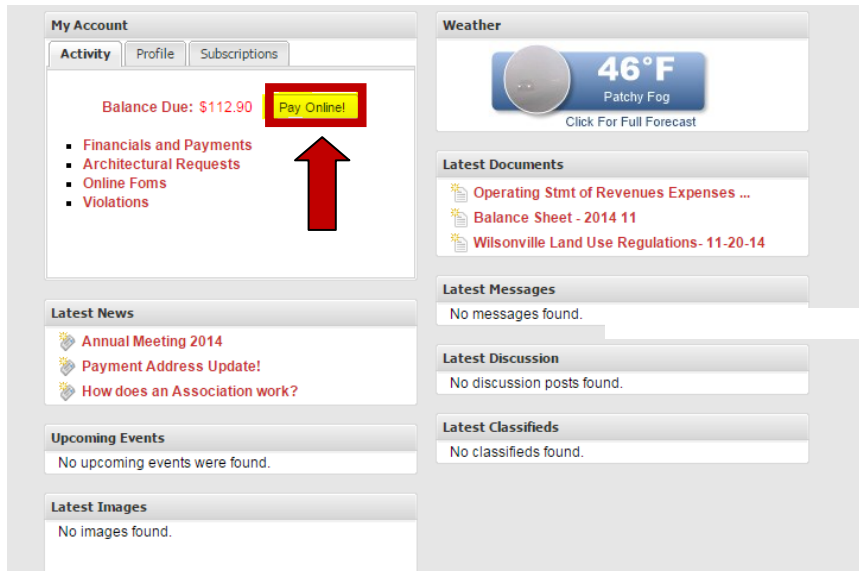


How to Pay Online on Your Association Website

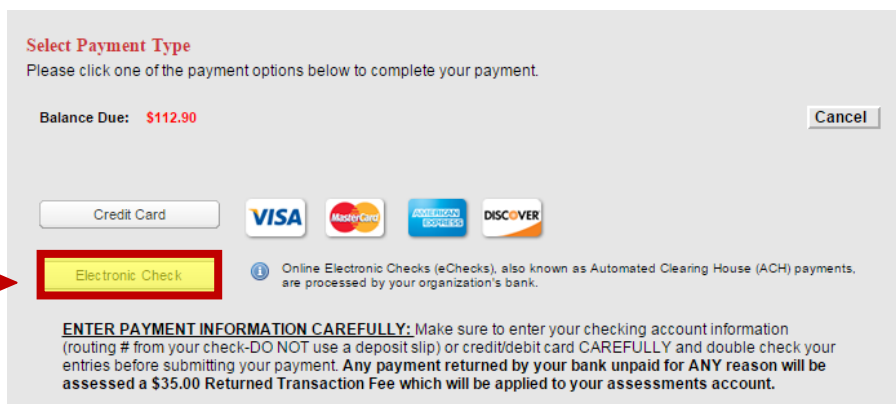
1. Go to www.tmgassociation.com and follow prompts to sign in or sign up as a new user. Hover over the **Your Community** tab and select **Home**. Click Pay Online next to your balance.



The screenshot shows the 'My Account' section of the website. At the top left, there are tabs for 'Activity', 'Profile', and 'Subscriptions'. Below these, the 'Balance Due: \$112.90' is displayed, with a yellow 'Pay Online!' button and a red arrow pointing to it. A list of links includes 'Financials and Payments', 'Architectural Requests', 'Online Foms', and 'Violations'. To the right, there is a weather widget showing 46°F and 'Patchy Fog'. Below the weather widget are sections for 'Latest Documents', 'Latest Messages', 'Latest Discussion', and 'Latest Classifieds'.

2. Select your payment type preference: Credit Card or Electronic Check. There are no convenience fees associated with Electronic checks, however, there is a convenience fee applied by the third party service provider when making Credit Card payments.

Select Electronic Check



The screenshot shows the 'Select Payment Type' page. At the top, it says 'Select Payment Type' and 'Please click one of the payment options below to complete your payment.' Below this, the 'Balance Due: \$112.90' is displayed, along with a 'Cancel' button. There are five payment options: 'Credit Card', 'VISA', 'MasterCard', 'ASSOCIATIONS (DISCOVER)', and 'DISCOVER'. The 'Electronic Check' button is highlighted in yellow with a red arrow pointing to it. Below the buttons, there is a note: 'Online Electronic Checks (eChecks), also known as Automated Clearing House (ACH) payments, are processed by your organization's bank.' At the bottom, there is a warning: 'ENTER PAYMENT INFORMATION CAREFULLY: Make sure to enter your checking account information (routing # from your check-DO NOT use a deposit slip) or credit/debit card CAREFULLY and double check your entries before submitting your payment. Any payment returned by your bank unpaid for ANY reason will be assessed a \$35.00 Returned Transaction Fee which will be applied to your assessments account.'

- Select the account you want to use (checking or savings)
- If you'd like your assessments to be debited from your account each billing period, check the box that says "Automatically debit my account each billing period". **In order to set up direct debit, your balance must be \$0.00. (Direct debit must be set up by the 20th of the month in order for your account to be debited for the following month.)**
- Enter your account and routing information.
- Check the box that says you have read and agree to the Terms of Use.
- Click Submit.

Payment Setup

Please complete the following fields and then select Submit. Please note that any pending payments that have not been processed will use the most recently submitted account information.

* Required Field



Bank Routing Number Bank Account Number

Select Account
 Checking
 Savings
 Automatically debit my account each billing period.

First Name *

Last Name *

Bank Routing Number *

Bank Account Number *

I have read and agree to the [Direct Debit Terms of Use](#).

- This will set up your account. **You will still need to make your payment.**

For assistance, please call Sandee Enbysk, Oregon Area Manager, (503) 858-1084.

[YOUR COMMUNITY](#) | [STAY CONNECTED](#) | [RESIDENT SERVICES](#) | [RESOURCE CENTER](#) | [CLASSIFIEDS](#) | [CONTACT US](#) | [SEARCH](#) |

Online Payment

Your bank account information is currently on file.

- To edit your bank information, [Click Here](#).
- To make a payment with the bank information on file, use the fields below and click the "Submit Payment" button.

Payment Details

Balance \$50.00

Other Amount \$

I have read and agree to the [ACH Terms of Use](#).

Privacy Policy | Terms of Service | Rules and Regulations
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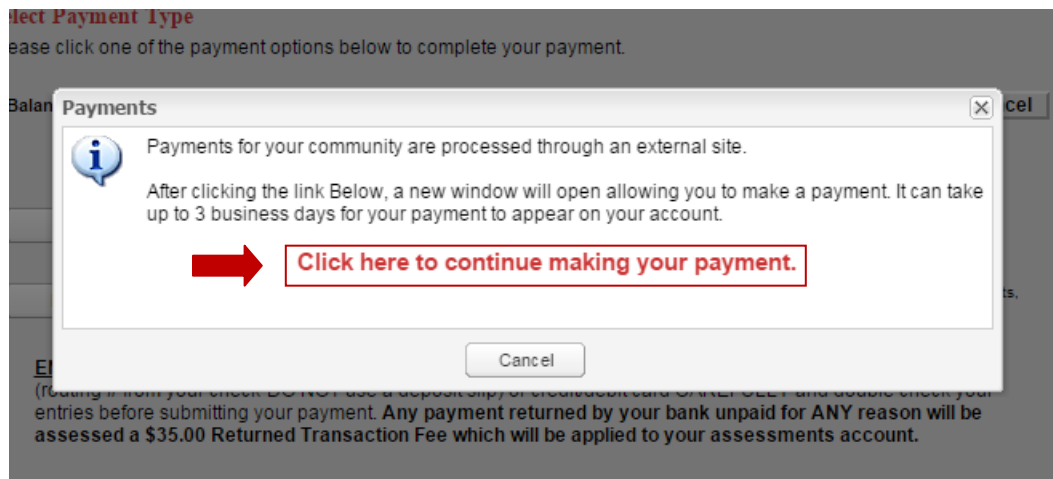
- It will give you an option to pay the amount due or an "other" amount.
- Check the box for agreeing to the terms.
- Click submit.

- There will be a pop-up confirmation window confirming that your payment was successful. **If you do not get a confirmation number, your payment did not go through!**

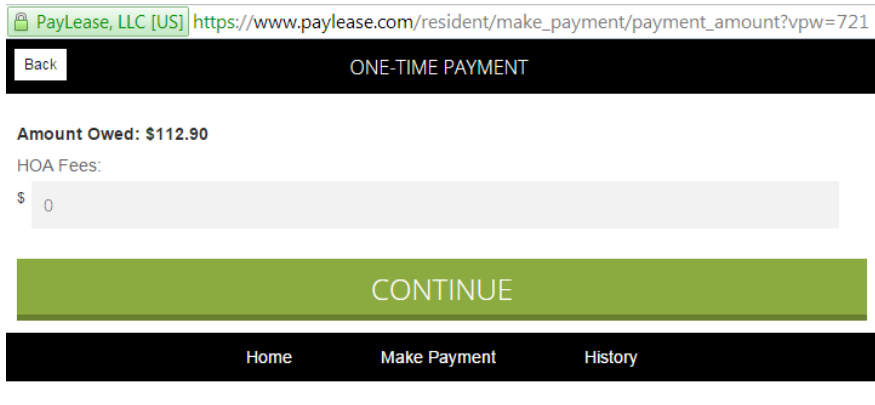


Select Credit Card/Debit Card

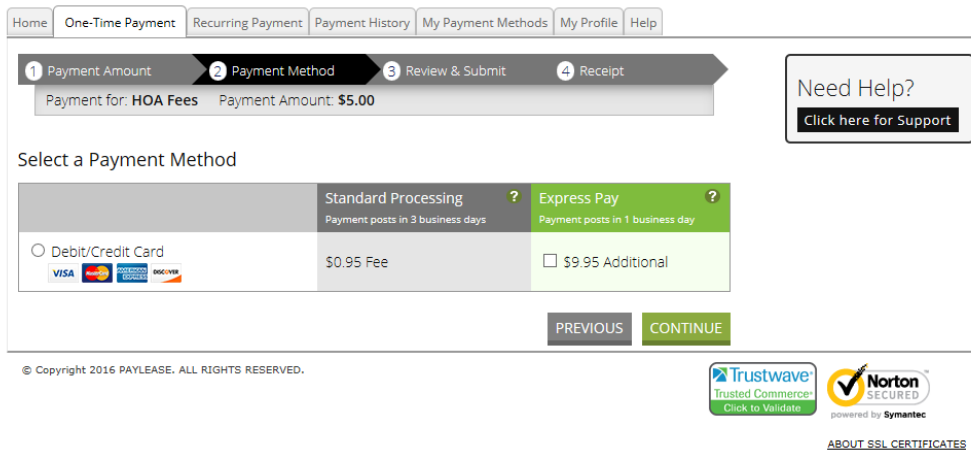
- There will be a pop-up with a notification that you will be routed to an external 3rd party site for your credit card processing. Click the statement in red to proceed. You will be routed to the Paylease website. **DO NOT BOOKMARK THIS SITE!**



- You will see your balance due. Enter the amount that you would like to pay and click Continue.



- Under the One-Time Payment Option you will select the radio button for Debit/Credit Card. Your convenience fee will be displayed here. **You do not need the Express Pay as you will get credit with us for the day you paid online!** If you do not want to continue, you can select the back button and exit out. If you would like to continue, after selecting the radio button, click continue.



- Complete the required fields and click Submit. There will be a pop-up confirmation that your payment was complete. **If you do not see a confirmation number, the payment did not go through!**

