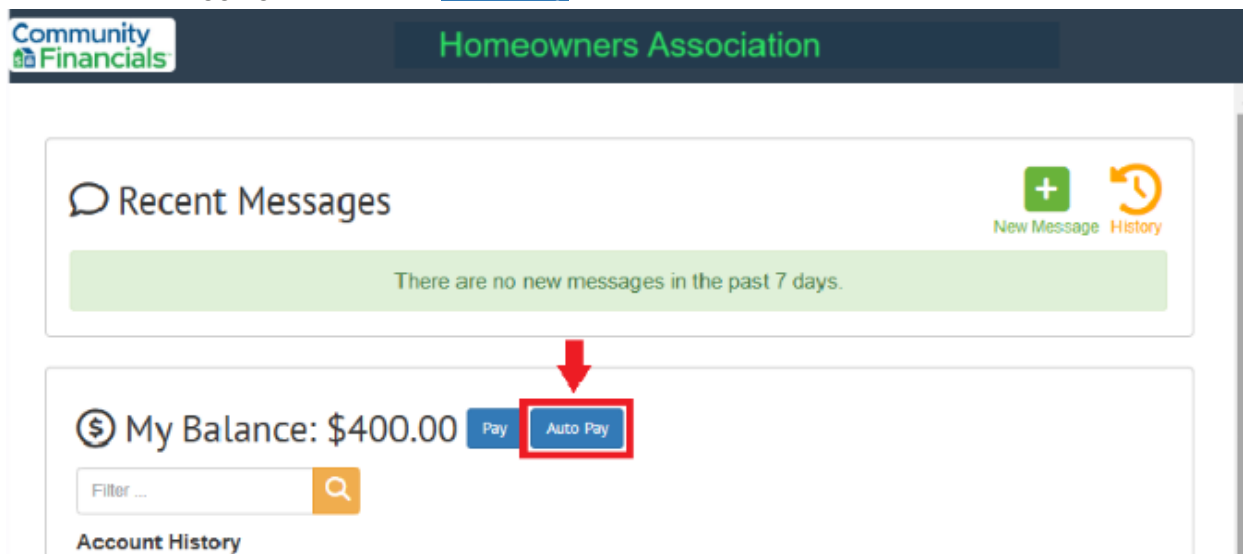


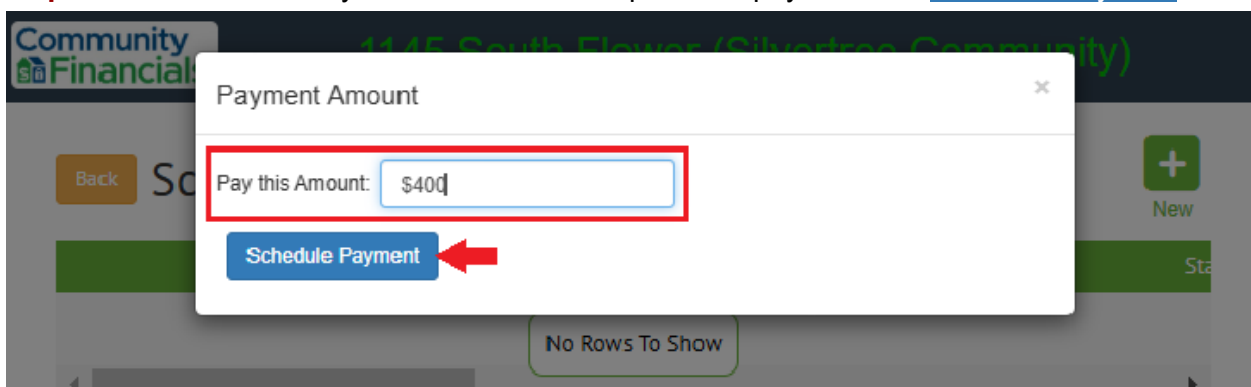
Step 1: Visit <http://office.smartwebs.com/> and log in.



Step 2: After logging in, click on [Auto Pay](#)



Step 3: Enter the amount you would like to set up for autopay and click [Schedule Payment](#)



Step 4: Choose the recurrence pattern (weekly, monthly, or yearly).

For quarterly payments, select **MONTHLY** and choose **EVERY 3 MONTHS** (for a quarter).

Schedule Payment

Payment Frequency

Recurrence Pattern

☐ Weekly

☒ Monthly

☐ Yearly

☒ Day 1 of every 3 month(s)

☐ The First Sunday of every 3 month(s)

Override time of day

Morning (2-4 am CST)

Step 5: Set the recurrence range by selecting the start date and the number of occurrences. Click the calendar icon to select the start date for your autopay.

If you want the autopay to run indefinitely, be sure to select **NO END DATE**.

Below, you will see a description of how your autopay is set up.

For example: The autopay will start on 01/01/25 (Wednesday) and will draft between 2-4 AM CST. It will then draft the funds every 1st of every 3 months (January 1, April 1, July 1, and October 1).

Range of recurrence

Start: 01/01/2025

☒ No end date

☐ End after 10 occurrences

☐ End by: MM/dd/yyyy

Description

Starting on Wednesday, January 1, 2025 Morning (2-4 am CST) run 1st day of every 3 months.

Step 6: Add your payment method. Please note that ACH or bank account payments are free, while card payments incur a 3.5% fee. Enter your bank or card details and click **SAVE**

The image shows two overlapping windows. The background window is titled 'Payment Method' and contains a light blue box with the text 'Please add a payment method'. Below this is an orange 'Add' button, which is pointed to by a red arrow. Further down is a checkbox labeled 'I have read and agree to the Terms of Use', followed by a paragraph of text and a green 'Continue' button. The foreground window is titled 'Edit Payment Profiles' and has a green header. It also contains a 'Please add a payment method' box. Below this are two options: 'Add new Bank Account' and 'Add new Card'. The 'Add new Bank Account' option is pointed to by a red arrow. The 'Add new Card' option shows logos for VISA, Mastercard, DISCOVER, and AMERICAN EXPRESS.

Step 7: Remember to check the box indicating “I have read and agree to the Terms of Use” and click **CONTINUE**

The image shows the 'Payment Method' window with a selected radio button (indicated by a red arrow) for 'Bank Account Checking'. Below this is an orange 'Edit' button. Below the 'Payment Method' window is a checkbox labeled 'I have read and agree to the Terms of Use', which is checked (indicated by a red arrow). Below this is a paragraph of text and a green 'Continue' button, which is highlighted with a red box.

Step 8: Review the information and click [Schedule Payment](#)

Bill:


1000 Block Street, Unit 001
Denver, CO 80303
E. abc123@yahoo.com

Date: 1/1/25

Starting on Wednesday, January 1, 2025 Morning (2-4 am CST) run 1st day of every 2 months.

Resident Payment

Item	Total
Amount <i>Resident balance payment</i>	\$400.00
Subtotal: \$400.00	
Convenience Fee: \$0.00	
Total: \$400.00	

 [Schedule Payment](#)

You are all set!

Reminder: If your assessment amount changes, you will need to update your autopay manually; it will not adjust automatically.