

Online Payment Website

AAB creates a unique payment website specifically designed for each management company. A link is provided and should be added to your website directing homeowner payments to this payment system. When a homeowner visits this page they find a homepage that includes the management company logo, contact information and company colors. From this page, payment options include *Create Account*, *One Time eCheck Payment*, and *One Time Credit Card Payment*. Payments may take up to four business days to process, but typically process in a single day. These payments are included in your daily lockbox file.

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Welcome

Please choose an option below to pay your community assessment online. You will want to make sure you have your account information available.

The screenshot shows a navigation bar with four options, each with an icon and a brief description:

- Create Account**: Register now to make recurring payments. If you have already registered, please login.
- Login**: Login to access your account information. If you have not previously registered, please register now.
- One Time eCheck Payment**: Make a one-time eCheck payment from your bank account.
- One Time Credit Card Payment**: Pay your assessment via credit card. (A processing fee will apply.)

There is no processing fee to pay by eCheck; however there is a processing fee to pay by credit card. The credit card processing fee covers the interchange/finance fee charged by the credit card processor.

The information below has been provided to help assist homeowners with making their assessment payments using the online payment site.

Create Account

By creating an account, the homeowner has the ability to set up both one-time and recurring payments. They have the ability to edit and delete recurring payments as needed.

To set up an account, a homeowner clicks *Create Account* on the home page and completes all required fields on the *Create New User Account* page. Once complete, a verification email is sent to the homeowner. This email validates the user's email address when they click on the link in the email. If the link in the email does not direct the user to the validation page, they need to copy and paste the link into their web browser.

Once validated, the user then proceeds with making payments by logging into their new profile.

Login Page

Once an account is created, the homeowner selects *Login* from the payment site home page to access their account and manage payments.

Please note AAB does not have the ability to make changes to the homeowner/user password, debiting bank account, property information, or recurring payments. The homeowner must visit their profile to make these changes.

User Dashboard

The user dashboard page is the main page that allows a homeowner, who is logged into their profile, to change their password, change their bank account, add a property to set up recurring payments and set up one time payments. On this page they also see payment history and recurring payments that have been set up.

Member Dashboard

Welcome **Craig Huntington**, you are currently logged in as **chuntington@aafin.com**.

Payments

NICKNAME	HOA ACCOUNT	FREQUENCY	AMOUNT	NEXT PAYMENT DATE	EDIT	PAYMENT TYPE	DELETE
Master	1514	Monthly	100.00	05/17/2013	Edit	Recurring	Delete

ADD A PROPERTY **MAKE ONE-TIME PAYMENT**

If the selected recurring payment date falls on a weekend or holiday, it will post to your account on the next business day. (Business days are Monday-Friday, except for banking holidays.) Paying less than the total amount due may result in an interruption of service.

Payment History

NICKNAME	HOA ACCOUNT	AMOUNT	PAYMENT TYPE	INITIATED ON	CONFIRMATION NUMBER
Master	1514	100.00	Recurring	04/18/2013	9000026
Master	1514	100.00	Recurring	04/17/2013	9000025
Master	1514	100.00	Recurring	04/17/2013	9000018
Master	1514	200.00	One-Time	04/16/2013	9000016
Test 1	27	1.02	Recurring	03/04/2013	9000014

Registered User- Add a Property (Recurring Payment)

To set-up a recurring payment choose *Add a Property* from the dashboard. Complete the required fields including *Nickname*, *Management Company ID*, *Association ID*, and *Unit Account Number*. The nickname is used to help differentiate and label scheduled assessments. (This is particularly valuable for homeowners that own multiple properties.)

Select a payment type: recurring with a start date and frequency, or one-time to manually initiate a single payment.

Select *Proceed*

Create Payment

Input Account and Payment Information

Please provide the following information to create a payment.

* Required Fields

* Nickname :

* Management Company ID :

* Association ID :

* Unit Account Number :

Account Number	Date Due	Amount Due
000-012345	JAN 1, 2009	\$453.04

CRAIG HUNTINGTON

Make check payable to:
HOMEOWNERS ASSOCIATION
Please make check payable to your Association and be sure to use the return envelopes provided.

Past Due After JAN 15, 2009

Payment Consists of:
Maintenance Fees 453.04

HOMEOWNERS ASSOCIATION
C/O MANAGEMENT COMPANY
P.O. BOX
LAS VEGAS, NV 89000-0000

1391 00000A 0000000000012345 HUNTINGTON00 04304 7

(3) Homeowners ID
(2) Association ID
(1) Management Company ID

Payment Type:

Recurring Create an automatic monthly or quarterly debit from your bank account on the date you specify below. Please be aware if your assessment amount changes, you may need to edit your payment amount by editing this recurring payment.

* Start Date :

* Frequency Period :

(All scheduled payments that occur on a non-banking day will be processed the next banking day.)

One-Time Create a one-time debit to your checking account. A payment will be initiated today, and your payment information will be saved for future use. You must visit this website to initiate your payment each time. (You may choose to change this to a recurring payment in the future.)

* Amount :

The next page will provide payment details prior to submitting the payment. Review the details and select *Authorize Payment*.

Create Payment

Payment Confirmation

Please confirm the following information for your scheduled payment.

Nickname : **Example Property Payment 1**
Management Company ID : **937**
Association ID : **333**
Unit Account Number : **1514**
Email :
Frequency : **Monthly**
Amount : **\$1.00**
Payment Start Date : **10/22/2014**

By submitting this form, I authorize Alliance Association Bank to initiate ACH entries to my checking account at my financial institution to process this payment for the amount listed above. This process will debit my checking account and credit the Association account as indicated above.

If you wish to stop this recurring payment in the future, please choose the *Delete* option from the main page.

[PREVIOUS PAGE](#) [AUTHORIZE PAYMENT](#)

After selecting *Proceed* a confirmation page is generated. We recommend the homeowner prints this page for their records.

Registered User- Make One-Time Payment

One-time payments can be used to pay a special assessment/fee or for homeowners that prefer to initiate their payment manually during each payment cycle. Select *Make One-Time Payment* from the dashboard. Select a property that has been added and click *Proceed* or select *Add a Property*. If using a property that has already been added, the payment information will populate and only the payment amount is needed.

[Dashboard](#) | [Change Password](#) | [Change Bank Account](#) | [Logout](#)

One-Time E-Check Payment

Payment Information

Please review the following information to ensure it is correct:

Nickname : **Example Property Payment 1**
Management Company ID : **937**
Association ID : **333**
Unit Account Number : **1514**
Email : **clhuntington@aafin.com**
Amount :

By submitting this form I agree to the Terms and Conditions, and authorize Alliance Association Financial Services to initiate ACH debit entries to my checking account at the financial institution listed for the amount listed above. This process will debit my checking account and credit the Association account as I have indicated.

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

After selecting Authorize Payment a confirmation page will generate. A confirmation email will be sent to the email address set up by the homeowner and the payment will be on the payment history portion of the dashboard.

Change Password/ Forgot Password

When signed in, select *Change Password* on the top right of the dashboard. A window appears allowing the user to change their password and/or security questions.

If a password is forgotten, the homeowner must select the *Forgot Password* link from the login page. They are prompted to enter their email address, and a link is sent allowing for a new password to be set-up.

Change Bank Account

When signed in, select *Change Bank Account* on the top right of the dashboard. A window appears allowing new checking account information to be entered.

Non-Registered User- One Time eCheck Payment

One Time eCheck Payment allows a one-time payment without creating a profile.

Complete all fields including *Management Company ID*, *Association ID*, and *Unit Account Number* as shown on assessment coupon/statement. Select *Proceed*.

One-Time E-Check Payment

Community Account Information

Management Company ID :

Association ID :

Unit Account Number :

Account Number	Date Due	Amount Due
000-012345	JAN 1, 2009	\$453.04

CRAIG HUNTINGTON
Make check payable to:
HOMEOWNERS ASSOCIATION
Please make check payable to your Association and be sure to use the return envelopes provided.

Past Due After JAN 15, 2009
Payment Consists of:
Maintenance Fees 453.04

HOMEOWNERS ASSOCIATION
C/O MANAGEMENT COMPANY
P.O. BOX
LAS VEGAS, NV 89000-0000

1391 000H0A 0000000000012345 HUNTINGTON00 04304 ?
(3) Homeowners ID
(2) Association ID
(1) Management Company ID

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

PROCEED **CANCEL**

Enter payment processing information, all fields are required. Read and check the box to accept terms and conditions.

One-Time E-Check Payment

Bank Payment Information

Please review the following information to ensure it is correct:

Management Company ID : **133**
Association ID : **31**
Unit Account Number : **51**
Address : **13830 RUSTIC DRIVE**

Please provide the following information for payment processing.

*First Name :

*Last Name :

*Email :

*Phone :

(use:XXX-XXX-XXXX)

*Amount :

(Cannot Exceed 10,000)

*Routing Number :

*Bank Account Number :

*Re-Enter Account Number :

Agree with terms and conditions of use.

Craig Huntington 123 Main Street Anytown, State, 99999	1000
PAY TO THE ORDER OF	\$ <input type="text"/>
MY BANK NAME 123 North Street Los Angeles, CA 99999	DOLLARS
Memo	
:123456789: (1) Routing Number	87654321098765432109876543210987654 (2) AccountNumber 1000

By submitting this form I authorize Alliance Association Financial Services to initiate ACH entries to my checking account at the financial institution listed above. This process will debit my checking account and credit the Association account as indicated.

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

Select Authorize Payment and a confirmation page will generate. A confirmation email is sent to the email address used by the homeowner.

Return eCheck Payments

All eCheck return notifications are sent to an authorized management company contact via email from your Relationship Banker. The return includes the following information:

- Management Company
- Association
- Payee - Name of debit account owner
- Return Reason
- Identification Number- the confirmation number the homeowner received via email
- Amount - Dollar amount of the payment made
- Fee - Fee charged for the return
- Total Amount Charged- total debited from the association account for the return