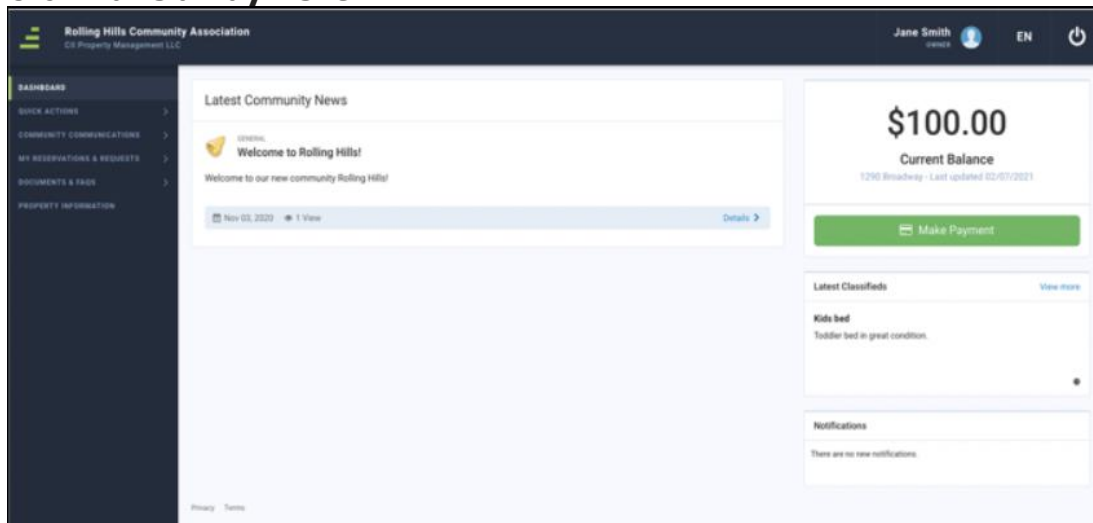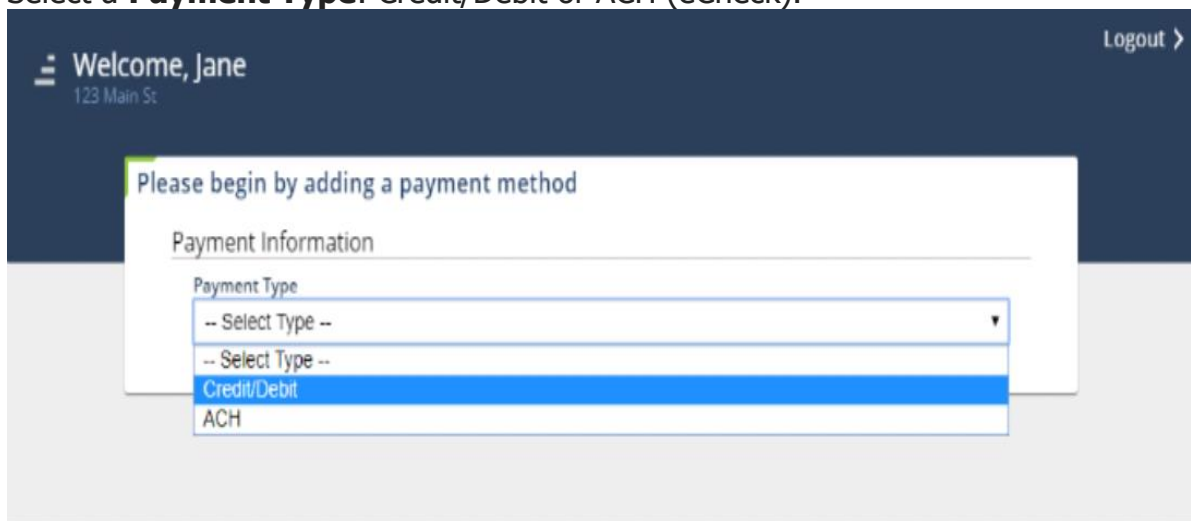## Adding Your First Payment Method

1. From your browser, log in to your community portal.
2. Click **Make a Payment.**

3. Select a **Payment Type**: Credit/Debit or ACH (eCheck).

4. Enter your Payment Information.

   • For Credit/Debit: **Card Number, Expiration Date** (MM/YY), and **CVC**.

   • For ACH (eCheck): **Routing Number** and **Account Number**.

5. For Credit/Debit, enter your Billing Information: **Name on Card, Address, City, State**, and **Zip**.

6. Click **Add Payment Method**.

7. Click **Continue to Make Payment**.
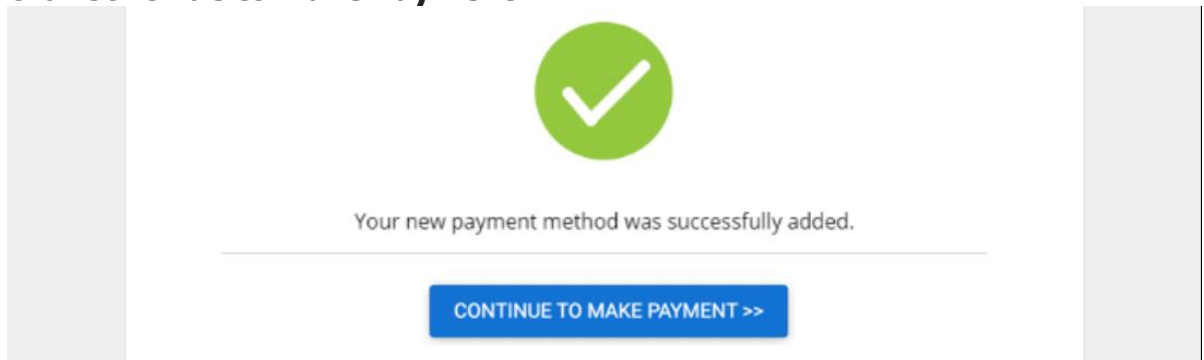
How to Make a One-Time Payment

1. Click Make a **Payment**.

2. Select **Amount Due** or **Other Amount**. If selecting Other Amount, enter the amount you want to pay.
3. Enter a **Memo**. This will appear on your email receipt and on your Transaction History.
4. Select a previously added **Payment Method** or **Add Payment Method**.
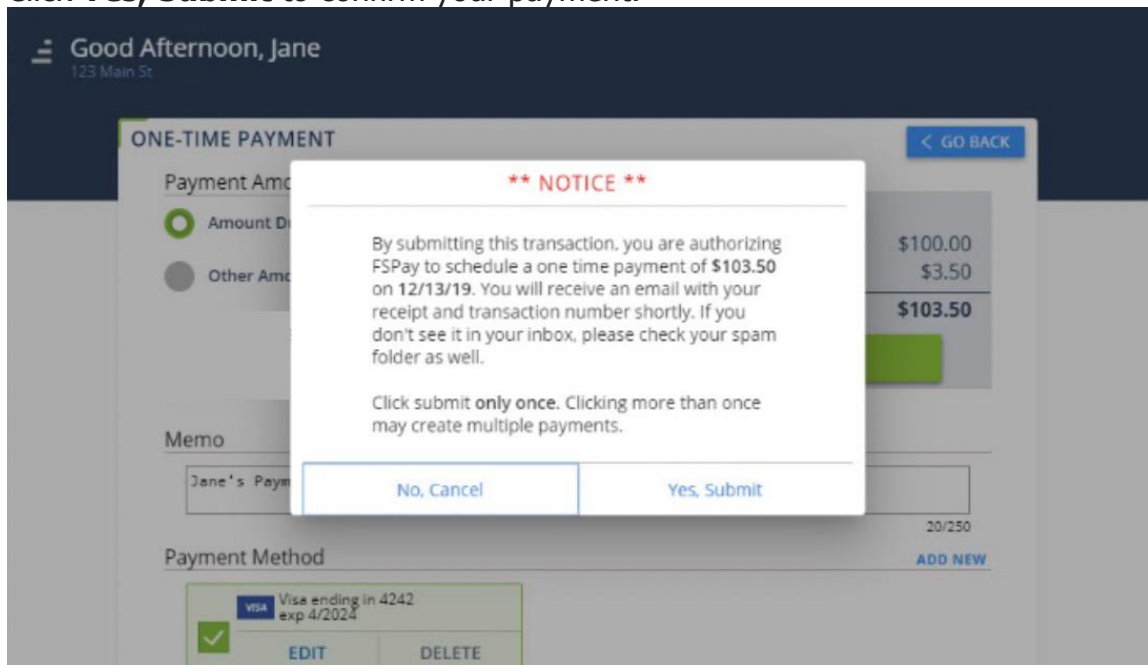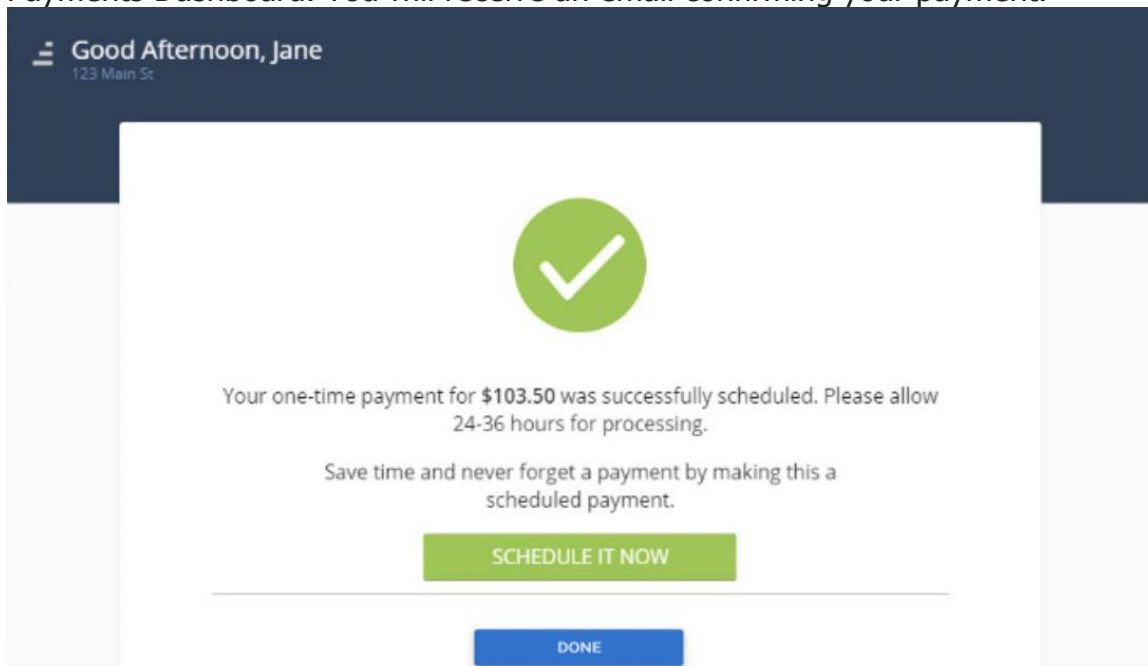

5. Review the payment summary and click **Submit**.

6. Click **Yes, Submit** to confirm your payment.

7. To set up a recurring payment, click **Schedule It Now** and continue to **#9**.

   If you do not want to schedule a recurring payment, click **Done** to return to the Payments Dashboard. You will receive an email confirming your payment.

8. Select a **Frequency** (Monthly, Quarterly, Semi-Annually, or Annually).
9. Select a **Day of the Month** or **Start Date**.
10. Select and enter the payment **Amount**.
11. Enter a **Memo** (if applicable).
12. Select a previously added **Payment Method** or **Add New**.

13. Review the Payment Summary and click **Submit**.

14. Click **Done** to return to the main Payments screen.
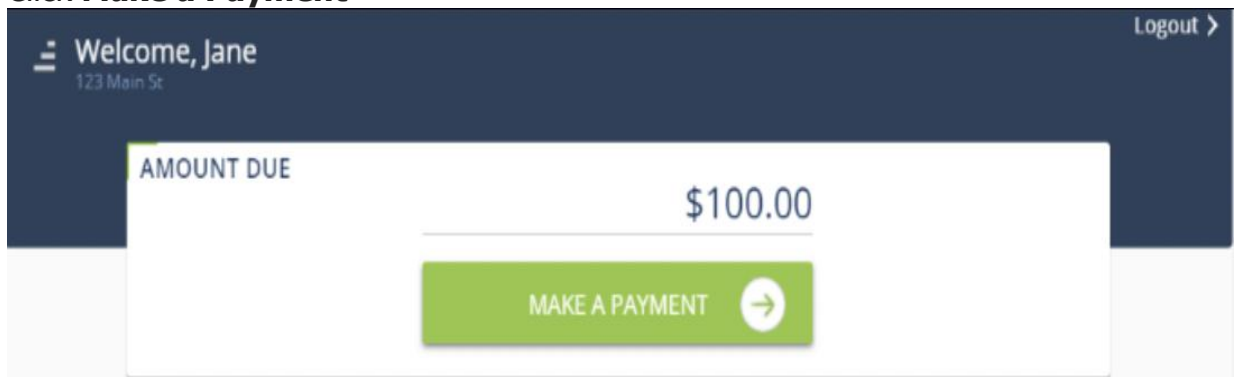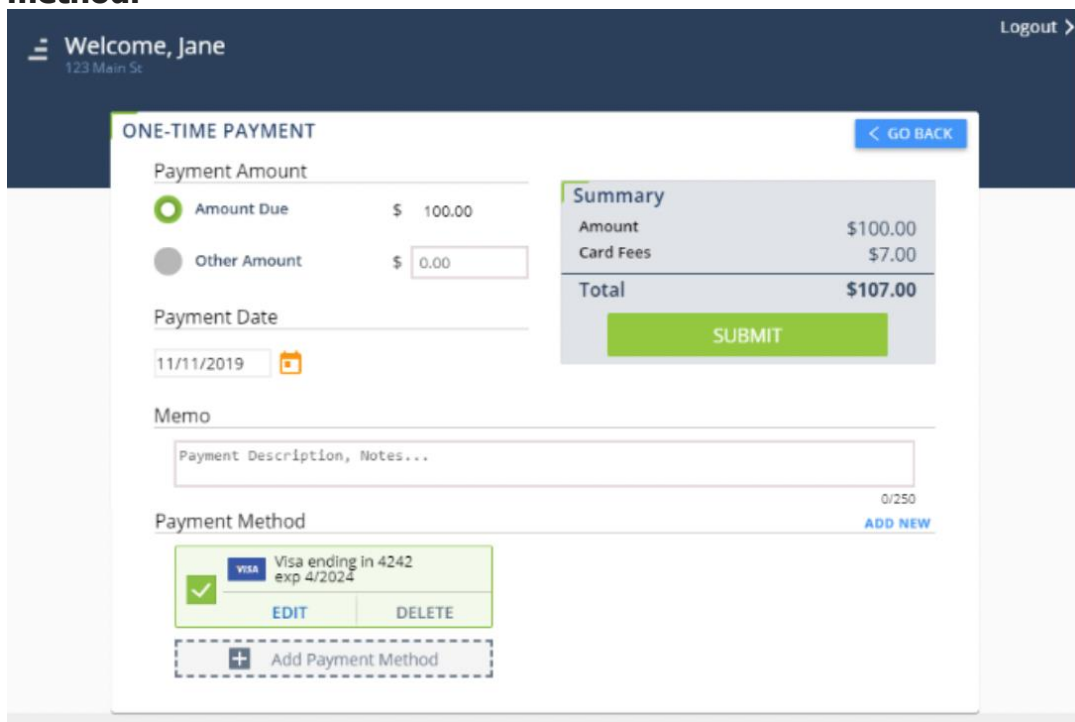
How to Add, Edit, or Delete a Payment Method

1. Click **Make a Payment**

2. Click **Add Payment Method, Edit, or Delete to update a payment method.**

How to Add, Edit, or Delete a Scheduled Payment

1. Under Scheduled Payments, click **Add New**.

2. Select a **Frequency** (Monthly, Quarterly, SemiAnnually, Annually, or One-Time).
3. Select a **Day of the Month** or **Start Date**.
4. Select a **Type of Payment**.
5. Enter the payment **Amount**.
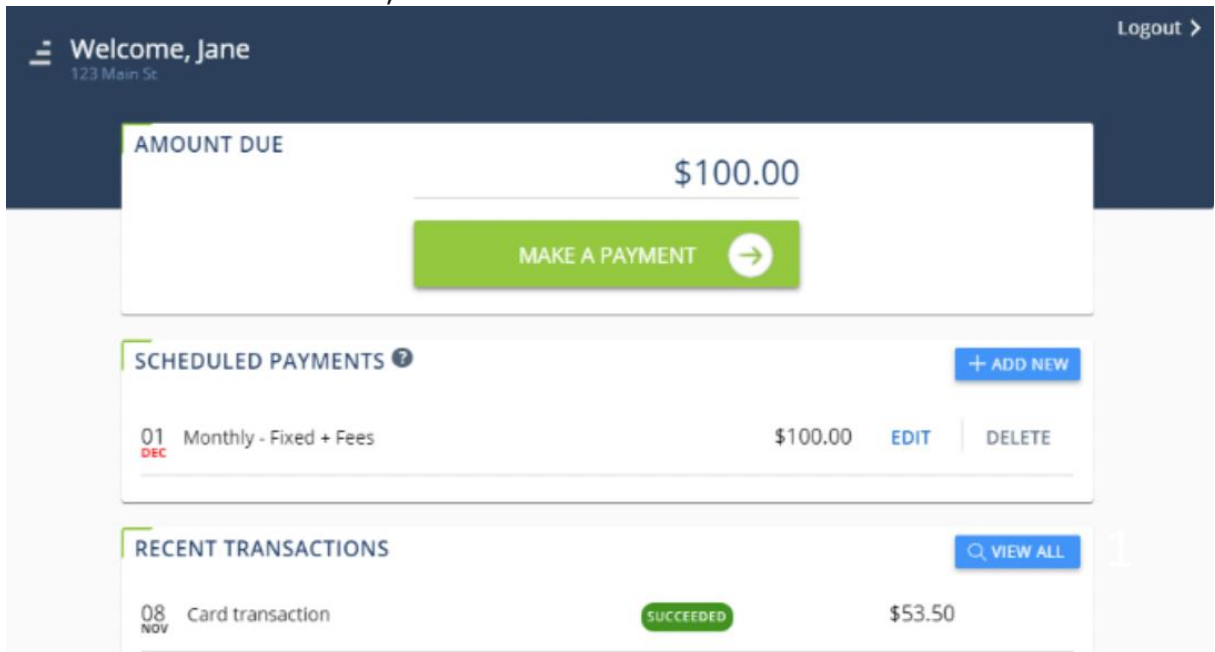6. Enter a **Memo**. This will appear on your email receipt and on your Transaction History.

7. Select a **Payment Method** or **Add New.**
8. Review the Payment Summary and click **Submit**.

9. Click **Yes, Submit**.

** NOTICE **

You are about to schedule a **Monthly** payment. Your next payment will be on **3/1/21** for **$107.00**.

No, Cancel   Yes, Submit

View Recent Transactions

1. Under Recent Transactions, click **View All**.

2. Click **Previous** and **Next** to navigate the pages of your Transaction History.