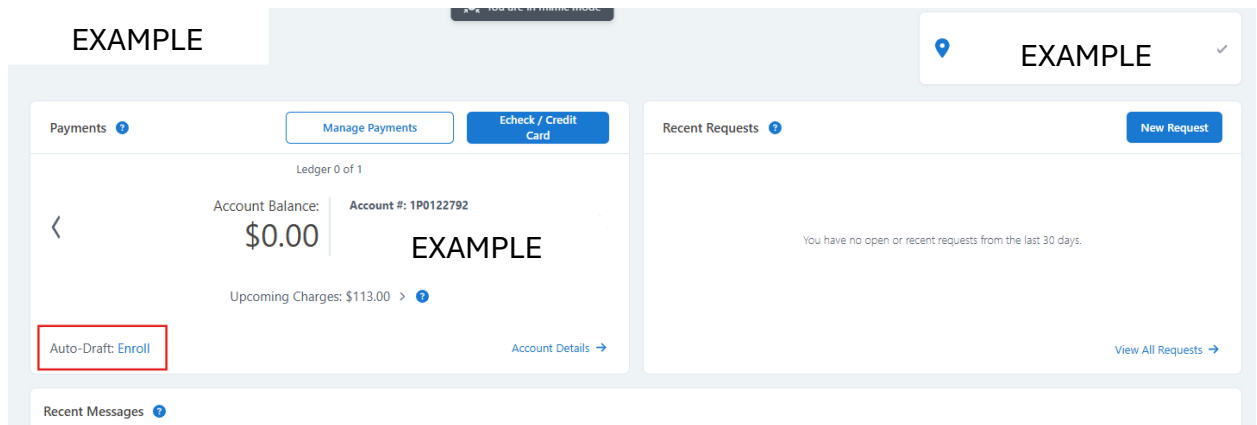
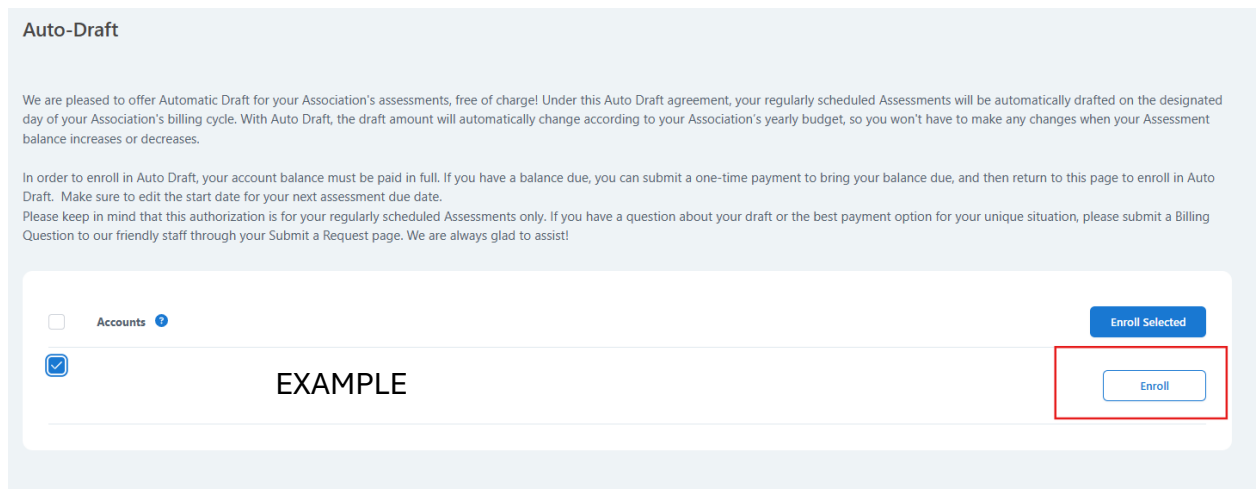


How to Enroll in Auto-Draft

1. Log into your homeowner portal and navigate to the Dashboard screen.
2. On the Dashboard, locate the section labeled "Auto-Draft – Enroll" and click the "Enroll" link next to it.



3. On the Auto-Draft screen, check the box next to the account you wish to enroll, then click the "Enroll" button next to that account. A new screen titled "Enroll Auto-Draft" will appear. *Account balance must be \$0 or have a credit in order to enroll.



4. On the Enroll Auto-Draft screen, select the month you would like the first payment to be drafted. Please note:
 - Payments will only draft on the actual due date.
 - If you select a month before your due date, the draft will occur on the due date.
 - If you select a month after your due date, the draft will not occur until the next due date, which could result in a delinquent balance.

Enroll Auto-Draft

EXAMPLE

Remove

Start Month
August

Account Type
Checking

Bank Routing Number

Bank Name

Bank Account Number

Confirm Account Number

I hereby authorize my association to debit the identified account for the amount indicated above. Likewise, I authorize my financial institution to accept this debit and charge it to my account. If the transaction is established as recurring in nature, I authorize future occurrences until I rescind this authorization. I agree that the ACH transaction I authorize complies with all applicable laws.

eSignature

Cancel Enroll

5. Select the bank account type you would like to use for your payments. We strongly recommend using a checking account rather than a savings account.
6. Read the disclosure, then sign the authorization by typing your full name. Please avoid using special characters, as the system will not accept them.
7. Click "Enroll" to complete the process.

Important: Do not click outside of the Enroll Auto-Draft screen during this process. Doing so will close the screen for security reasons, and you will need to start over.

8. Once enrollment is complete, you may need to refresh your screen or return to the main Dashboard. If successful, the "Enroll" link will now display as "Enrolled."

Auto-Draft Enrolled [edit](#)
