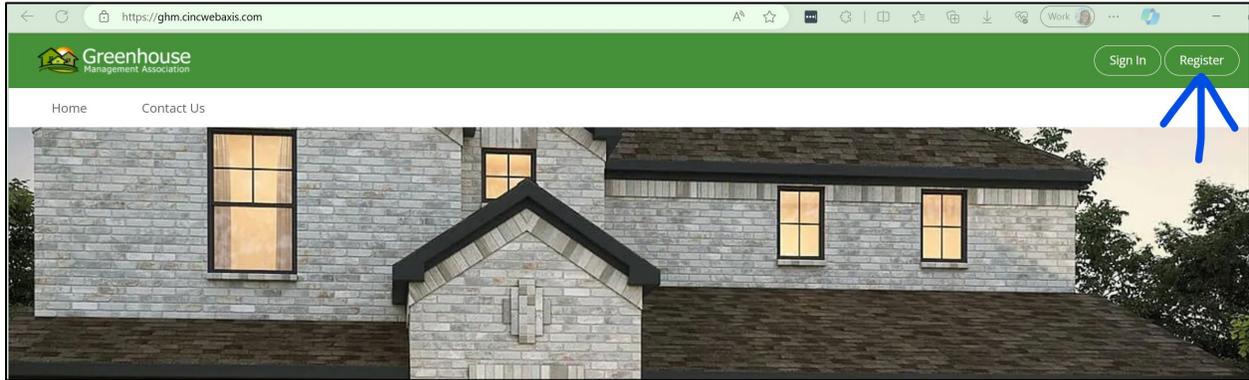


Greenhouse Management Association, LLC New Homeowner Instructions

How to Register for the New Portal:

1. Go to <https://ghm.cincwebaxis.com> and click on “Register” at the top of the page.



(Note: you can also reach this registration page from <https://greenhousemgmt.com>.)

2. Enter your name and property address (required fields).

3. Enter your phone number(s) (optional).

4. Choose your privacy settings under “Directory Listing.”

— Directory Listing - Do you want to be listed in the community online directory? —

By selecting to display the information below, you are opting-in for it to be available for anyone in the community to see in the published directory on this website and on the mobile app. If you do not wish to share your information, do not check a box.

Show / Opt-in:

Display Name:

Display Address:

Display Email Address:

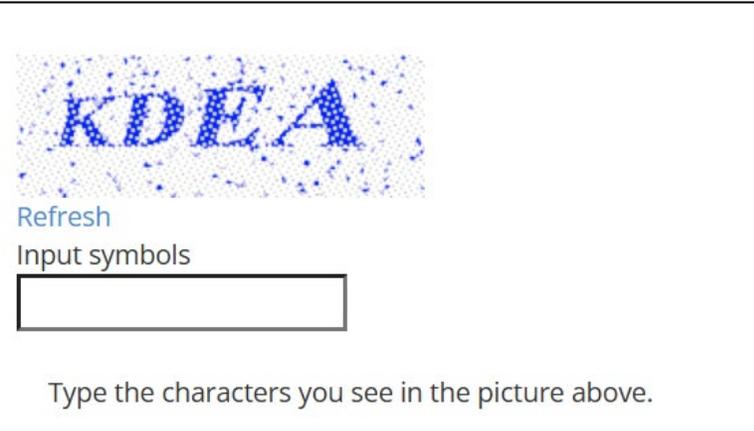
Display Phone Number:

5. Enter your email address (required).

Login Information

Email Address:*

6. Type the symbols you see in the image.



Refresh

Input symbols

Type the characters you see in the picture above.

7. Click “Register” to complete your registration. You’ll receive a confirmation email to set up your password within 24-48 hours.

By clicking the **Register** button, you are authorizing the Association or its Management Company to use your email for any official electronic communications.

A Quick Note on Account Balances:

- Charges from June 1st onwards will appear in the new portal.
- Previous unpaid charges and credits will be loaded into the new portal once the May financials are finalized. This could take a week or two. We appreciate your patience during this transition period.

How to Make a Payment

Please note that our payment processing vendor charges a fee to process payments made through the portal. There is a \$2.49 per transaction fee for eChecks and a 3.25% fee for Credit or Debit cards. You can avoid these fees by mailing a check yourself or using a Bill Pay service to send checks on your behalf. Most banks offer a Bill Pay service with no transaction fees.

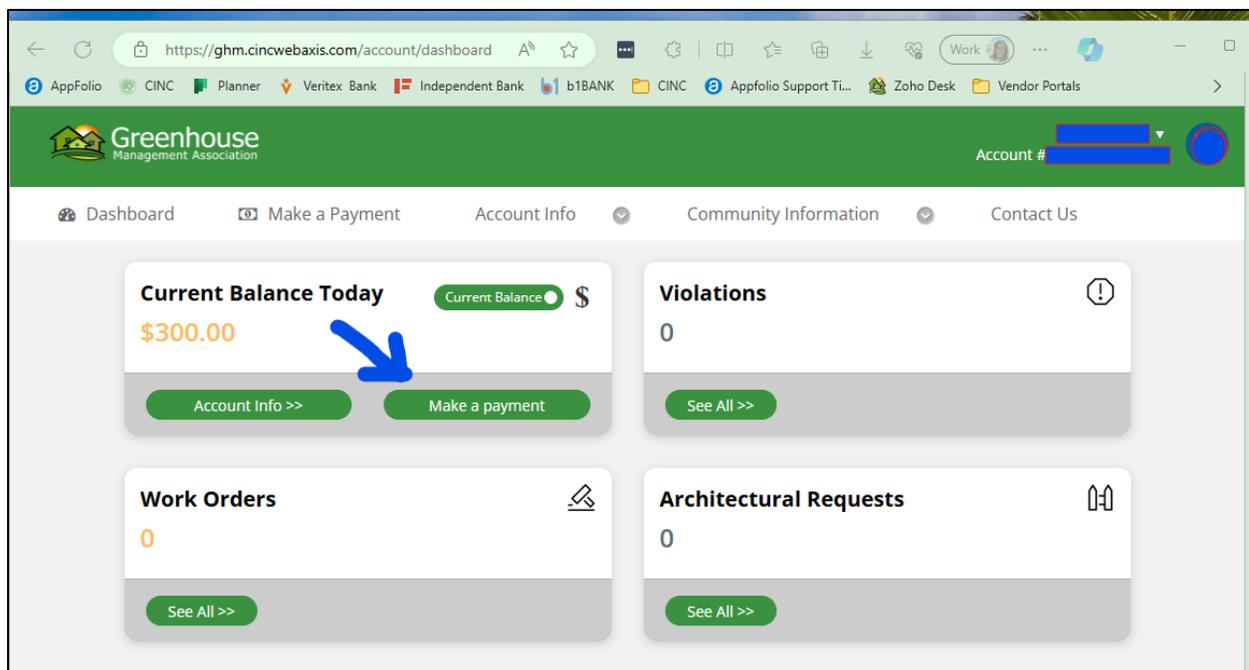
If you choose to use a Bill Pay service, consider mailing time when choosing a target delivery date for the check. Please also remember to include your property address on the check. This will help us apply it to the correct account.

All checks should be made payable to [Association Name] and mailed to:

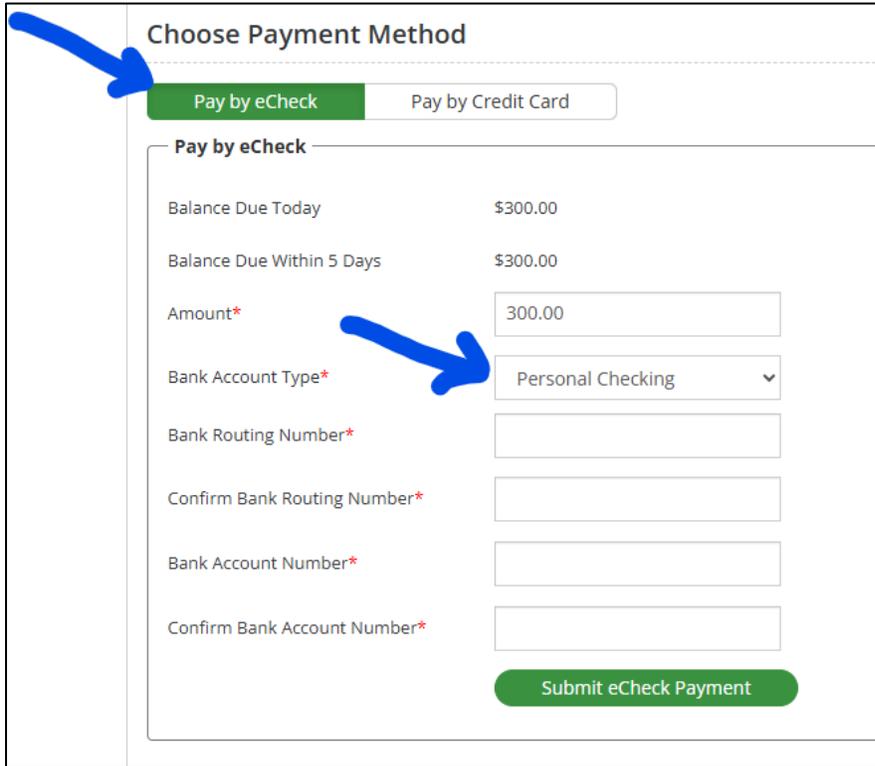
[Association Name]
c/o Greenhouse Management Association
PO Box 293510
Lewisville, TX 75029

To make a payment from the Portal:

1. From your Dashboard page, Click on “Make a Payment”



- To pay by eCheck, Select the “Pay by eCheck” tab and Select your Bank Account Type from the drop-down menu.



Choose Payment Method

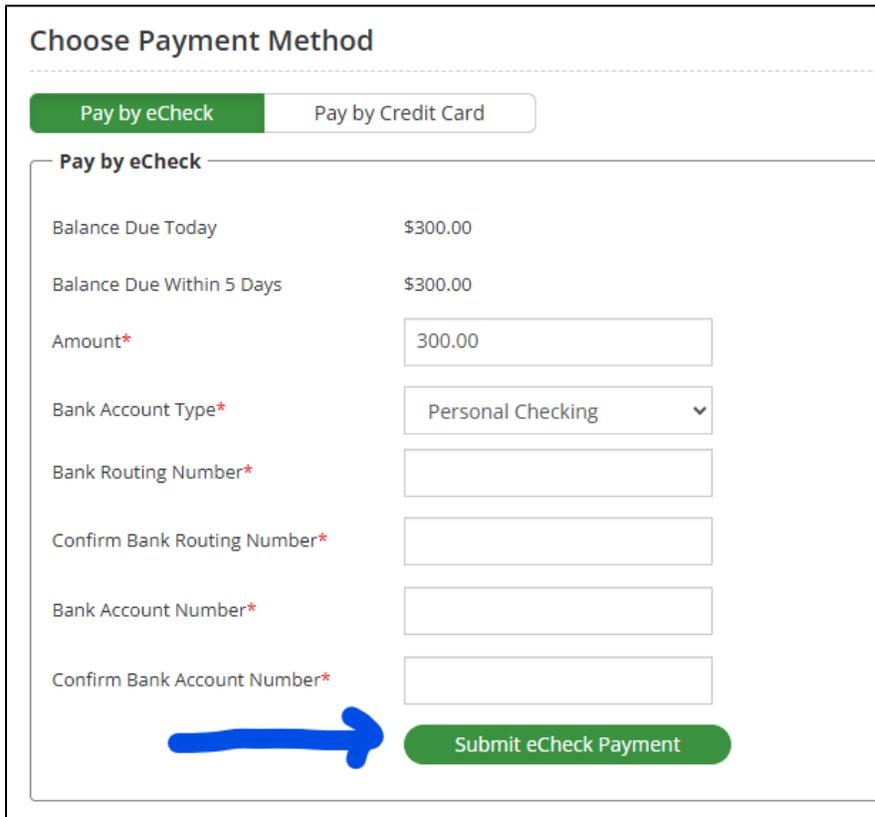
Pay by eCheck Pay by Credit Card

Pay by eCheck

Balance Due Today	\$300.00
Balance Due Within 5 Days	\$300.00
Amount*	<input type="text" value="300.00"/>
Bank Account Type*	<input type="text" value="Personal Checking"/>
Bank Routing Number*	<input type="text"/>
Confirm Bank Routing Number*	<input type="text"/>
Bank Account Number*	<input type="text"/>
Confirm Bank Account Number*	<input type="text"/>

Submit eCheck Payment

- Enter your bank routing number and bank account number and click “Submit eCheck Payment”.



Choose Payment Method

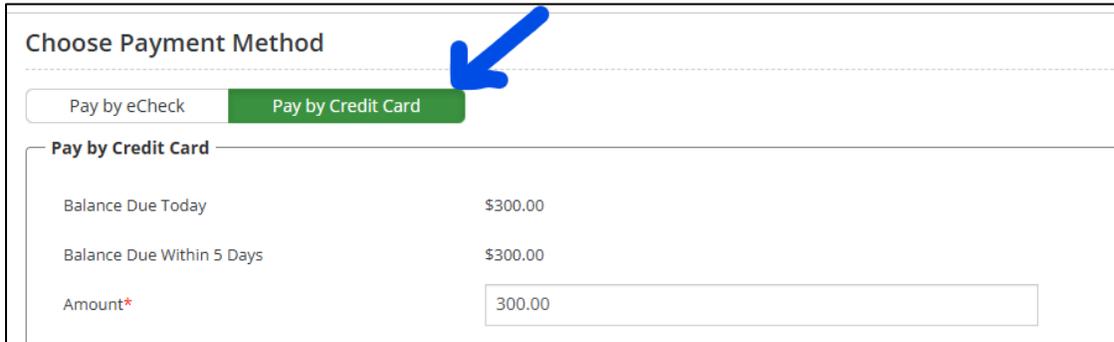
Pay by eCheck Pay by Credit Card

Pay by eCheck

Balance Due Today	\$300.00
Balance Due Within 5 Days	\$300.00
Amount*	<input type="text" value="300.00"/>
Bank Account Type*	<input type="text" value="Personal Checking"/>
Bank Routing Number*	<input type="text"/>
Confirm Bank Routing Number*	<input type="text"/>
Bank Account Number*	<input type="text"/>
Confirm Bank Account Number*	<input type="text"/>

Submit eCheck Payment

- To pay by Credit Card, Select the “Pay by Credit Card” tab and Enter your Credit Card information.



The screenshot shows a form titled "Choose Payment Method". At the top, there are two tabs: "Pay by eCheck" and "Pay by Credit Card". The "Pay by Credit Card" tab is highlighted in green, and a blue arrow points to it. Below the tabs, the "Pay by Credit Card" section is active. It displays the following information:

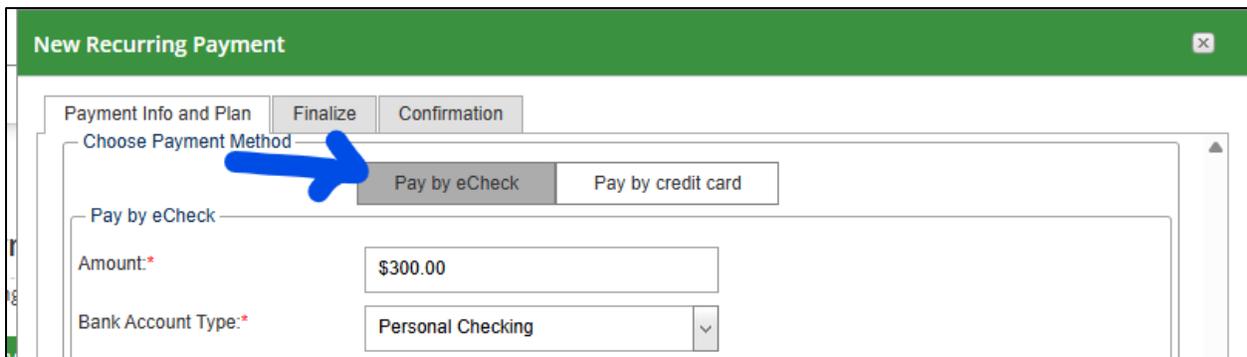
Balance Due Today	\$300.00
Balance Due Within 5 Days	\$300.00
Amount*	<input type="text" value="300.00"/>

- To create a Recurring Payment, scroll to the bottom of the page and click on “New Recurring Payment”.



The screenshot shows a section titled "Recurring Payments". Below the title, it says "Below are the recurring payments for your account." A green button labeled "New Recurring Payment" is highlighted with a blue arrow. Below the button is a table with the following columns: #, Created, Payment Day, Amount, Payment Type, and Last Payment. The table is currently empty, and the text "No data to display" is shown at the bottom.

- Choose the “Pay by eCheck” or “Pay by Credit Card” tab and fill in your bank account or credit card information.



The screenshot shows a form titled "New Recurring Payment" with a green header. At the top, there are three tabs: "Payment Info and Plan", "Finalize", and "Confirmation". The "Payment Info and Plan" tab is active. Below the tabs, the "Choose Payment Method" section is active. It displays the following information:

Amount:*	<input type="text" value="\$300.00"/>
Bank Account Type:*	<input type="text" value="Personal Checking"/>

7. Choose the payment frequency and the processing day (if monthly). Click “Submit Payment”.

New Recurring Payment

Payment Info and Plan Finalize Confirmation

Bank Account Number:*

Confirm Bank Account Number:*

Recurring Details

Frequency:

Processing Day Of Month:*

By choosing Monthly as the payment frequency, your payment schedule will not expire.



If you have any questions or need assistance, please call (469) 215-5321 or email customercare@greenhousemgt.com. We will be happy to help!