Church Mills Online Payment

paying your assessment fee online through Zego prepared by the Church Mills Homeowners Association (HOA)

HOA Website: churchmills.godaddysites.com



Homeowners can now pay their HOA Assessments through Zego, a third-party payment website. Zego collects convenience fees for providing this online payment service.

- Zego charges a 3.5% convenience fee on payments by credit card or PayPal (\$13.13 on a \$375 assessment payment).
- Zego charges a \$2.95 convenience fee on payments from a bank account.

Church Mills HOA does not collect the convenience fees – they go straight to the service provider. If you do not wish to incur these fees, you can still mail a check or have your bank mail a check to P.O. Box 1562, Great Falls, VA, 22066. Checks should be made out to "Church Mills HOA".

Setting up a Zego Account

Before you can pay your assessment, you must create a Zego account. Your personal data is stored securely on Zego servers and cannot be seen by Church Mills HOA volunteers. This is a one-time process.

1. Click on the "PAY ONLINE WITH ZEGO" button on the <u>Church Mills website</u>.



2. On the Zego website, click the "GET STARTED" button.

email	. €	Ecroot Your Pa
password		LOGIN
Create your acc	ount	

3. Type in your name, email, and other contact information. In the field titled "please choose property...", select Church Mills Homeowners Association. In the field titled "unit #", enter your Church Mills street address. Create a strong password for your account and check the "I agree to the terms..." box. Finally, click the "CREATE ACCOUNT" button.

john.smith@email.com 703-555-0000 Church Mills Homeowners Association	john.smith@email.com 703-555-0000 Church Mills Homeowners Association	John	Smith		
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- button. If you cannot remember your password, click on "Forgot Your Password". This will allow you to change your password as long as you have access to the email address you signed up with.
- c. When you login successfully, you will see a page titled, "Your Payment Summary".
- 2. From the "Payment Summary" page, click on the "One-Time Payment" option in the left-side menu.

		nn Smith
Summary	Your Payments Summary	
Auto Pay	·····	

3. The "HOA Payment" box does not show your current balance. You can type in the amount you wish to pay (\$375.00 for one payment due on March 1, or \$187.50 for the two payment plan due on March 1 and May 1, 2023). Make sure you enter the cents (Type "37500" to pay \$375.00). Click the "Continue" button.

(Note: The screenshots below show \$350 because they were taken in 2024. The current 2025 assessment fee is **\$375**).

			Add a payment note
HOA Payment S 350.00		Payment Amount	\$ <mark>350.00</mark>
	Γ	Exit & Cancel	Continue

4. Select how you wish to pay: Credit Card, Bank Acct, or PayPal. Please note the convenience fees that Zego will collect.

Payment Method			
Credit Card	Bank Acct	PayPal	
* accepted credit types are v	visa, mastercard and american exp	press	

5. On the next page, type in the details for the payment method and click the "Save" button.

Payment Method - Ad	dd a Bank Account	car
Name on Account	Bank Name	Account Type
		select
Routing Number	Account Number	Confirm Account Nur

6. You should see the message, "Your payment method has been added!". Click the "Continue" button.

Payment	Total \$350.00
	Add a payment not
Payment Method	
Using this payment method	
My Bank 1234	+

7. If you need your payment to arrive in less than 3 days, you can optionally pay Zego a \$14.95 Express Fee by clicking "Use Express Pay". Otherwise, just click the "Continue" button.

Payment	Total \$350.00	0
NWFCU 1212	Fee \$2.95	0
Avoid Late Fees Your payment will be paid out in three busine option to process your payment in one busin Use Express Pay - \$14.95 Fee	as days. If you need your payment to arrive earlier use our express ; sas day.	bay
	Exit & Cancel Continue	

8. The last page lets you confirm your payment before submitting. Click "**Make Payment**" to pay.

Church Mills Homeowners	HOA Payment	\$350.0
Association Spectrum property	ACH Fee	\$13.1
management IIc	Total	\$363.1
Account Info		
John Smith My Bank 1234		
I, Brian Uri, confirm that the paymen payment with the details above.	t information above is correct and aut	thorize PayLesse on 12/13/22 to set up t

Removing Your Credit Card or Bank Details from Zego

If you are not comfortable with having your financial information stored on Zego, it is very easy to remove it after you pay your assessment fee.

- 1. If you are not already logged into the Zego website:
 - a. Click on the "PAY ONLINE WITH ZEGO" button on the Church Mills website.
 - b. On the Zego website, click the "GET STARTED" button.
 - c. Type in your email address and password, then click the "LOGIN" button. If you cannot remember your password, click on "Forgot Your Password". This will allow you to change your password as long as you have access to the email address you signed up with.
 - d. When you login successfully, you will see a page titled, "Your Payment Summary".
- 2. From the "Payment Summary" page, click on the "Payment Methods" option in the left-side menu.

Auto Pay One-Time Pay	Make your property payment auto payment to repeat payment	ments Summary s with Zego. Pay now with one-time payments or set up an nents you make on a regular basis.	
You should	see any saved crec		' button ne
an accoun	t to remove it from	Zego permanently. (You can still re-add it again	the next tin
ou want	o make a payment)		
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1234	My bank	Bank Account <u>view</u> 🛞	
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