

Set Up Autopay: Homeowner

The screenshot displays the townsq homeowner interface. On the left is a navigation sidebar with categories: COMMUNICATION (Home, Residents, Groups, News & Events, Requests, Messages, Forum, Polls) and OPERATIONS (Package control, Access Control, Shift logs). Below these are TOOLS (Reservations) and a MORE OPTIONS button. The main content area is titled 'Your Community' and features three poll sections: 'Club house paint' (03/26/2019), 'Which date would you be able to attend our Summer Picnic?' (03/14/2019), and 'Barn Color' (03/13/2019). An 'Inbox' section on the right shows 'Dog Park' (04/03/2019) and 'ASSIGNMENTS' (04/03/2019). A profile dropdown menu is open for George Cooper (Hillwood Demonstration), with options: Edit profile, Occupants, and Accounts. A large green circle with the number '1' and a dark green callout box with the text 'Click your profile and select Accounts' points to the 'Accounts' option.

1

Click your profile and select **Accounts**



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The screenshot shows the townsq homeowner portal. At the top left is the townsq logo. At the top right is a user profile for George Cooper, Hillwood Demonstration. The main content area is titled "Accounts" and lists two accounts:

- 5 Carroll Boulevard (CURRENT BALANCE 0)
- 107 South Meadows Lane (CURRENT BALANCE 33.58)

The second account, 107 South Meadows Lane, is highlighted with a red border. Below the list is an "Add account" button. To the right, a detailed view of the 5 Carroll Boulevard account is shown, including a table with the following data:

ACCOUNT	LAST PAYMENT OF	RECEIVED ON
1004102	\$ -	-

A green callout box with the number "2" and the text "If there are multiple accounts, select the desired one" is overlaid on the screenshot, pointing to the second account in the list.

2 If there are multiple accounts, select the desired one

Set Up Autopay: Homeowner





George Cooper
Hillwood Demonstration

Accounts



5 Carroll Boulevard

CURRENT BALANCE 0



107 South Meadows Lane

CURRENT BALANCE 33.58

Add account



107 South Meadows Lane

CURRENT BALANCE 33.58

Please be advised that online balances may not reflect upcoming assessments due and should not be used for resale processing. Please pay the balance reflected on your most recent billing statement or coupon book. For final payoff amounts, please contact your management company.

ACCOUNT	LAST PAYMENT OF	RECEIVED ON
2159218	\$ 52	5/31/2019


Recurring Charges


Make a payment

Jul 2019

	TYPE	REFERENCE	COMMENTS	
1st	01	Monthly		

3

3

Click Make a payment

Jun 2019

	TYPE	REFERENCE	COMMENTS	BALANCE
1st	01	Monthly Charges	Recurring Charges: 06/01/2019	-\$51.94

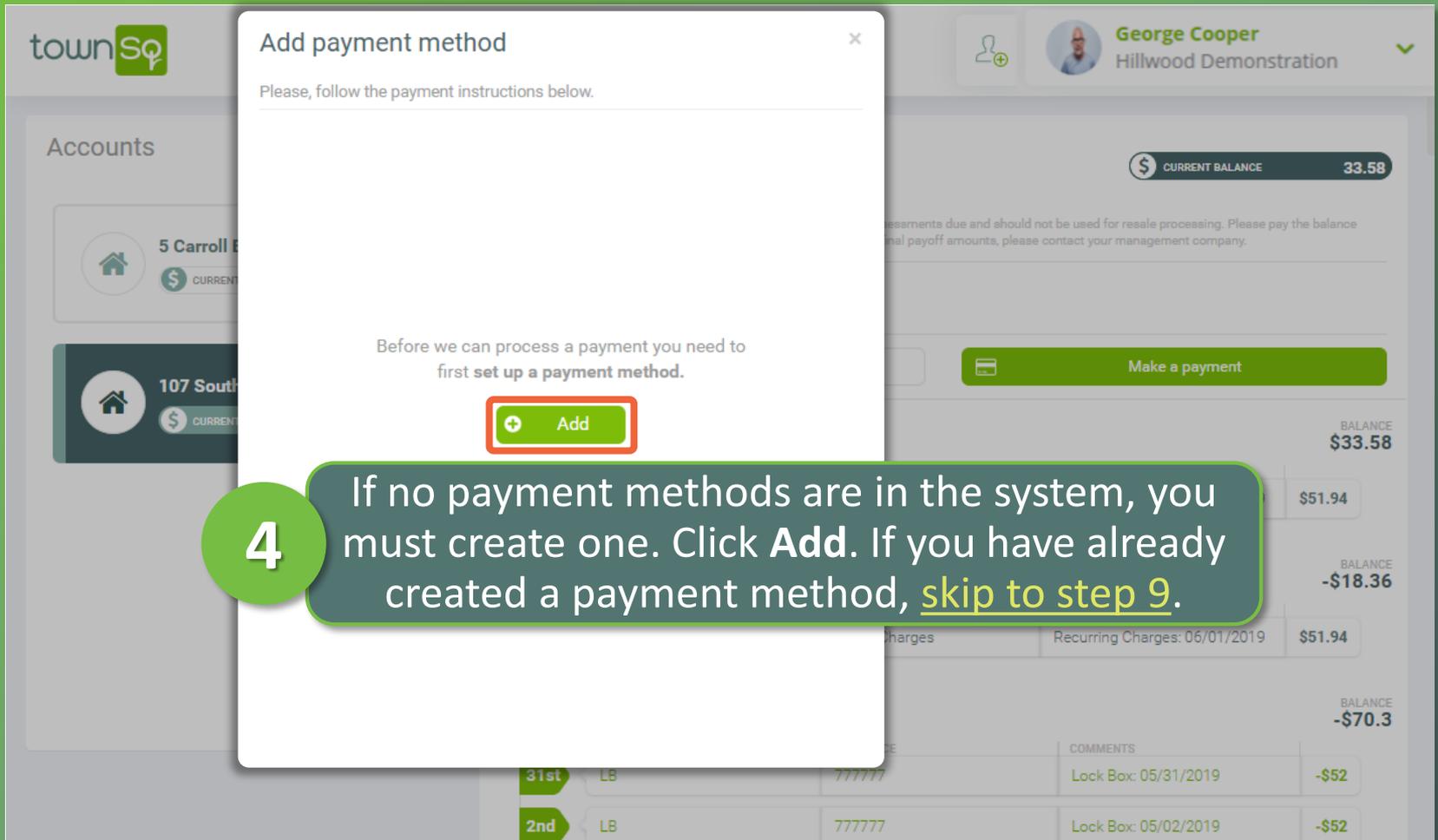
-\$18.36

May 2019

	TYPE	REFERENCE	COMMENTS	BALANCE
31st	LB	777777	Lock Box: 05/31/2019	-\$52
2nd	LB	777777	Lock Box: 05/02/2019	-\$52

-\$70.3

Add Payment Method: Homeowner



townsq

George Cooper
Hillwood Demonstration

Accounts

5 Carroll E
CURRENT

107 South
CURRENT

CURRENT BALANCE 33.58

Before we can process a payment you need to first set up a payment method.

+ Add

Make a payment

BALANCE \$33.58

\$51.94

BALANCE -\$18.36

Recurring Charges: 06/01/2019 \$51.94

BALANCE -\$70.3

COMMENTS

31st LB 777777 Lock Box: 05/31/2019 -\$52

2nd LB 777777 Lock Box: 05/02/2019 -\$52

4

If no payment methods are in the system, you must create one. Click **Add**. If you have already created a payment method, skip to step 9.

Add a Credit Card Payment Method: Homeowner

Add payment method ×

Please, follow the payment instructions below.

-  Credit card ➤
-  Bank account ➤

5 Select **Credit card** OR **Bank account**. If adding a credit card, proceed to step 6 to the right. If adding a bank account, [click here](#)

Add payment method ×

Please, follow the payment instructions below.

-  Credit card
-

We perform a \$0 or \$1 pre-authorization to validate your credit card details. Although this pre-authorization is instantly canceled, your financial institution may display it on your account for a short period of time.

6 Enter card number, expiration date, CVC, and zip code

7 Click **Add payment**

Set Up Autopay: Homeowner

Add payment method

Please, follow the payment instructions below.



Your payment method has been successfully added to your account.

[Go to Account payment](#)

8 Click **Go to Account payment**

Make a payment

Please, follow the payment instructions below.

One-time pay
A

9 Click **Manage autopays**

Autopay
A payment that processes on a set schedule.

[Manage autopays](#)

Payment methods
Add or remove a payment method.

[Manage payments](#)

Set Up Autopay: Homeowner

Autopay ×

Please, follow the payment instructions below.

No recurring payments were found.

10 Click Add

TIP: You can specify an **End date**, or keep this autopay active until you choose to cancel it.

Autopay ×

Please, follow the payment instructions below.

1 2 3
ACCOUNT DETAILS PAYMENT METHOD CONFIRM PAYMENT

Start date:

End date:

Payment type

Fixed amount

Open account balance

Recurring charges

11 Select Payment type, and click Continue

Three choices

- Fixed amount pays specified amount
- Open account balance pays entire balance
- Recurring charges pays only regularly scheduled charges

! **IMPORTANT:** Auto-payments are processed on the 5th of each month regardless of the date chosen.

Set Up Autopay: Homeowner

Autopay

Please, follow the payment instructions below.

1 2 3

ACCOUNT DETAILS PAYMENT METHOD CONFIRM PAYMENT

Choose payment method:

VISA Visa
..... 4242

Bank account
.....6789

[+ create a new payment account.](#)

Cancel Continue

Autopay

Please, follow the payment instructions below.

1 2 3

ACCOUNT DETAILS PAYMENT METHOD CONFIRM PAYMENT

VISA Visa 4242
Payment start date	Aug 20th 2019
Payment end date	Until cancelled
Payment to be applied	Recurring
Recurring payment type	Recurring charges
Next payment amount	Recurring charges
Convenience Fee	\$2.95 + 3.5%
TOTAL	Recurring charges + \$2.95 + 3.5%

I, **George Cooper**, confirm that the payment information is correct and per the [Terms and Conditions](#) authorize ATGPAY beginning Aug 20th 2019 and on a recurring basis to debit the amount based on the above information. All recurring payments will be drafted on the 5th of the month. Payments typically process in 1-2 business days.

Continue

12

Choose payment method or create a new payment account. Click Continue

13

Authorize payment, and click Continue



Set Up Autopay: Homeowner

Autopay ✕

Please, follow the payment instructions below.



Your payment has been successfully processed.

Please retain the information below for your records.

 Visa	•••••••• 4242
Payment start date	Aug 20th 2019
Payment end date	Until cancelled
Payment interval	Recurring
Next payment amount	Recurring charges
Next total	Recurring charges + \$2.95 + 3.5%
Confirmation code	sub_FcKunl6NSt0mwH

[Go to Account payment](#)

Confirmation that payment was successfully processed.

TIP: Save the **Confirmation code** for your records.

Add a Bank Account Payment Method: Homeowner

Add payment method ×

Please, follow the payment instructions below.

 Credit card >

 Bank account >

5

Select **Credit card** OR **Bank account**. If adding a bank account, proceed to step 6 to the right. If adding a credit card, [click here](#)

Add payment method ×

Please, follow the payment instructions below.

 Bank account

Account holder name
George Cooper

Account type
Individual

Routing number 110000000	Re-enter routing number 110000000
Account number 000123456789	Re-enter account number 000123456789

6

Enter requested data (all fields required)

7

Click **Add payment**

Add payment

Make a Bank Account Payment: Homeowner

Add payment method ×

Please, follow the payment instructions below.

Your payment method has been successfully added to your account.

[Go to Account payment](#)

8 Click **Go to Account payment**

Make a payment ×

Please, follow the payment instructions below.

One-time pay
A

9 Click **Manage autopays**

Autopay
A payment that processes on a set schedule.

[Manage autopays](#)

Payment methods
Add or remove a payment method.

[Manage payments](#)

Set Up Autopay: Homeowner

Autopay ×

Please, follow the payment instructions below.

No recurring payments were found.

10 Click Add

TIP: You can specify an **End date**, or keep this autopay active until you choose to cancel it.

Autopay ×

Please, follow the payment instructions below.

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ACCOUNT DETAILS PAYMENT METHOD CONFIRM PAYMENT

Start date:

End date:

Payment type

Fixed amount

Open account balance

Recurring charges

11 Select Payment type, and click Continue

Three choices

- Select **Fixed amount** and payment frequency
- Open account balance** pays entire balance
- Recurring charges** pays only regularly scheduled charges

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Autopay

Please, follow the payment instructions below.

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ACCOUNT DETAILS PAYMENT METHOD CONFIRM PAYMENT

Choose payment method:

VISA Visa
..... 4242

Bank account
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[+ create a new payment account.](#)

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