or Add Bank Account
- Enter your payment information
- Select Add Card or Add Bank Account

5. Once card/bank is added, Click **Properties** on top right to go back to main page. Click Make a Payment then choose **Schedule Payments**.



The screenshot shows a web form titled "Select the Type of Payment You Want to Make". Below the title are two options: "Switch to One-Time Payment" (underlined) and "Schedule Payments". The "Enter Payment Information" section contains several dropdown menus: "Payment Method" with an "Add" button, "Schedule Frequency" set to "Monthly", "Schedule Type" set to "Account Balance", "Start Date" set to "08/05/20", "Schedule Name" (empty), and "Select End Date" set to "No End Date". Below this is the "Enter the Payment Amount" section, which includes a disclaimer about account balance payments and "Cancel" and "Continue" buttons. A footnote at the bottom left states "* Indicates required field".

Under Schedule Type Select ACCOUNT BALANCE
(this is the option that replicates ACH!!)

It will always be pulled on 5th of each month

This option includes ALL charges (any billbacks, fees, special assessments, etc. will be pulled)

Homeowners will be sent a notification TWO days before pulled with amount due. Homeowners may edit if they choose before it is pulled from their account.

Follow instructions to verify, confirm, and submit payment.

That is it! Create account, add bank account/card, and schedule payment!