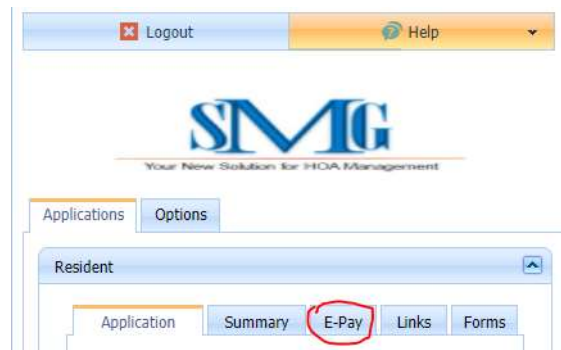


Automatic Payments-Online Enrollment

1. Log Into your community portal on smghoa.com then click on Community Login
Your username is your account number, your password is outlined on the web access letter



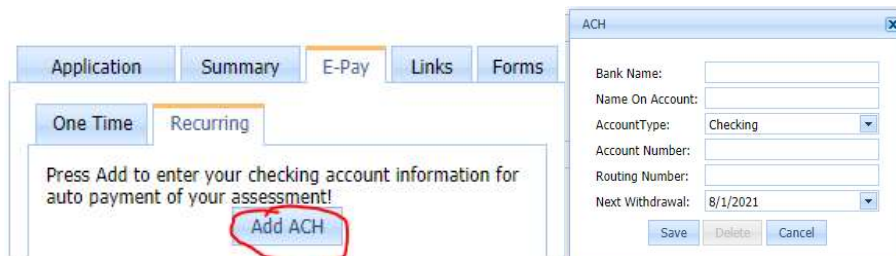
2. Once logged in, locate the E-Pay tab located on the left side of the page. Click on the E-Pay tab to open up the E-Pay options.



3. Locate and select the Recurring tab within the E-Pay menu.



4. Click Add ACH to add your banking information into the system. Click Save to save your information. If you need to update your banking information you can do so by coming back to this screen to update your banking information.



ACH is processed the first business day of the month. Depending on your banking institution it could take 3-5 business days for the funds to be drafted out of your account. Please note, our system drafts out your account balance at the time ACH is processed. Please be sure to have available funds in your account to avoid NSF and Late Fees.