

Setting up payments

YOU MUST SET-UP YOUR PAYMENT OPTIONS before you can pay your bill on-line

ONCE YOUR PAYMENT OPTIONS HAVE BEEN SELECTED, YOU CAN CHOOSE AUTOPAYMENT IF DESIRED

Autopayment is an option that will automatically pay the bill on the due date. Once you set up autopayment (either via credit card or eCheck), you don't need to do anything when you receive your bill.

Autopayment is only an option, it is not a requirement

Note: Paper checks are still accepted and do NOT require any set-up with this system. Paper checks will continue to be processed in the same manner as always.

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Charges for on-line payments

- a. For any credit card payments, there is a \$3.00 per transaction fee that is collected by the credit card processor.**

- b. For eChecks,**
 - a. a single eCheck payment will incur a \$3.00 transaction fee.**

 - b. For eChecks set up as AUTOPAY, there are no transaction fees**

- c. Note: Tanglewood does not receive any of the transaction fees.**

Setting up payments

In the upper right corner of most screens is your name with an arrow to the right
Click on the arrow and a drop down box will appear – Select “Payment Methods”

The screenshot shows a web portal interface. At the top, there are navigation links for 'Home', 'Attachments', and 'Help'. In the upper right corner, the user's name 'John Smith' is displayed with a downward-pointing arrow. A red arrow points to this arrow, and another red arrow points to the 'Payment Methods' option in the dropdown menu that appears. The dropdown menu includes options for 'Account Information', 'Accounts List' (which is selected), 'Payment Methods', 'Paperless Settings', and 'Logout'. Below the navigation, there are two light blue message boxes: 'TEST MESSAGE' and 'second test message'. The main content area is titled 'My Accounts' and contains an 'Account List' section. This section shows a total balance of \$0.00 and a 'Pay All Now' button. Below this, a specific account for 'John Smith' is detailed, including the address '9999 Tanglewood Tr, Chagrin Falls, OH 44023' and the amount due (\$0.00). To the right of the account list is an 'Add an Account' form with input fields for 'Account Number' and 'CID', and an 'Add Account' button.

YOU MUST SET-UP YOUR PAYMENT METHOD before you can pay your bill on-line
Note: Paper checks are still accepted and do NOT require any set-up with this system

Setting up payments

After selecting the “payment method” from the upper right corner of most screens, the next screen will appear where you choose whether you set up a credit card or eCheck (ACH) payment

Payment Methods (JohnSmithXX@gmail.com) The Tanglewood Lake Association

Additional Options

- [Add a new Credit Card](#)
- [Add a new eCheck](#)



There is a processing charge for all credit card payments

There is a processing charge for e-check payments that are NOT on Autopay.

There are NO PROCESSING FEES for eChecks that are set up on AUTO PAY

Setting up payments – Credit card

Complete the screen as show below

Create Card

[Back to Payment Methods](#)

+ Create Card

 Certain fields on this section have been blurred for security purposes.

Billing Address

Please select a Billing Address



Name on Card

Card Number

Card Number

Expiration Month

04

The “Billing address” box will show the email address that is associated with the account

Scroll to the bottom of the screen (not shown above) and select “**Set as Default**” if you want to use this for future bills.

Also select the “**Save Payment Method**”

Setting up payments – eCheck

Complete the screen as show below

Create eCheck

[Back to Payment Methods](#)

+ Create eCheck

i Certain fields on this section have been blurred for security purposes.

Billing Address

Please select a Billing Address

Check Type

Please select a Check Type

Check Account Type

Please select a Check Account Type

Name on Account

Routing Number

Routing Number

Confirm Routing Number

Confirm Routing Number

Account Number

Account Number

Confirm Account Number

Confirm Account Number

Set as Default **?**

Save Payment Details

The “Billing address” box will show the email address that is associated with the account

Select “**Set as Default**” if you want to use this for future bills.

Also select the “**Save Payment Details**”