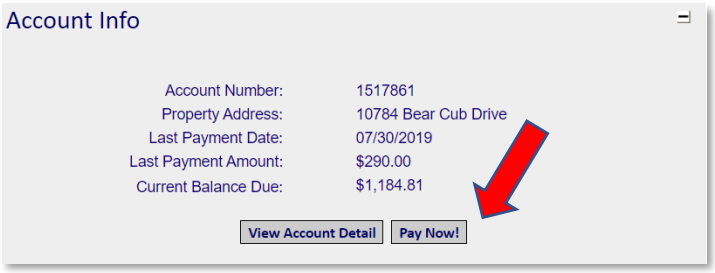
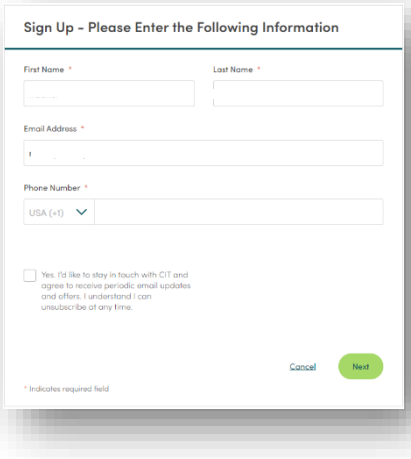
SETTING UP RECURRING ECHECK OR CREDIT CARD PAYMENTS TO PULL ACCOUNT BALANCE

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.

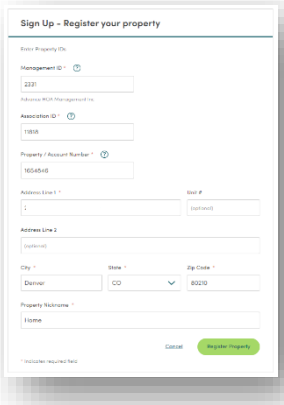


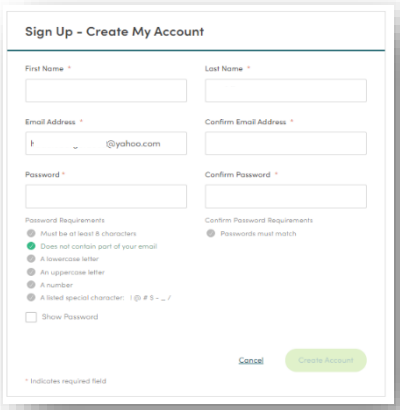
2. Click **Yes** to accept the terms and conditions. Enter **email** and **phone number** if not auto populated from our database. Click **next.**



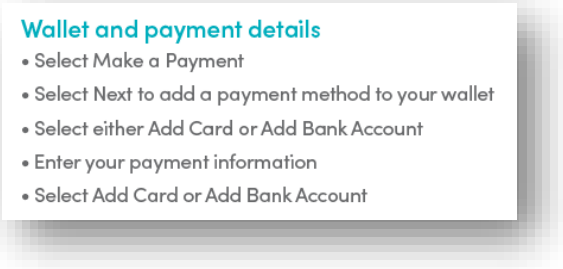
3. Enter information in fields with missing information. Most fields will be pre-populated from our database. Click **Register Property** and click continue box that pops up.

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

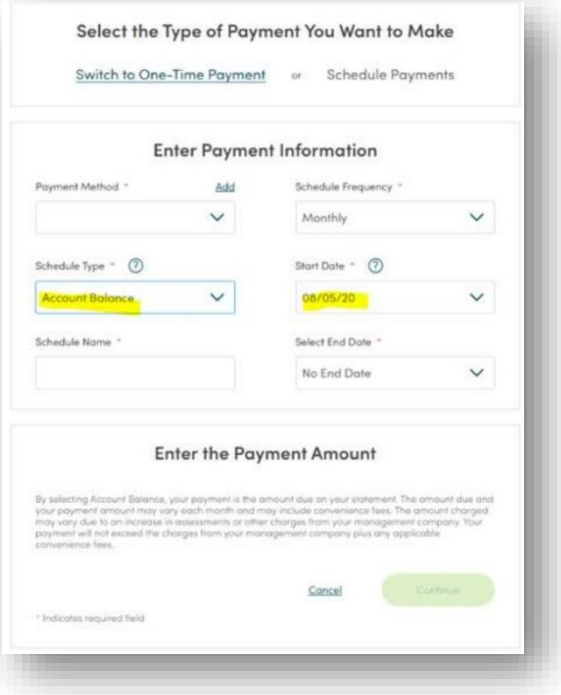




4. Next – the homeowner must **Add a Payment Method**. When they click 'Make a Payment' a popup will direct them to add a bank account or credit card into their 'Wallet.'
    - There is no fee to process an eCheck and the credit card processing facilitator will charge 2.95% (lower than the current rate).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



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.**



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!