

### **Directions to sign up for E-Statements:**

When you receive your first paper statement in the mail there will be a link in the comment box

- This link is specific to each owner
- Enter the link in your web browser (Google Chrome works best)
- The site page will indicate what HOAMCO office manages your community, the name of your community, and your account (Please verify)
- Select your option for either e-statements or paper
- You may enter multiple email addresses if needed.
- Click Save
- You may change the options or information at any time by using your account-specific link indicated on your statement.

### **Directions for Online Payments:**

Go to our HOAMCO website: [www.hoamco.com](http://www.hoamco.com)

- On the top right corner click on "Make Payment"
- Scroll down to bottom of page and click on "Pay Online"
- Enter Account #
- Under select Name & Address (hit drop-down arrow and select your name)
- Enter e-mail address
- Click Make Payment
- Payment Information (under payment type hit drop down and select type) either credit/debit or ACH (e-check)
- Add payment information
- Click "Add Payment Method"
- Confirmation & Receipt

**\*Please note that e-check is a free option but credit/debit the Bank does charge a fee for this option \***

### **Direction to Enroll in Auto Debit/ACH Through HOAMCO**

Go to our HOAMCO website: [www.hoamco.com](http://www.hoamco.com)

- On the top right corner click on "Make Payment"
- Scroll down to bottom of page to "Enroll in Auto Debit"
- Fill out the form as follows
- You will need, community name, property address, email address, mailing address.
- Bank information including name on account, bank name, account type, account #, Routing number.
- Then click submit.