

1. Go to <https://pay.allianceassociationbank.com/Home?cmcid=A11C66C0>

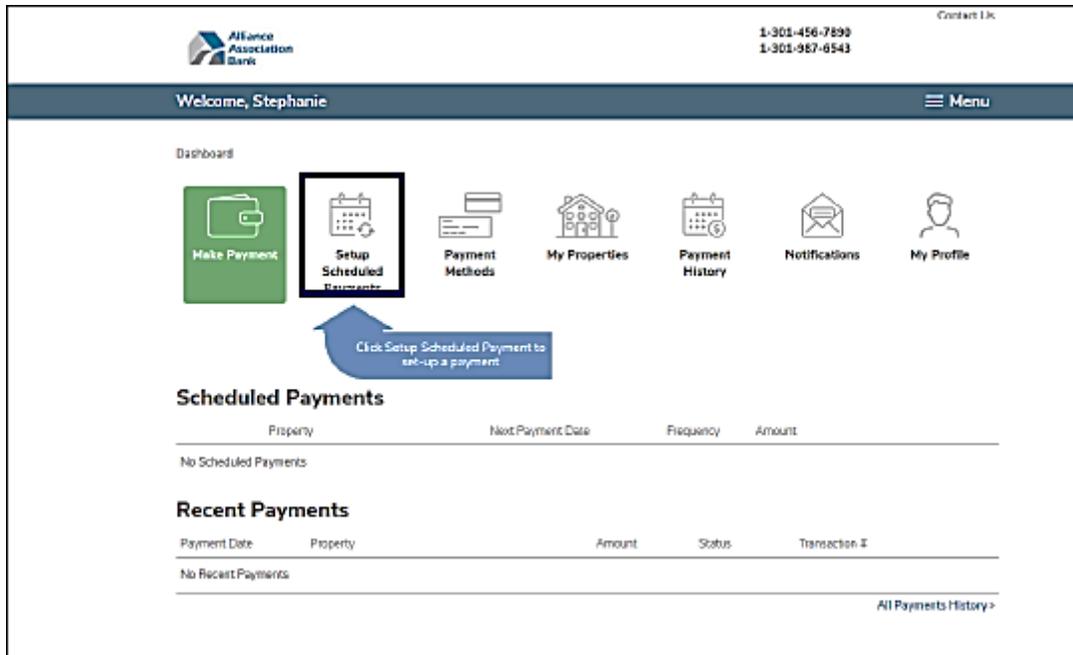
2. Once on the homepage select “Setup Account”

The screenshot shows the homepage of Alliance Association Bank. At the top left is the logo and "Alliance Association Bank". To the right are phone numbers: "1-301-456-7890" and "1-301-987-6543", and a "Contact Us" link. A dark blue banner says "Welcome". Below this, a callout box says "Company's contact information will appear here." The main content area has a heading "Company can customize verbiage here." and a "Returning Users" section with "Email Address" and "Password" input fields. A callout box points to the password requirements: "Password specifications will turn green as they are met." The requirements are: "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. @#%)". There is a "Remember me" checkbox and a green "Login" button. Below is a "Forgot password?" link. The "New Users" section has a green "Setup Account" button. Below that is a "One Time Payment" section with a callout box: "A one-time eCheck payment will not maintain payment history." It lists "Management Company ID", "Association ID", and "Property Account Number" as required information. There are buttons for "eCheck Payment" and "Debit/Credit Card Payment". A callout box points to the "Debit/Credit Card Payment" button: "A one-time credit/debit card payment will include fees for processing." At the bottom, there is a note: "Payments must be received by 4:00 PM Pacific Standard Time. Address des autorisation." and "Processing will complete within 4 business days."

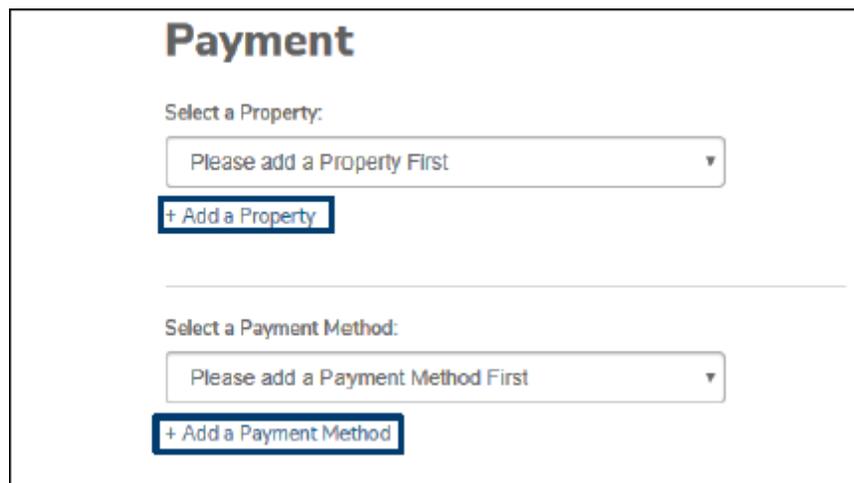
3. Complete the registration fields. Your answers for the Security Questions are case and space sensitive. Once finished click “Setup Account”. A verification email will be sent and will need click the link within the message to activate your online profile.

The screenshot shows the "Setup Account" registration form. It is divided into sections: "Personal Information" with fields for "First Name", "Last Name", "Phone Number", "Email Address", and "Re-enter Email Address"; "Login Information" with "Password" and "Re-enter Password" fields; and "Security Questions" with three dropdown menus and text input fields. A callout box points to the security questions: "Security questions will only be used to verify user identity when users call in to payment support." At the bottom, there is a checkbox for "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 or save 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 800-445-5677, 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." A callout box points to this checkbox: "Users can click the E-sign Disclosure and the Terms & Conditions to read, save, and/or print." At the bottom right are "Cancel" and "Setup Account" buttons.

- Once the profile is active login to your the AAB profile. Your homepage will appear as below. To establish recurring payments. Select “Setup Scheduled Payments” from the dashboard.



- It will ask for you to “Add A Property” and “Add a Payment Method”. The Management ID (7317) should auto fill into the field, and you will insert your Association ID, and Account Number in the fields shown.



7. Enter your bank 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.

The screenshot shows the 'Add Payment Method' form. It includes a 'Bank Account' dropdown, 'Payment Information' section with 'Account Type' (Checking/Savings), 'Name on Account', 'Routing Number', 'Account Number', and 'Re-enter Account Number' fields. A callout box points to the 'Account Type' radio buttons with the text: 'Ability to use either a Checking or Savings account.' An inset image of a check shows the routing number (1025) and account number (1025) highlighted with blue boxes and arrows pointing to the corresponding form fields.

8. Type the desired transaction date to withdrawn funds and click "Review Payment". It will review the entered information and if correct, select "Go" to authorize payment. A confirmation page with a confirmation number will be shown and emailed upon completion. AAB will send a reminder email 10 days prior to the withdraw each month.

The screenshot shows the payment configuration form. It has two tabs: 'One Time Payment' and 'Scheduled Payment'. The 'Fixed Amount \$' section has a text input field with '\$0.00' and a disclaimer: '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.' Below this are 'Fee per payment:' and 'Payment Total:' fields, both with '\$0.00' values. The 'Frequency:' dropdown is set to 'Monthly'. At the bottom, 'Date of First Payment:' is '10/17/2018' and 'End Date of Scheduled Payment (Optional):' is 'No end date'. 'Cancel' and 'Review Payment' buttons are at the bottom.

9. Your scheduled payment will also appear on your homepage dashboard.

Scheduled Payments

Property	Next Payment Date	Frequency	Amount
No Scheduled Payments			

Recent Payments

Payment Date	Property	Amount	Status	Transaction #
No Recent Payments				

[All Payments History >](#)