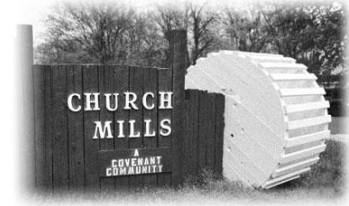


Church Mills Online Payment

*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.

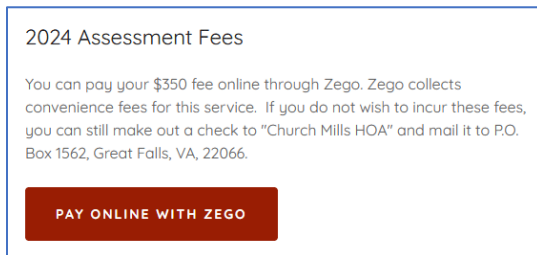
- Zego charges a 3.5% convenience fee on payments by credit card or PayPal (\$12.25 on a \$350 assessment payment).
- Zego charges a \$2.95 convenience fee on payments from a bank account.

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”.

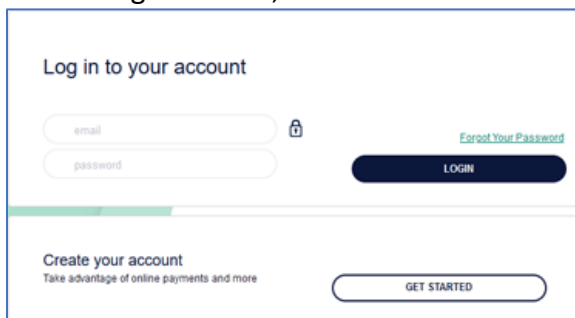
Setting up a Zego Account

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 Church Mills website.



2. On the Zego website, click the “GET STARTED” button.



- 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.

The screenshot shows a registration form with the following fields and elements:

- First Name: John
- Last Name: Smith
- Email: john.smith@email.com
- Phone: 703-555-0000
- Property Selection: Church Mills Homeowners Association (dropdown menu)
- Address: 300 Hanford Court
- Password: [Redacted]
- Confirm Password: [Redacted]
- Visited Property Website: [Dropdown menu]
- Agreement: I agree to the [terms and conditions](#) of use.*
- Buttons: CREATE ACCOUNT (dark blue), I HAVE A LOGIN (white)

- You will be logged in and see a page titled, “Your Payment Summary”.

The screenshot shows the Zego user interface with the following details:

- Header: ZEGO Church Mills Homeowners Association | 300 Hanford Court John Smith
- Left Navigation Menu:
 - Summary (selected)
 - Auto Pay
 - One-Time Payment
 - Payment Methods
- Main Content:

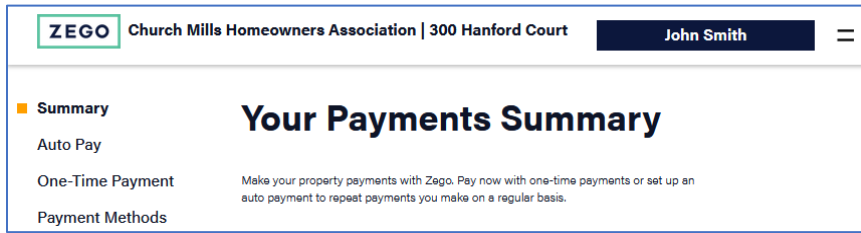
Your Payments Summary

Make your property payments with Zego. Pay now with one-time payments or set up an auto payment to repeat payments you make on a regular basis.

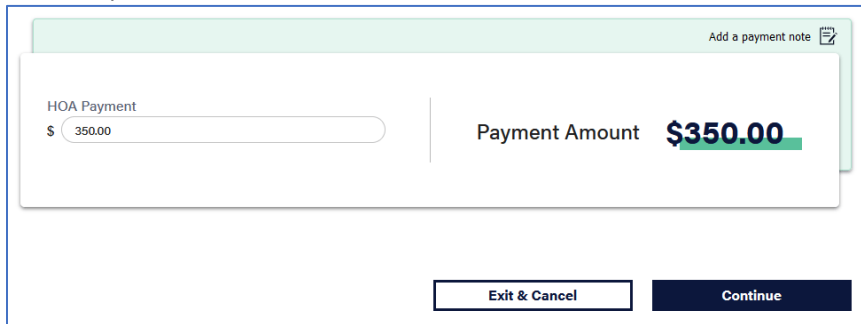
Paying your Church Mills Assessment Fee

Make sure you have set up your Zego account, as described above.

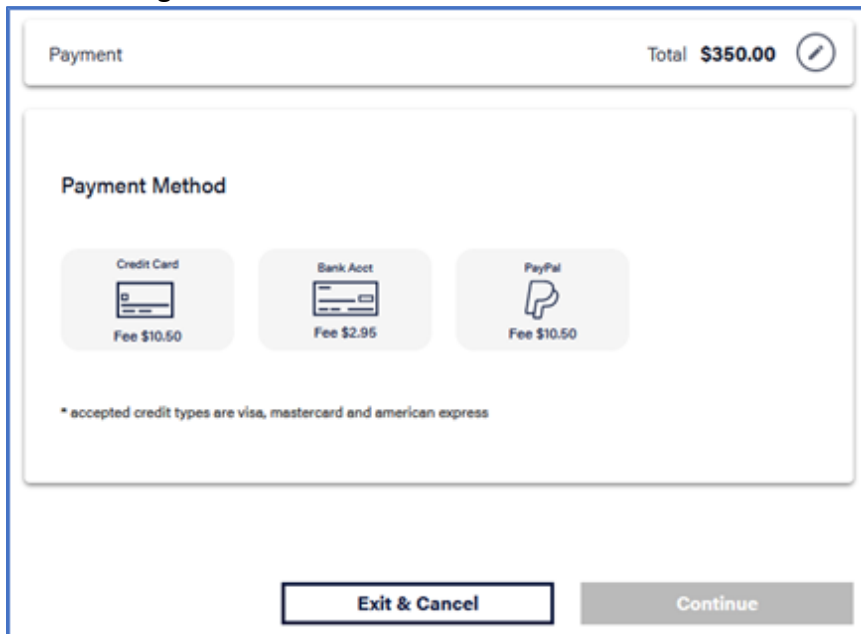
- If you are not already logged into the Zego website:
 - Click on the “PAY ONLINE WITH ZEGO” button on the [Church Mills website](#).
 - On the Zego website, type in your email address and password, then click the “LOGIN” button. If you cannot remember your password, click on “Forgot Your Password”. This will allow you to change your password as long as you have access to the email address you signed up with.
 - When you login successfully, you will see a page titled, “Your Payment Summary”.
- From the “Payment Summary” page, click on the “One-Time Payment” option in the left-side menu.



- The "HOA Payment" box does not show your current balance. You can type in the amount you wish to pay (\$350.00 for one payment due on March 1, or \$175.00 for the two payment plan due on March 1 and May 1, 2023). Make sure you enter the cents (Type "35000" to pay \$350.00). Click the "Continue" button.



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



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

Payment Total **\$350.00**

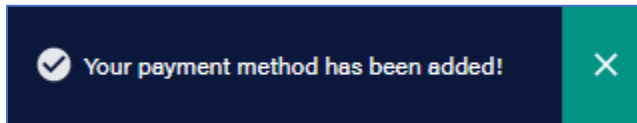
Payment Method - Add a Bank Account **cancel**

Name on Account Bank Name Account Type

Routing Number Account Number Confirm Account Number

Exit & Cancel **Save**

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



Payment Total **\$350.00**

Add a payment note

Payment Method

Using this payment method

My Bank 1234
Fee \$2.95 ... **+**

Exit & Cancel **Continue**

- 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**

NWFCU 1212 Fee **\$2.95**

Avoid Late Fees

Your payment will be paid out in three business days. If you need your payment to arrive earlier use our express pay option to process your payment in one business day.

Use Express Pay - \$14.95 Fee

Exit & Cancel **Continue**

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

Recipient
Church Mills Homeowners Association
Spectrum property management llc

Account Info
John Smith
My Bank 1234

Payment 12/15/23 16:45 PM PST

HOA Payment	\$350.00
ACH Fee	\$13.16
Total	\$363.16

I, Brian Uri, confirm that the payment information above is correct and authorize PayLease on 12/13/22 to set up the payment with the details above.

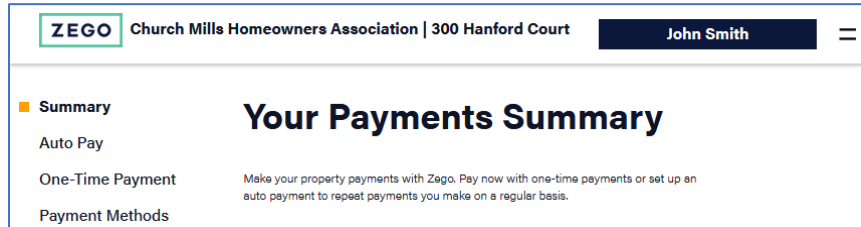
Go Back & Edit **Make Payment**

Removing Your Credit Card or Bank Details from Zego

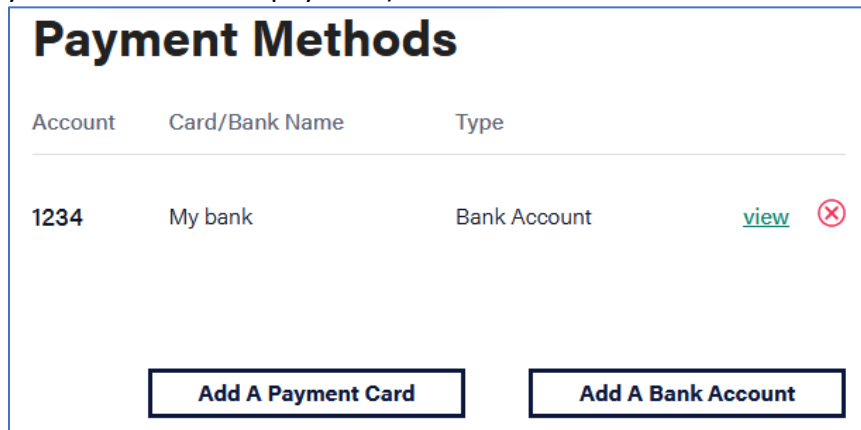
If you are not comfortable with having your financial information stored on Zego, it is very easy to remove it after you pay your assessment fee.

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.



3. You should see any saved credit cards and bank accounts in a list. Click the “X” button next to an account to remove it from Zego permanently. (You can still re-add it again the next time you want to make a payment).



Still Need Help?

1. For questions about Zego accounts and online payments, please contact the [Zego Support Center](#).
2. For questions about Church Mills assessment fees, please contact our property management company, Spectrum, through the [Church Mills website](#).