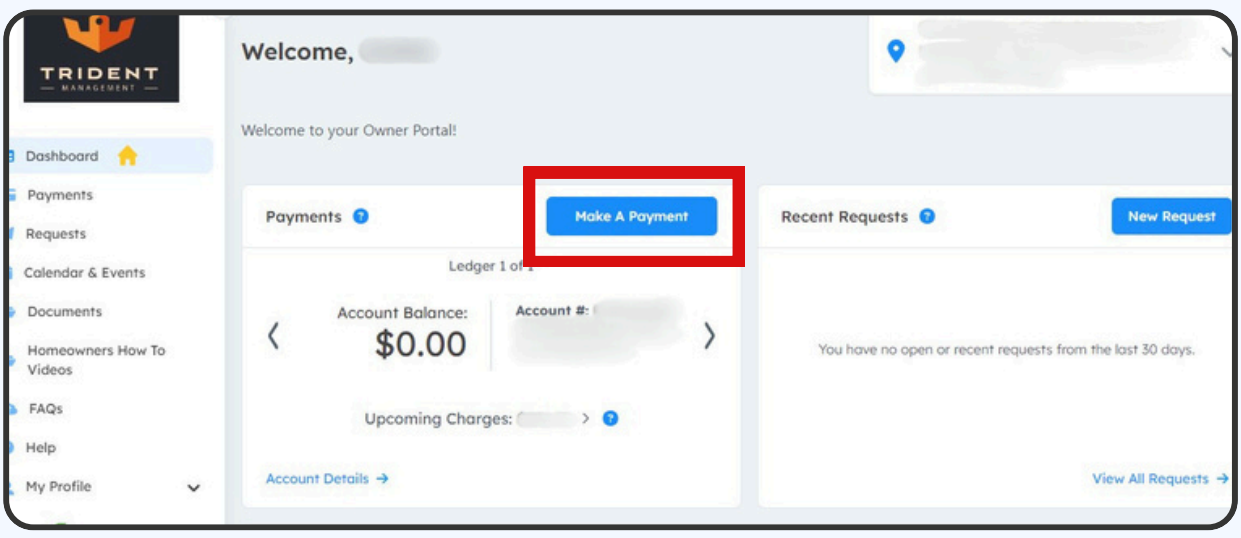
HOW TO MAKE AUTO PAYMENT

THROUGH THE PORTAL

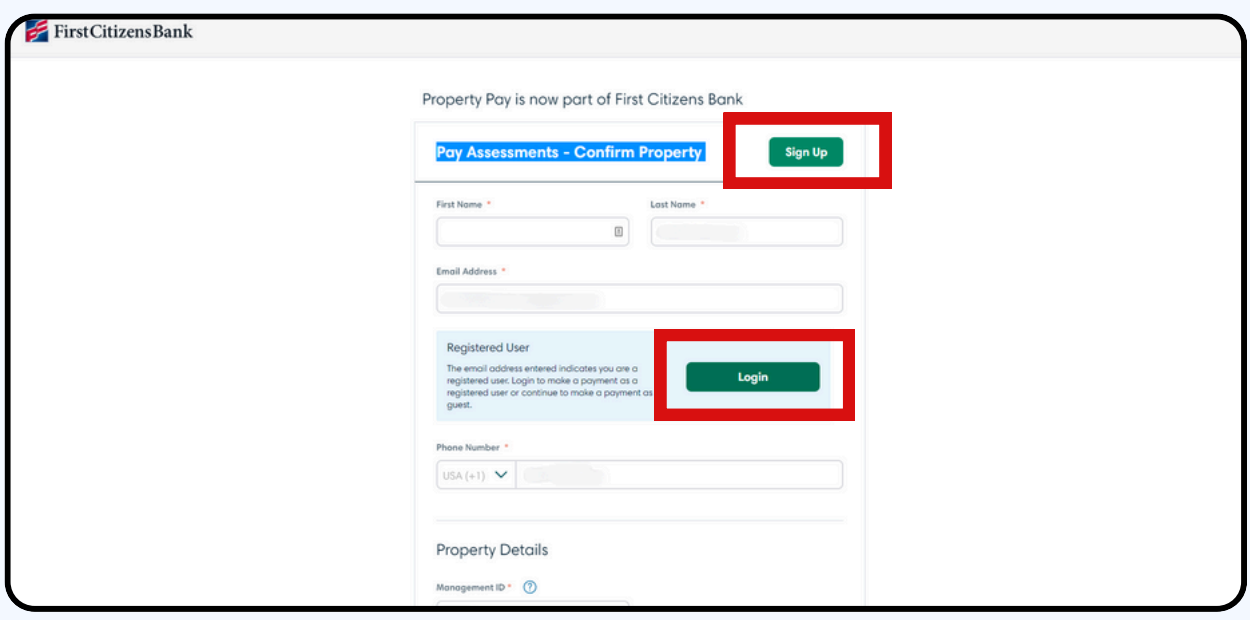
1

Go to the Portal dashboard and Click on **“Make a Payment”** button



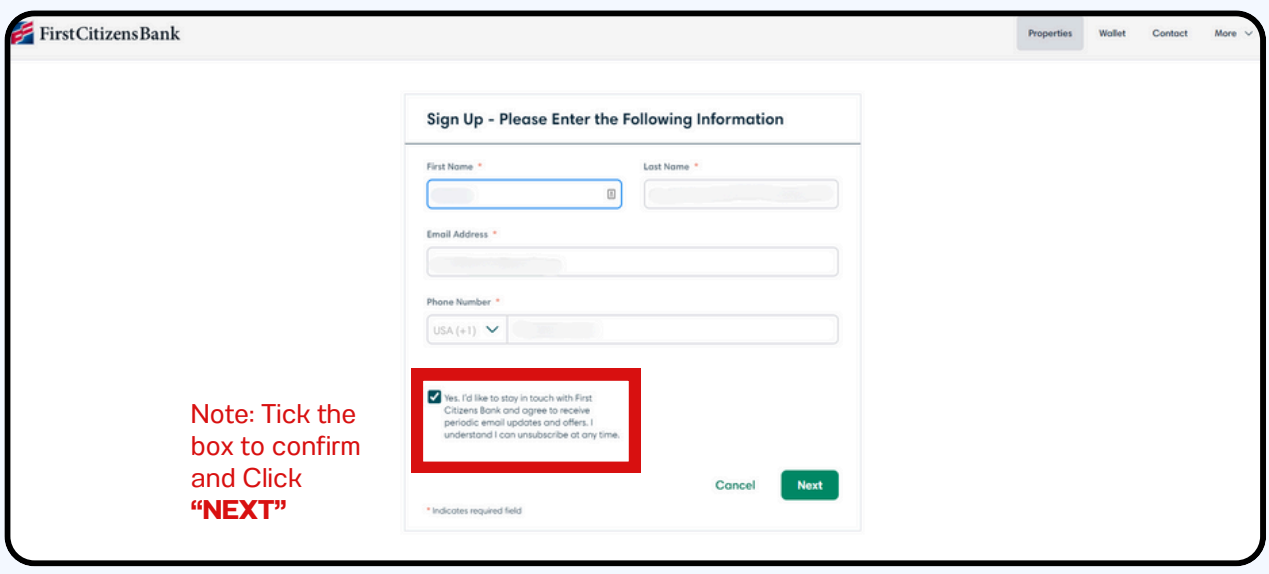
2

Enter the the needed details below.
Sign up of you haven’t made an account yet.
Login if you have already.



3

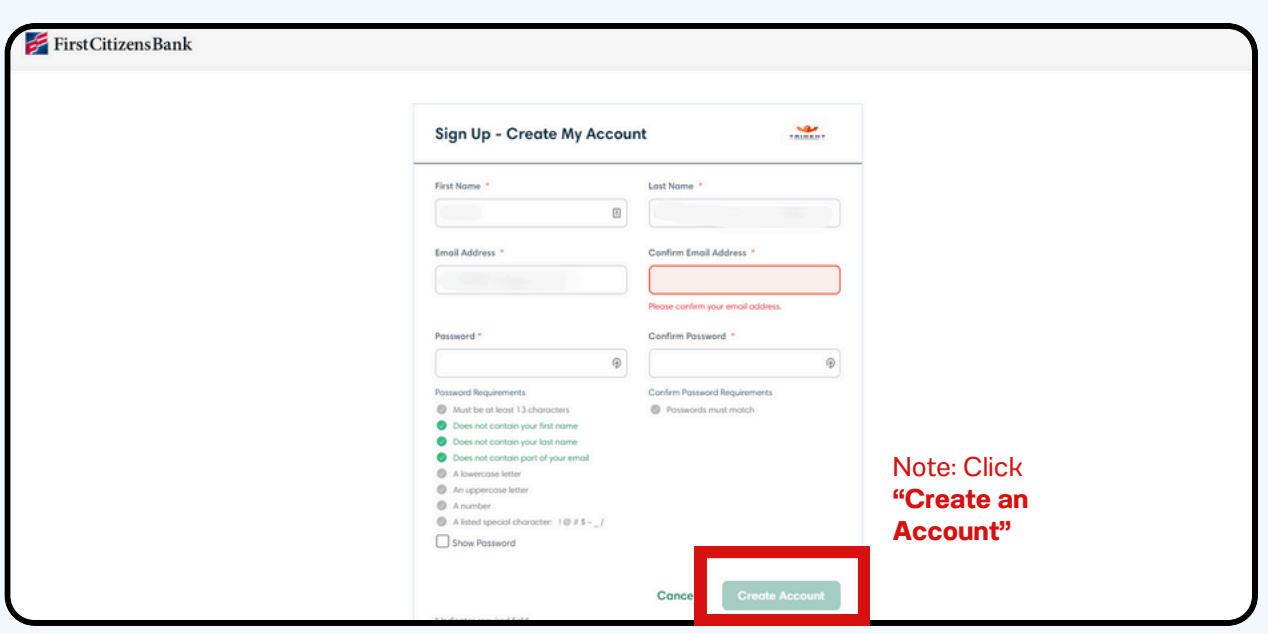
How to **SIGN UP**
Enter the details needed.



Note: Tick the box to confirm and Click **“NEXT”**

Provide the following information:

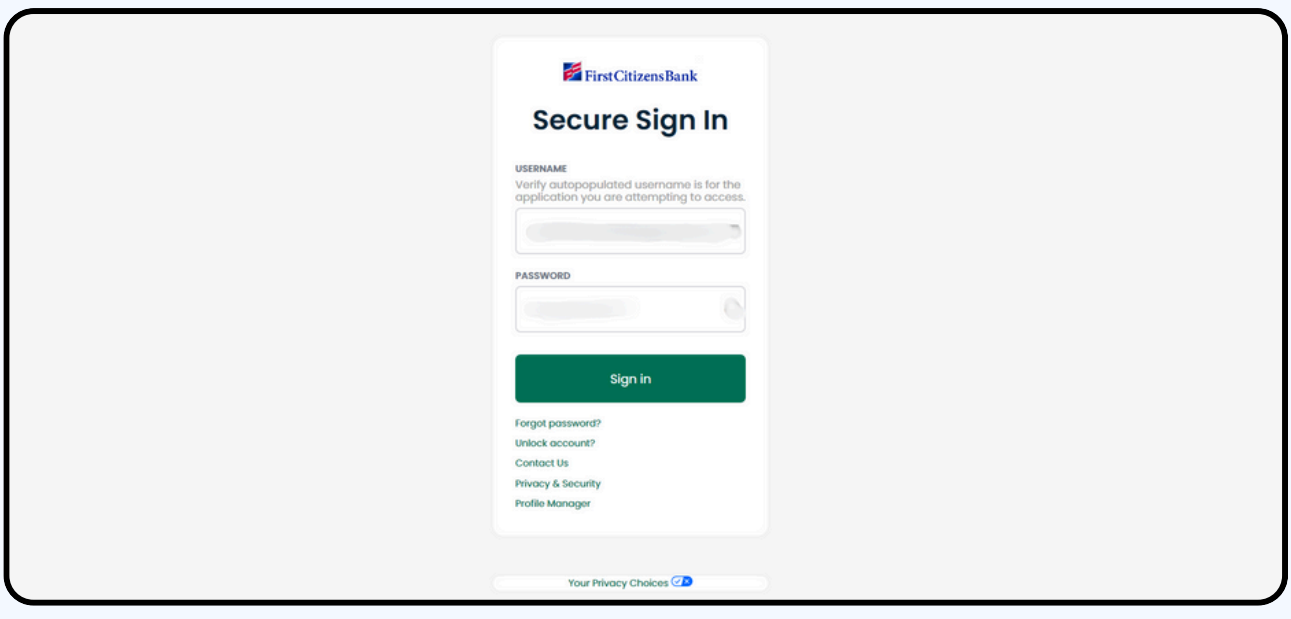
- **MANAGEMENT ID**
- **ASSOCIATION ID**
- **YOUR PROPERTY ACCOUNT**



Note: Click **“Create an Account”**

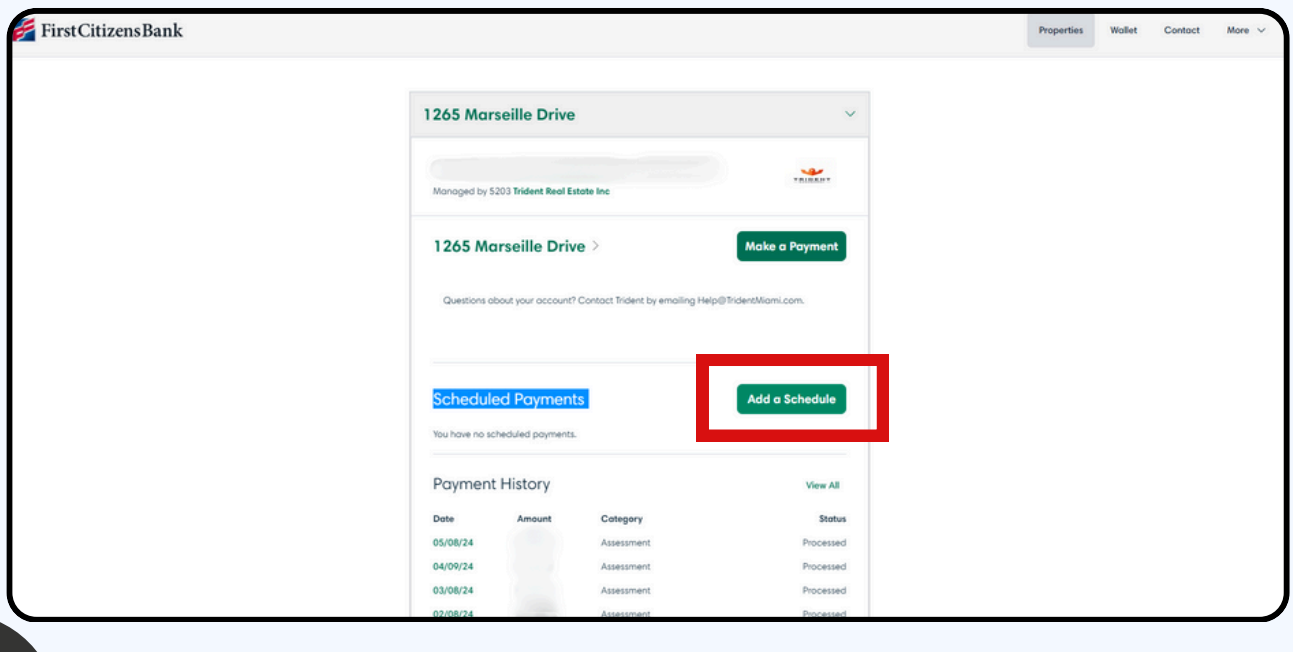
4

Log in here
Enter the details needed.



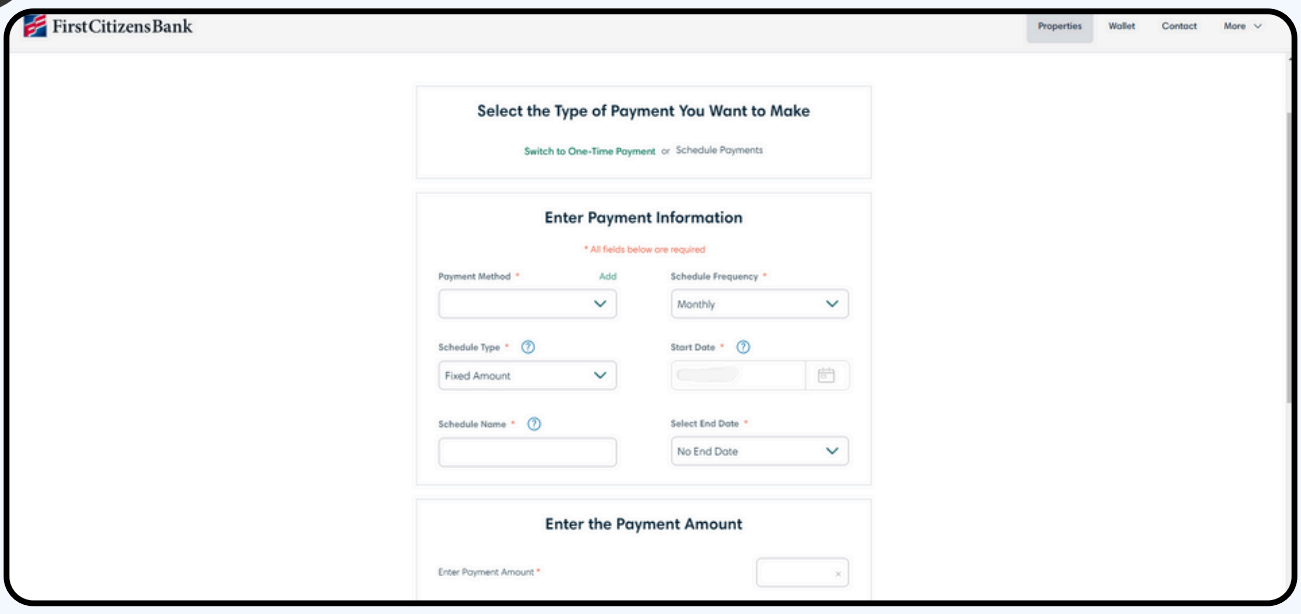
5

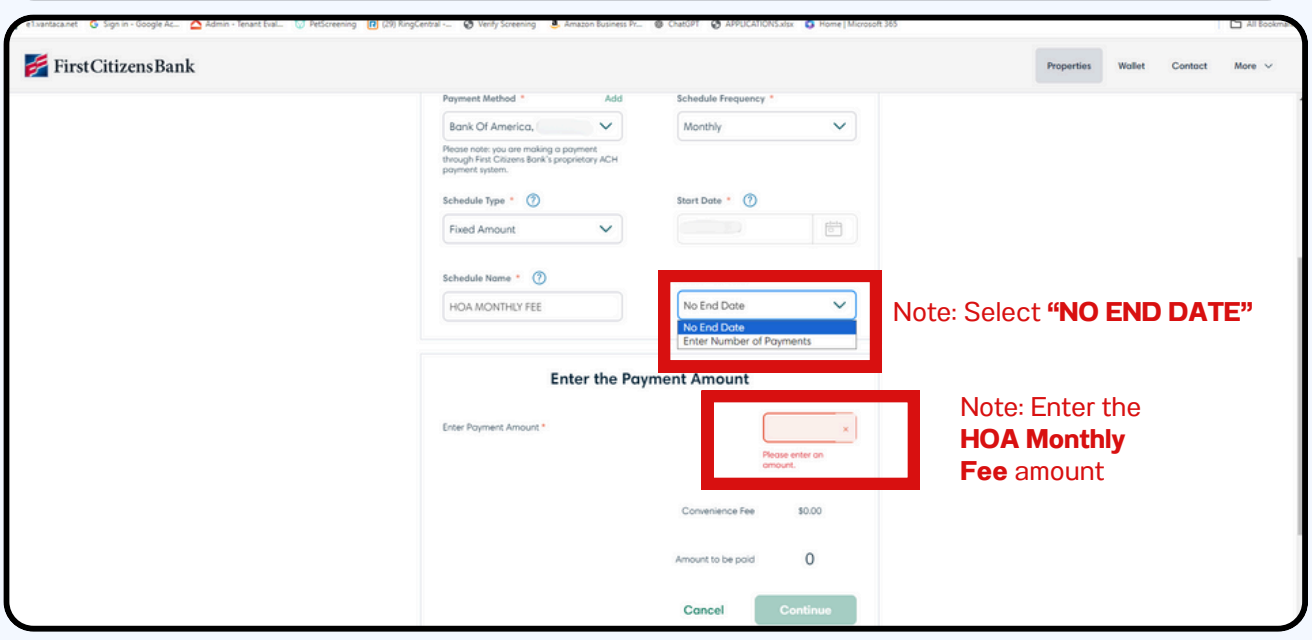
Go to **Schedule Payments** and Click **"Add a Schedule"**



6

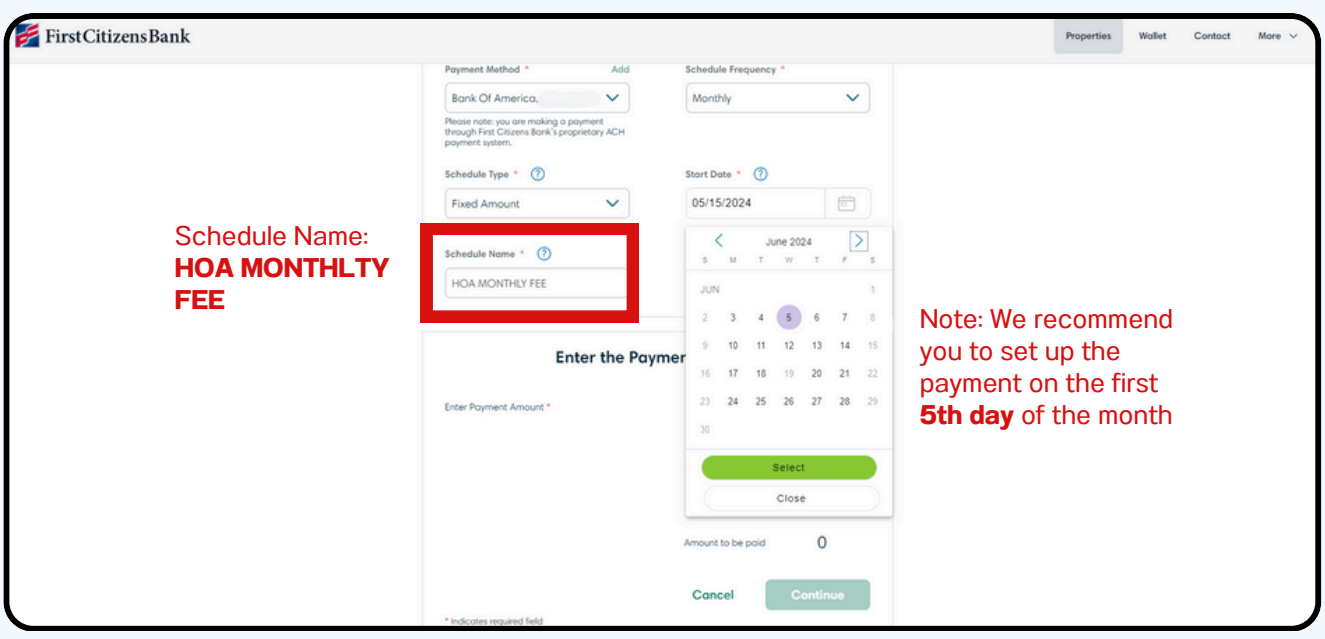
Enter the details needed.





Note: Select **"NO END DATE"**

Note: Enter the **HOA Monthly Fee** amount



Schedule Name:
HOA MONTHLTY FEE

Note: We recommend you to set up the payment on the first **5th day** of the month