

PAYMENT OPTIONS FOR YOUR HOA DUES

HOW TO SET UP YOUR ACCOUNT FOR AUTOMATIC WITHDRAWAL (ACH)

1. Go to website – www.amvirginia.com
2. Click on the link that says “Access Your Account Online”
3. In the Log Information box, enter your account number (5 digit number – example: 12345 and password located on your statement above the tear off portion (password – example: XY23JB) and click the blue arrow button.
4. This will bring you to your account information page. On this page, click the link – “e-payment”
5. This will bring you to the page that says – “Pay With Your Checking Account!”
6. To set up ACH – click the green button that says – “ADD”
7. A screen will appear that requests your bank account information. You can only use your CHECKING OR SAVINGS account to set up ACH. Otherwise you can make a one-time payment – see below for details.

HOW TO MAKE ONE-TIME PAYMENTS USING THE ONLINE SERVICES

1. One time payments can be made by clicking on one of the other selections at the bottom of the page that says – “Pay With Your Checking Account!” (i.e. Credit Card Pay or ECheck Check Pay). These selections will take you to the website for the Mutual of Omaha Bank, which you can also access directly by going to - http://www.mutualofomahabank.com/west/association_banking/ . You can make your selection there under the HOMEOWNERS section towards the bottom right of the page.
2. Select either Pay by ECHECK or Pay by CREDIT CARD (fees may apply).
3. You will need your account statement for these options. The information you will need regarding your account is located at the bottom of the tear-off portion of your statement. A sample is provided on the website to help you locate the necessary information. See sample below.
4. Double check to make sure all of your information is put in correctly (***see note below***). Once you’re finished entering in all of your information, click the “Submit” button at the bottom to complete the process.

PLEASE NOTE: if you enter an email address in the space provided, you will get an email from the bank confirming the receipt of your request. It takes approximately 2 business days to process your payment. A second email will be sent to you to inform you that your payment was processed OR if there were any errors in processing your payment.

Association	Account Number	Due Date	Amount Due
Hunter's Glen HOA	234567890123456789	Jan 1, 2009	\$283.50

Received after Jan 15, 2009 pay \$308.50

HOA PROCESSING CENTER
PO BOX 1234
MOUNT AIRY, NC 27030
00001 023710010600025000101506000028350

Association Name & Account Number located here

Management Co Name is AMV

Management Co. ID & Association ID located here

SAMPLE ONLY