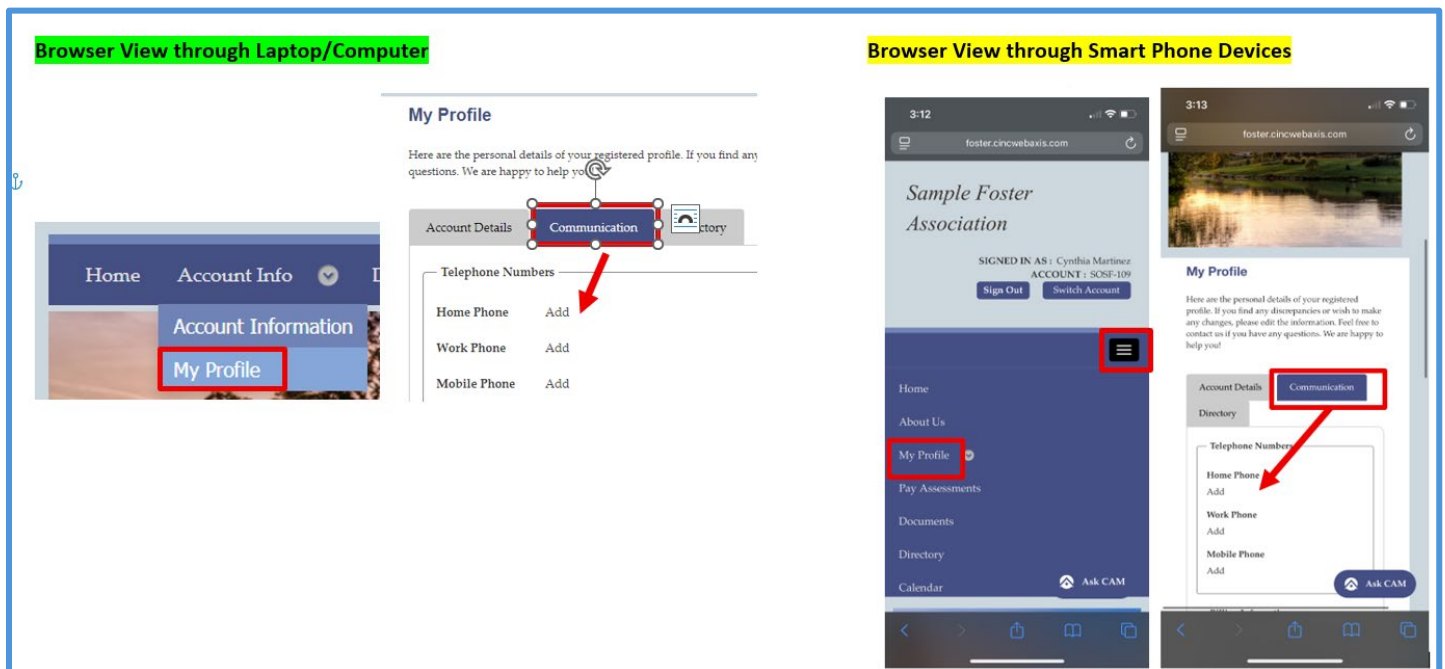


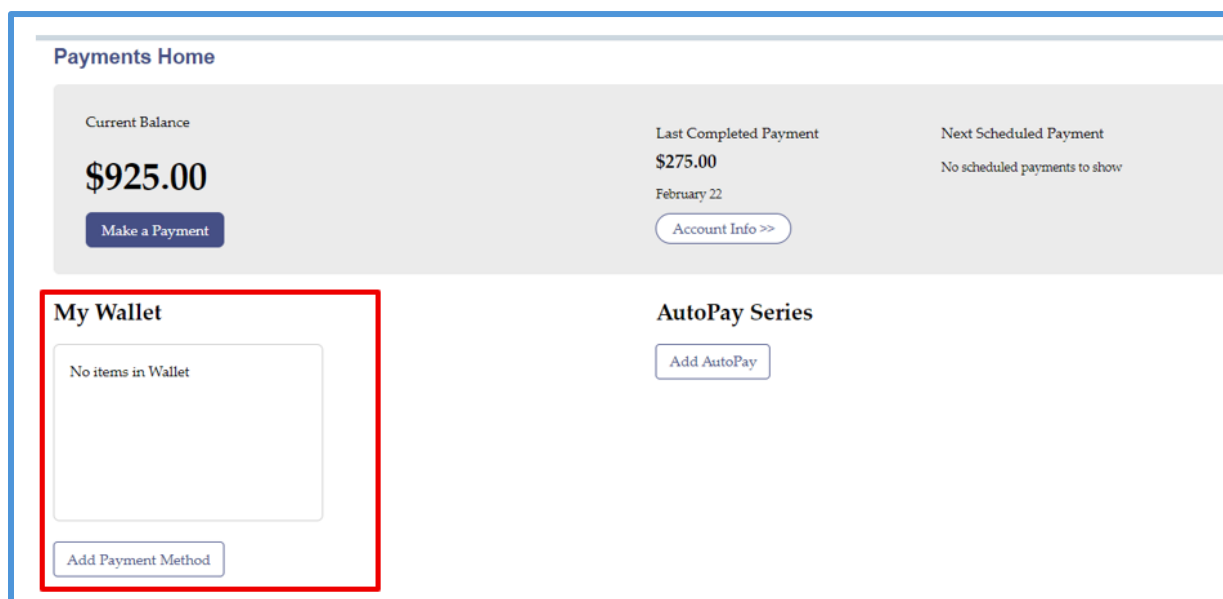
A large update was implemented in WebAxis (software for online payments), bringing changes to both the appearance and functionality of the **Pay Assessments** tab when accessed via a **web browser**.

As part of this update, owners are now required to:

- **Add a phone number** to their Profile



- **Store a payment method** under the “**My Wallet**” section before making a payment or setting up recurring payments.



Please note:

- If an owner previously set up a recurring payment and needs to update the payment amount, they will first need to **cancel the existing setup**, add a payment method under **"My Wallet"**, and then create a new recurring payment.
- Adding a payment method to 'My Wallet' does not initiate a payment, it simply saves the information for future use. It will also show them the last 4 digits of the payment method.

Payments Home

Current Balance

\$925.00

Make a Payment

Last Completed Payment

\$275.00

February 22

Account Info >>

Next Scheduled Payment

No scheduled payments to show

My Wallet

No items in Wallet

Add Payment Method

AutoPay Series

Add AutoPay

Payments Home

Current Balance

\$0.00

Make a Payment

Last Completed Payment

\$196.93

September 1

Account Info >>

Next Scheduled Payment

\$198.92

October 1

Manage AutoPay >>

My Wallet

No items in Wallet

Add Payment Method

AutoPay Series

\$198.92

1 of every month

>

Add AutoPay

ib

×

Review AutoPay Setup

Method	
Amount	\$196.93
Frequency	Monthly
Date	Starting July 1
Total	\$198.92 Including \$1.99 fee

On 06/18/2023, I authorize the referenced Management Company (Association) to initiate a **recurring** ACH debit, in the amount of \$196.93 to my checking account ending in 9184 at 071923909 according to the following schedule: **The 1 day of every month**. If the payment date falls on a weekend or holiday, I understand that the payment may be executed the following business day. I understand that the administrative fee in the amount of \$1.99 is charged by the payment processor and I am responsible for any returned payment fee in accordance with my Management Company/HOA policies. I understand that this authorization will remain in full force and effect until I log into my account and cancel my recurring payment at least 24 hours before the schedule date or until the recurring payment expires. I agree to be bound and comply with the Nacha Operating Rules & all applicable law.

Cancel AutoPay

If you encounter any issues or have questions regarding the steps above or online payments in general, please take a screenshot of any error messages and email them to natalie.suarez@mycambridgelakes.com. Providing this information will allow us to assist you more effectively.