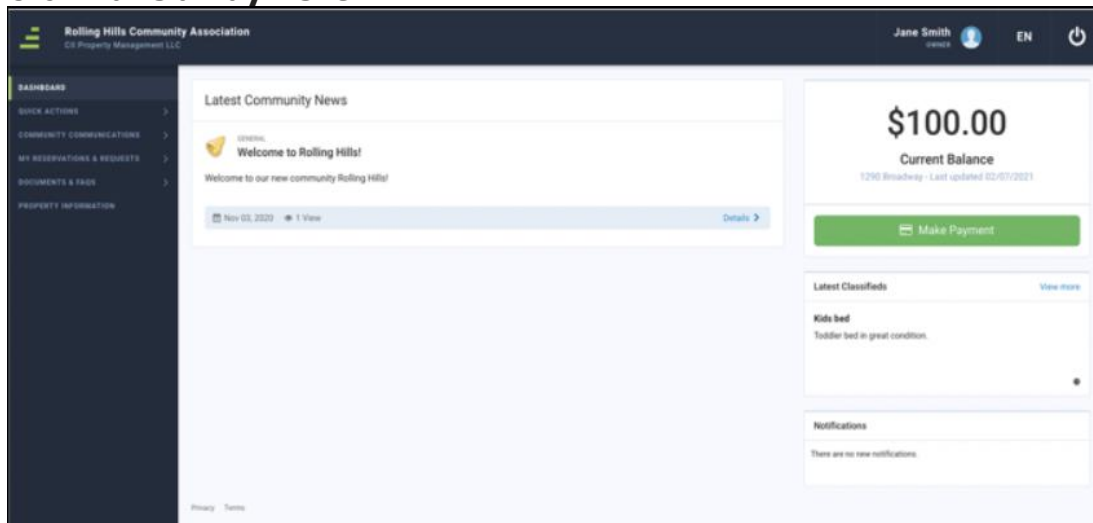
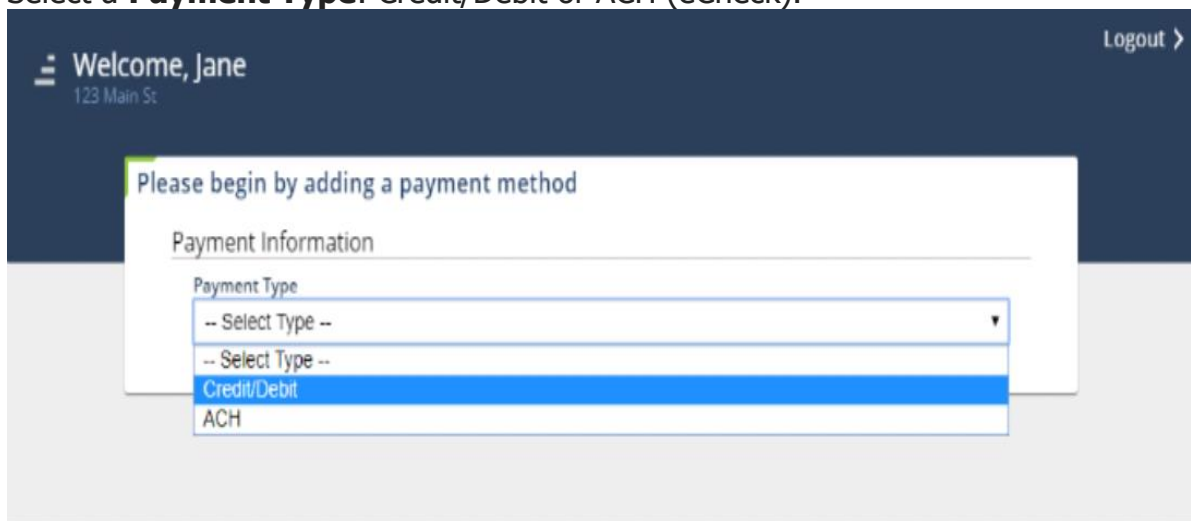


Adding Your First Payment Method

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.**

Welcome, Jane
123 Main St
Logout >

Please begin by adding a payment method

Payment Information

Payment Type
Credit/Debit

Card Info
Card number MM / YY CVC

☒ Set as Default Payment Method

Billing Information

Name on Card
Jane Smith

Address 1
123 Main St

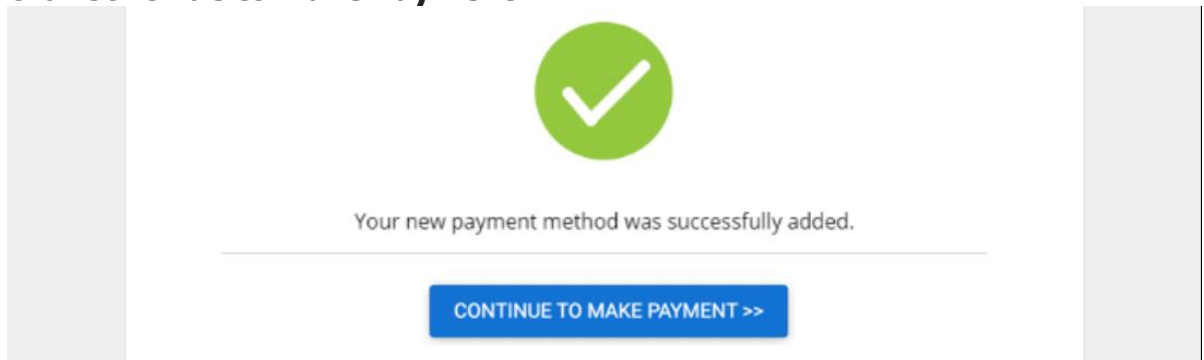
Address 2

City
Mesa

State Zip
Az 85215

ADD PAYMENT METHOD

7. Click **Continue to Make Payment.**



How to Make a One-Time Payment

1. Click Make a **Payment**.

Good Afternoon, Jane
123 Main St

AMOUNT DUE \$100.00

MAKE A PAYMENT →

SCHEDULED PAYMENTS ? + ADD NEW

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**.

Good Afternoon, Jane
123 Main St

ONE-TIME PAYMENT < GO BACK

Payment Amount

☒ Amount Due \$ 100.00

☐ Other Amount \$ 0.00

Payment Date

12/13/2019 📅

Memo

Jane's Payment 12/13 20/250

Payment Method ADD NEW

☒ Visa Visa ending in 4242 exp 4/2024

EDIT DELETE

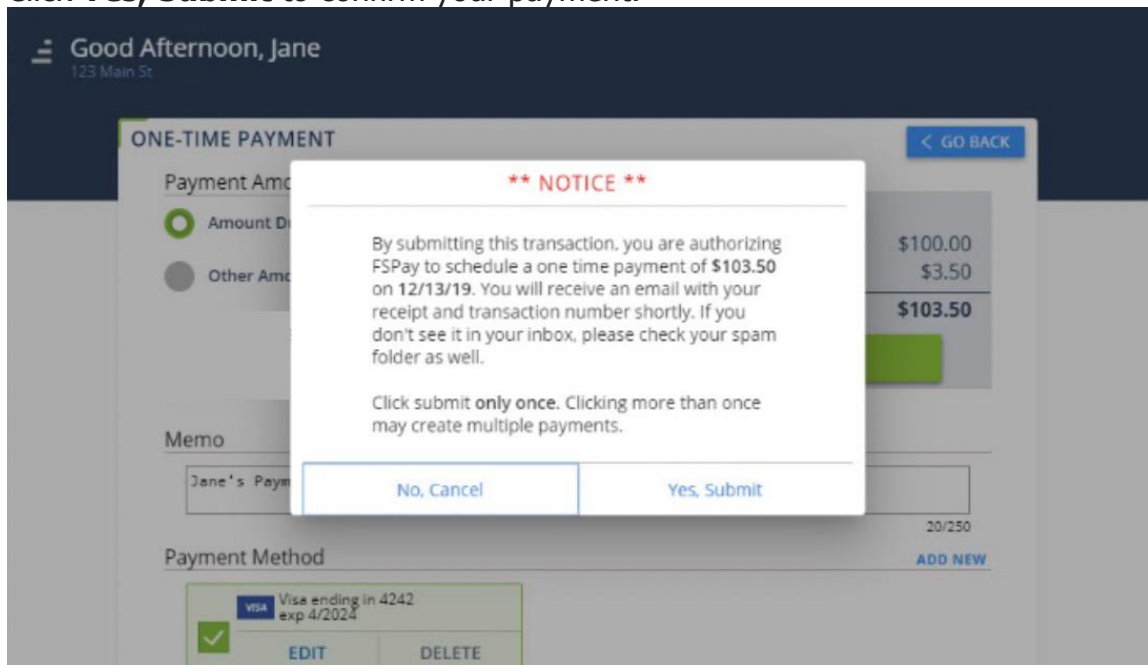
Payment Summary

Amount	\$100.00
Card Fees	\$3.50
Total	\$103.50

SUBMIT

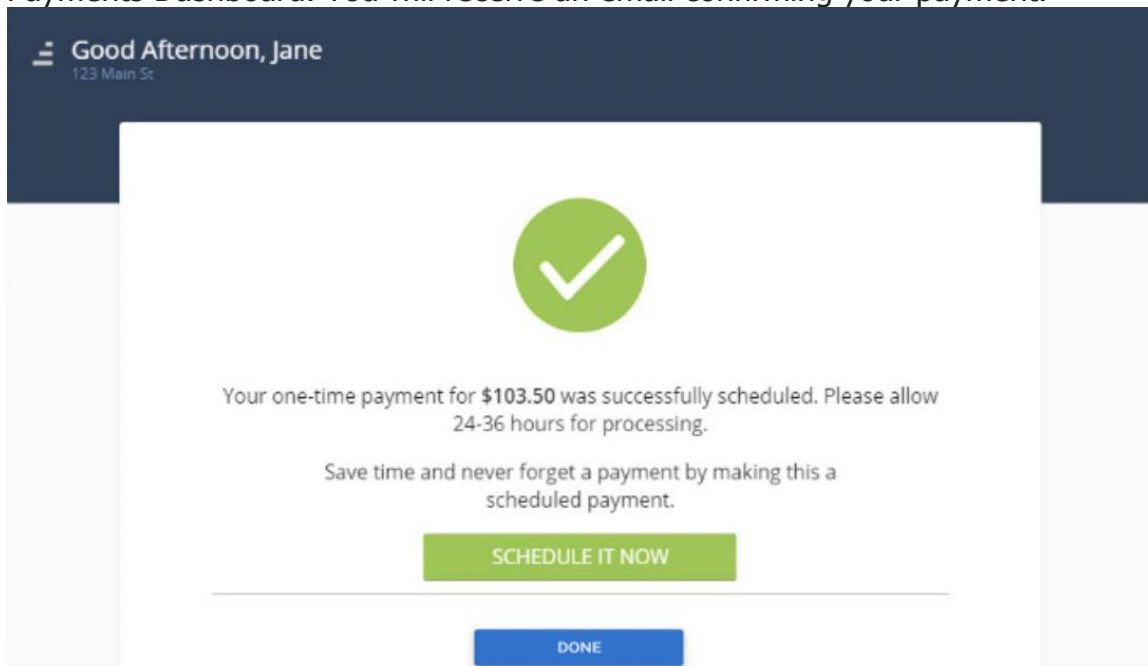
5. Review the payment summary and click **Submit**.

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**.

Payment Schedule

Frequency *
Monthly

Day of the Month *
1

Payment Amount

Type of Payment
Fixed + Fees

Amount *
\$ 100.00

Memo
Jane's AutoPay |

Payment Method

VISA Visa ending in 4242 exp 4/2024

✓

EDIT

DELETE

+ Add Payment Method

15/250

[ADD NEW](#)

Payment Summary

Amount	\$100.00
Card Fees	\$3.50
Total	\$103.50

SUBMIT

14. Click **Done** to return to the main Payments screen.

Good Afternoon, Jane
123 Main St

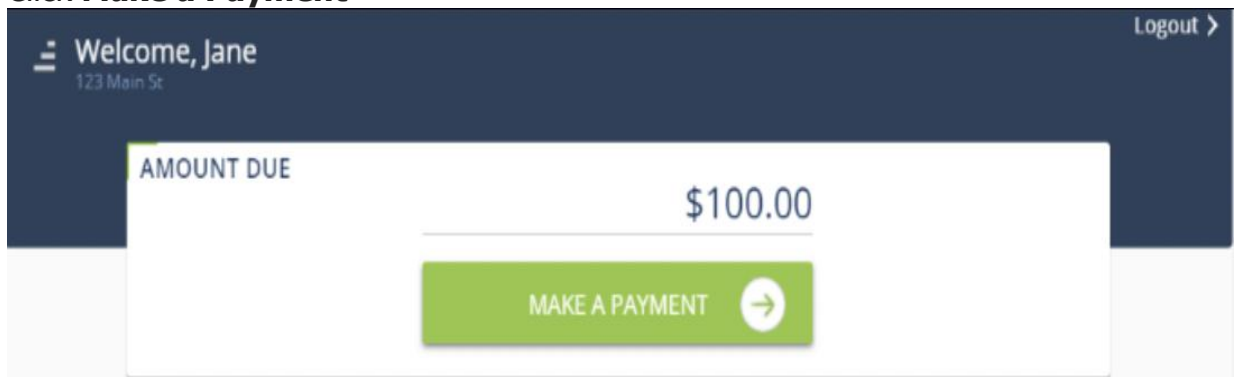
✓

Your new scheduled payment has been created.

DONE

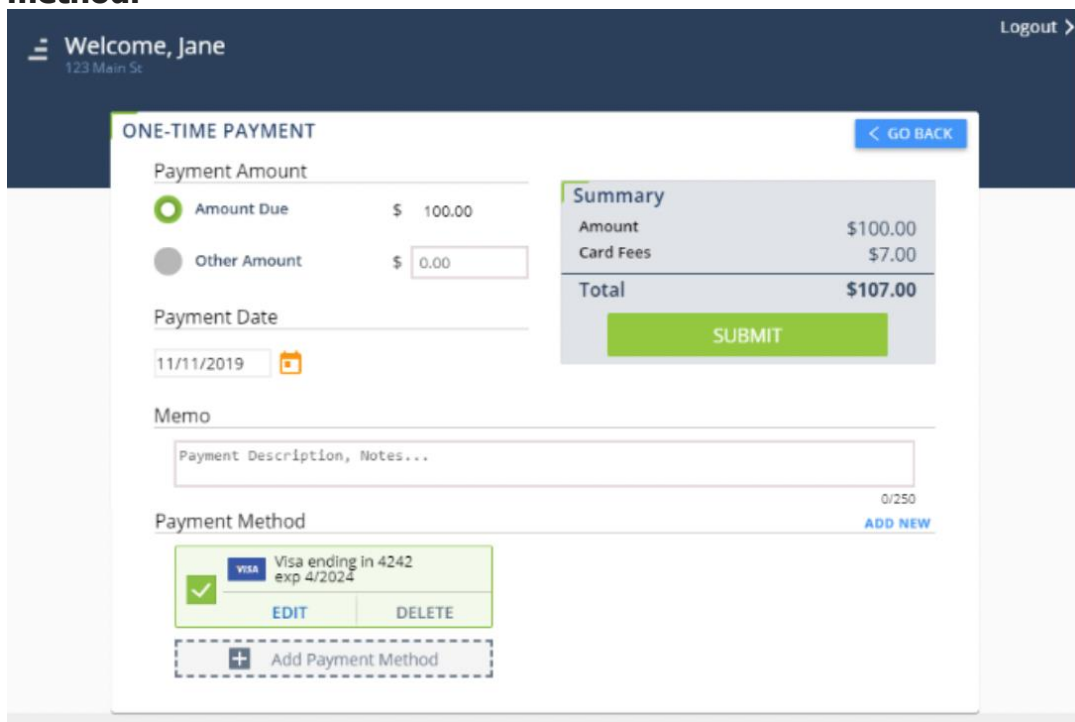
How to Add, Edit, or Delete a Payment Method

1. Click **Make a Payment**



This screenshot shows the 'Make a Payment' interface. At the top, a dark blue header contains a hamburger menu icon, the text 'Welcome, Jane' and '123 Main St', and a 'Logout >' link. The main content area has a white background with a light green border. It displays 'AMOUNT DUE' in blue text, followed by '\$100.00' in a large blue font. Below this is a prominent green button with the text 'MAKE A PAYMENT' and a white right-pointing arrow.

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



This screenshot shows the 'ONE-TIME PAYMENT' form. The header is identical to the previous screen. The form has a white background with a light green border. At the top left of the form is the title 'ONE-TIME PAYMENT' and a '< GO BACK' button. The form is divided into several sections:
1. **Payment Amount:** Features two radio buttons. The first, labeled 'Amount Due', is selected and shows '\$ 100.00'. The second, labeled 'Other Amount', is unselected and shows '\$ 0.00'.
2. **Payment Date:** Includes a date input field showing '11/11/2019' and a calendar icon.
3. **Memo:** A text area with the placeholder 'Payment Description, Notes...' and a character count '0/250'.
4. **Payment Method:** Shows a selected method: 'VISA Visa ending in 4242 exp 4/2024'. Below this are 'EDIT' and 'DELETE' buttons. At the bottom of this section is a dashed box with a plus icon and the text 'Add Payment Method'.
5. **Summary:** A grey box on the right containing a table:

Amount	\$100.00
Card Fees	\$7.00
Total	\$107.00

 Below the table is a green 'SUBMIT' button.
6. A blue 'ADD NEW' link is located at the bottom right of the form.

How to Add, Edit, or Delete a Scheduled Payment

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

The screenshot shows a user interface for a financial account. At the top, it says 'Welcome, Jane' and '123 Main St'. There is a 'Logout' link. Below this, there is a section for 'AMOUNT DUE' showing '\$100.00' and a green button labeled 'MAKE A PAYMENT' with a right arrow. Below that is a section for 'SCHEDULED PAYMENTS' with a blue button labeled '+ 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.

The screenshot shows the 'CREATE SCHEDULED PAYMENT' form. It has a 'GO BACK' button at the top right. The form is divided into two main sections: 'Frequency' and 'Summary'. The 'Frequency' section includes a dropdown for 'Monthly', a dropdown for 'Day of the Month' with '1' selected, a 'Payment Amount' section with a 'Type of Payment' dropdown set to 'Fixed + Fees' and an 'Amount' field set to '\$ 100.00', and a 'Memo' field containing 'Casey's Recurring Monthly Payment'. The 'Summary' section shows a table with 'Amount' at \$100.00, 'Card Fees' at \$7.00, and a 'Total' of \$107.00, with a green 'SUBMIT' button below it. A page number '33/250' is visible at the bottom right.

Summary	
Amount	\$100.00
Card Fees	\$7.00
Total	\$107.00

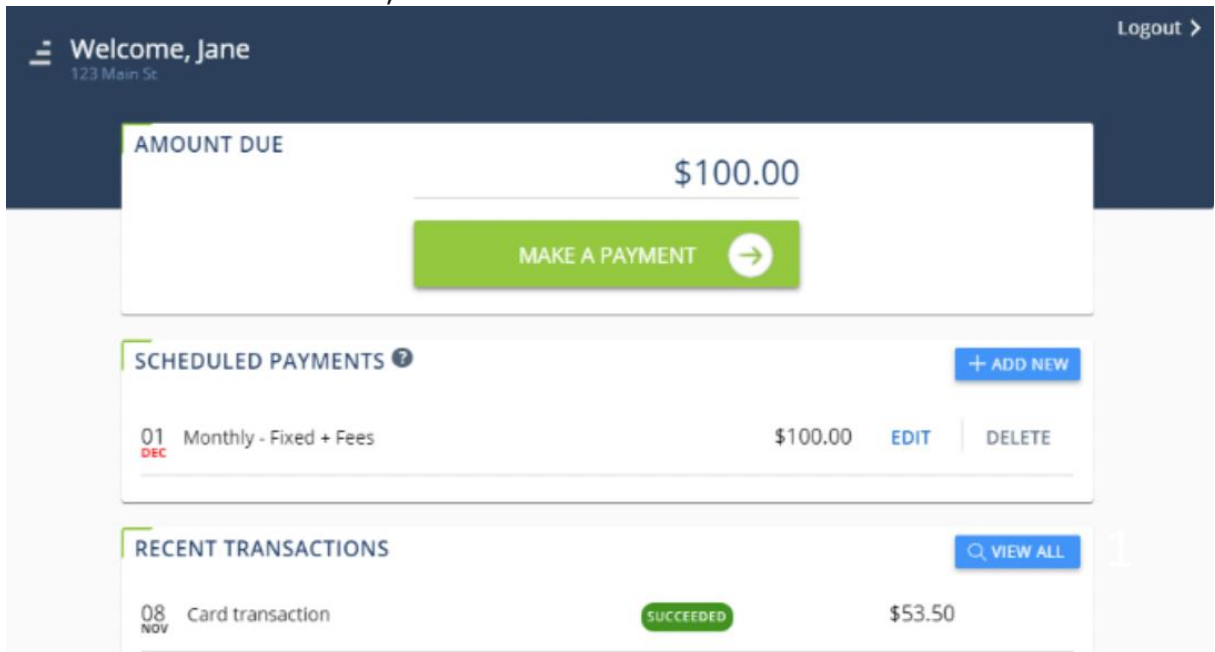
7. Select a **Payment Method** or **Add New**.
8. Review the Payment Summary and click **Submit**.

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**.



The screenshot shows a dashboard for a user named Jane. At the top, there's a header with 'Welcome, Jane' and '123 Main St', and a 'Logout >' link. Below the header, there's a section for 'AMOUNT DUE' showing '\$100.00' and a green 'MAKE A PAYMENT' button with a right arrow. Underneath is a 'SCHEDULED PAYMENTS' section with a '+ ADD NEW' button. It lists a payment: '01 Monthly - Fixed + Fees' for '\$100.00' with 'EDIT' and 'DELETE' options. The 'RECENT TRANSACTIONS' section is highlighted with a red box and a red '1'. It shows a transaction: '08 Card transaction' with a green 'SUCCEEDED' status and a value of '\$53.50'. A 'VIEW ALL' button is next to it.

AMOUNT DUE	
	\$100.00

MAKE A PAYMENT →

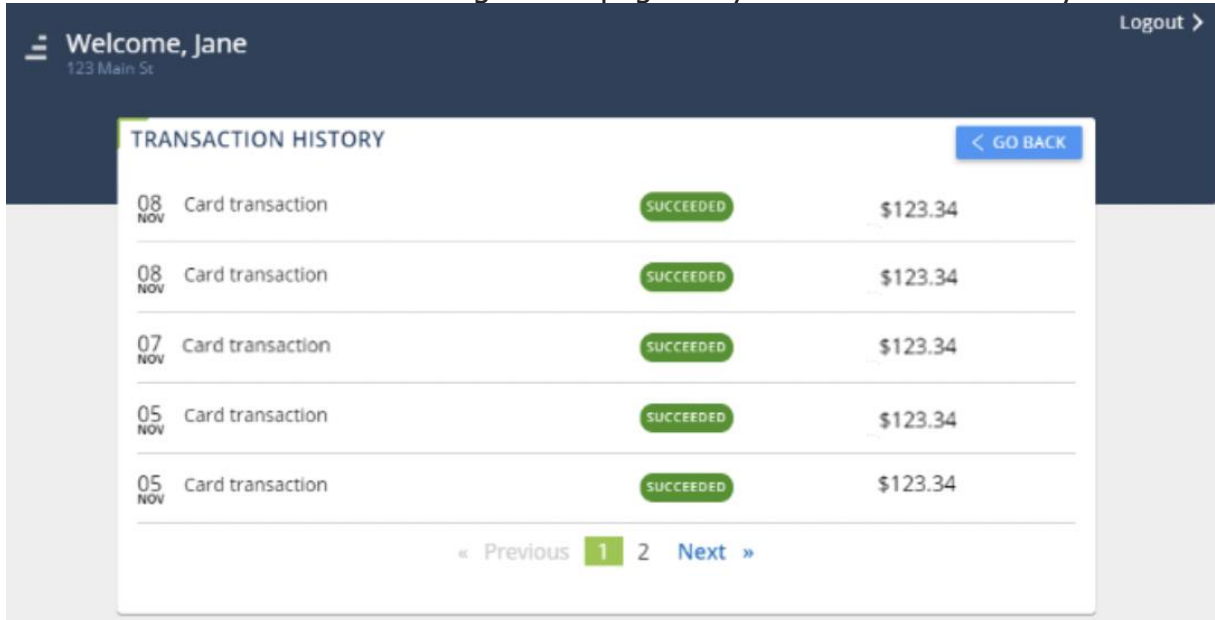
SCHEDULED PAYMENTS ? + ADD NEW

ID	Description	Amount	Action
01	Monthly - Fixed + Fees	\$100.00	EDIT DELETE

RECENT TRANSACTIONS VIEW ALL 1

Date	Description	Status	Amount
08 NOV	Card transaction	SUCCEEDED	\$53.50

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



The screenshot shows the 'TRANSACTION HISTORY' page. At the top, there's a header with 'Welcome, Jane' and '123 Main St', and a 'Logout >' link. Below the header, there's a 'TRANSACTION HISTORY' section with a '< GO BACK' button. It lists five transactions, all 'Card transaction' with a green 'SUCCEEDED' status and a value of '\$123.34'. The transactions are dated '08 NOV', '08 NOV', '07 NOV', '05 NOV', and '05 NOV'. At the bottom, there's a pagination control: '« Previous 1 2 Next »', where '1' is highlighted in a green box.

TRANSACTION HISTORY			
08 NOV	Card transaction	SUCCEEDED	\$123.34
08 NOV	Card transaction	SUCCEEDED	\$123.34
07 NOV	Card transaction	SUCCEEDED	\$123.34
05 NOV	Card transaction	SUCCEEDED	\$123.34
05 NOV	Card transaction	SUCCEEDED	\$123.34

« Previous 1 2 Next »