

To: All Westlake Members

From: The Board of Directors

Subject: ACH Association Payments

You will now be able to make your association fee payment electronically. Simply open our website. Westlaketownhomes.net On the front page you will see an area to pay my bill. Simply follow the instructions and fill out the needed information. There will also be a link to these instructions in case you need a reminder.

Completing a One-Time Payment:

1. Enter the address and street name within the Address and Street Name box
2. Reenter the address and street name within the Confirm Address and Street Name box
3. Click the Make Payment button
4. Complete the required boxes for your information (Ex. Name, Email, Address)
5. Enter the dollar amount of your payment within the Payment Amount box
6. Click the Enter hyperlink
7. Select your Account Type
8. Select your Banking Type
9. Enter your name within the Name on the Account box
10. Enter your routing number within the Routing Number box
11. Enter your account number within the Account # box
12. Re-enter your account number within the Re-enter Account # box
13. Check the check box beside Agree and Enter account
14. Click the Enter account button
15. Enter the account number from your statement within the Account Number box
16. Click the Continue to Payment button
17. Click the checkbox beside By checking this box you agree to the terms and conditions stated above
18. Click the Make Payment button

Setting up a Recurring Payment

Note: You will need to complete a one-time payment and enroll to create a login

1. Click login
2. Enter your login details and click the login button
3. Click the Add button beside Auto Pay
4. Click the Create New Auto Pay button
5. Enter the name of your payment within the Payment Name field (ex. Rent)
6. Select your account number from the account number drop down
7. Click the Continue button

8. Select when you would like to make your payment (On Due Date, Upon Bill Receipt, Day of the Month)
9. Select the Payment Amount (Amount Due, Up to Amount, Fixed Amount)
10. Select when you would like to make the payments stop (I Stop the Payment, Number of Payments, Specific Date)
11. If you would like a reminder, click the check box beside Send me a reminder X days before payments is to be processed and update the number of days as you see fit
12. Select your payment method from the Payment Method drop-down. If your payment method is not listed, click the add hyperlink and enter the associated details
13. Click the Continue button
14. Click the check box beside By checking this box you agree to the terms and conditions stated above.
15. Click the continue button
16. Review the associated details and click the Finish button

Setting up a Future dated payment

Note: You will need to complete a one-time payment and enroll to create a login

1. Click login
2. Enter your login details and click the login button
3. Enter your payment amount within the Payment Amount box
4. Select your payment method from the Payment Method drop-down. If your payment method is not listed, click the add hyperlink and enter the associated details
5. Select your Pay date. Future dated payments can be made up to 180 days in the future
6. Enter the account number from your statement within the Account Number box
7. Click the Continue to Payment button
8. Review the associated information
9. Click the check box beside By checking this box you agree to the terms and conditions stated above.
10. Click the Make Payment button