

How to Enroll in Auto Draft (ACH)

Follow this guide to successfully set up your recurring payments through the Allied Property Group online portal. These steps will walk you through the necessary account selection and banking information entry required to complete your enrollment.



Alert! Please note if you have a pending balance on the account you will have to make a one time payment prior to setting up Auto Draft (ACH)

1

Navigate to <https://portal.alliedpropertygroup.net/dashboard>

The screenshot shows the Allied Property Group online portal dashboard. On the left is a sidebar with the logo and a list of navigation items: Home, Payments, Requests, Reservations, Compliance and Notices, Calendar & Events, Directory, Documents, and Qs. The main content area has a welcome message, three large yellow buttons for 'Submit a Request', 'Community Calendar', and 'Documents & Forms', and a 'Hours of Operations' section. Below these are three white boxes: 'Payments' showing a \$0.00 account balance and upcoming charges, a 'Make a Payment' button, and an 'AutoPay' toggle; 'Recent Transactions' showing 'No recent transactions'; and an 'Inbox' section at the bottom.

ALLIED PROPERTY GROUP
PROPERTY MANAGEMENT COMPANY

+ Quick Actions

22

Home

Payments

Requests

Reservations

Compliance and Notices

Calendar & Events

Directory

Documents

Qs

Welcome to your community portal! Here you can conveniently make payments online, submit maintenance requests, view important documents, and stay up-to-date with community events and announcements.

Submit a Request

Community Calendar

Documents & Forms

Hours of Operations: Mon - Fri: 9 AM - 5 PM
Closed for Lunch: 12:30 - 1:30
Miami Phone Number: (305) 232-1579
Fort Myers Phone Number: (239) 241-6499

Update Your Profile

Click the My Profile button to update:

- Billing & Communication Preferences
- Contact Information
- Password

Payments

Account #: 292116721

\$0.00

Account Balance ⓘ

\$0.00

Upcoming Charges ⓘ

Make a Payment

AutoPay

Manage Payments

Recent Transactions

No recent transactions

View All

Inbox

View All

2 Click the AutoPay Tab

The screenshot shows the HOA website dashboard. On the left is a sidebar with navigation links: Home, Payments, Requests, Reservations, Compliance and Notices, Calendar & Events, Directory, Documents, FAQs, and a 'My Profile' link at the bottom. The main content area has three yellow buttons at the top: 'Submit a Request', 'Community Calendar', and 'Documents & Forms'. To the right of these buttons is a 'Update Your Profile' section with a list of items to update: Billing & Communication Preferences, Contact Information, and Password. Below these buttons are two white boxes. The left box is titled 'Payments' and shows 'Account #: 292116721'. It displays 'Account Balance \$0.00' and 'Upcoming Charges \$0.00'. A blue 'Make a Payment' button is present, and below it, the 'AutoPay' toggle switch is highlighted with an orange circle. The right box is titled 'Recent Transactions' and shows 'No recent transactions'. At the bottom is an 'Inbox' section with a 'Broadcast Email Message - Message' and a date 'Jul 9'.

Quick Actions

box 22

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payments

requests

reservations

compliance and Notices

alendar & Events

irectory

ocuments

FAQs

Ask HOA!

My Profile

Submit a Request

Community Calendar

Documents & Forms

Miami Phone Number: (305) 232-1579
Fort Myers Phone Number: (239) 241-6499

Update Your Profile

Click the My Profile button to update:

- Billing & Communication Preferences
- Contact Information
- Password

Payments Account #: 292116721

\$0.00 Account Balance

\$0.00 Upcoming Charges

Make a Payment

AutoPay

Recent Transactions View All

No recent transactions

Inbox View All

Standard Broadcast Email Message - Message Broadcast Email Message - Message Jul 9

3 Select the property you wish to set up the ACH for

The screenshot shows the HOA website dashboard. The sidebar is the same as in the previous screenshot. The main content area has a white box at the top with instructions: 'In order to enroll in Auto Draft, your account balance must be paid in full. If you have a balance due, you can submit a one-time payment to balance balance due, and then return to this page to enroll in Auto Draft. Make sure to edit the start date for your next assessment due date. Please keep in mind that this authorization is for your regularly scheduled Assessments only. If you have a question about your draft or the be option for your unique situation, please submit a Billing Question to our friendly staff through your Submit a Request page. We are always glad'. Below this is a section titled 'Accounts' with a list of properties. The first property is '99910204 - 1989 Pennsylvania Ave, Unit 591 | Presidential Valley' with a pull date of 10th and includes charges since last month. The second property is '92116721 - 1907 104th Street South, Unit X304 | HAMPSHIRE HOMES HOMEOWNERS ASSOCIATION, INC.' with a pull date of 10th and includes charges since last month. The second property is highlighted with an orange circle. At the bottom is a 'Privacy Policy' section with the text 'This site is provided by Allied Property Group, Inc. Powered by Vantaca. Copyright © 2026'.

Quick Actions

Inbox 22

Home

Payments

Requests

Reservations

Compliance and Notices

Calendar & Events

Directory

Documents

FAQs

Ask HOA!

My Profile

In order to enroll in Auto Draft, your account balance must be paid in full. If you have a balance due, you can submit a one-time payment to balance balance due, and then return to this page to enroll in Auto Draft. Make sure to edit the start date for your next assessment due date. Please keep in mind that this authorization is for your regularly scheduled Assessments only. If you have a question about your draft or the be option for your unique situation, please submit a Billing Question to our friendly staff through your Submit a Request page. We are always glad

Accounts

Enroll S

Accounts with a balance cannot enroll in Auto-Draft

99910204 - 1989 Pennsylvania Ave, Unit 591 | Presidential Valley
Pull Date: 10th
Includes charges since last month.

92116721 - 1907 104th Street South, Unit X304 | HAMPSHIRE HOMES HOMEOWNERS ASSOCIATION, INC.
Pull Date: 10th
Includes charges since last month.

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4 Click "Enroll"

In order to enroll in Auto Draft, your account balance must be paid in full. If you have a balance due, you can submit a one-time payment to bring your balance due, and then return to this page to enroll in Auto Draft. Make sure to edit the start date for your next assessment due date.

Please keep in mind that this authorization is for your regularly scheduled Assessments only. If you have a question about your draft or the best payment option for your unique situation, please submit a Billing Question to our friendly staff through your Submit a Request page. We are always glad to assist!

☐	Accounts	
☐	Accounts with a balance cannot enroll in Auto-Draft	
☐	99910204 - 1989 Pennsylvania Ave, Unit 591 Presidential Valley	Unavailable
☐	Pull Date: 10th	
☐	Includes charges since last month.	
☒	292116721 - 1907 104th Street South, Unit X304 HAMPSHIRE HOMES HOMEOWNERS ASSOCIATION, INC.	Enroll
☒	Pull Date: 10th	
☒	Includes charges since last month.	

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5 Enter Banking Information

You are in mimic mode

We are pleased to offer Automatic Draft for your Association's assessments, free of charge! Under this Auto Draft agreement, your regularly scheduled assessments will be automatically debited from your account. With Auto Draft, the draft amount will automatically increase when your Assessment balance increases or decreases.

In order to enroll in Auto Draft, your account balance must be paid in full. If you have a balance due, you can submit a one-time payment to bring your balance due, and then return to this page to enroll in Auto Draft. Make sure to edit the start date for your next assessment due date.

Please keep in mind that this authorization is for your regularly scheduled Assessments only. If you have a question about your draft or the best payment option for your unique situation, please submit a Billing Question to our friendly staff through your Submit a Request page. We are always glad to assist!

292116721 1907 104th Street South Remove

Start Month: August Account Type: Checking

Bank Routing Number: Bank Name:

Bank Account Number: Confirm Account Number:

I hereby authorize my association to debit the identified account for the amount indicated above. Likewise, I authorize my financial institution to accept this debit and charge it to my account. If the transaction is established as recurring in nature, I authorize future occurrences until I rescind this authorization. I agree that the ACH transaction I authorize complies with all applicable laws.

eSignature:

6 Type "00000"

7 Type "apg **Tab** 123456 **Tab** 123456 **Tab** mcarrasco"

8 Click "Enroll"

The screenshot shows a web interface for enrolling in AutoPay. A modal form is centered on the screen, containing the following fields and options:

- Start Month:** A dropdown menu with "August" selected.
- Account Type:** A dropdown menu with "Checking" selected.
- Bank Routing Number:** A text input field containing "000000000".
- Bank Name:** A text input field containing "apg".
- Bank Account Number:** A text input field containing "123456".
- Confirm Account Number:** A text input field containing "123456".
- eSignature:** A text input field containing "mcarrasco".

Below the input fields, there is a paragraph of authorization text: "I hereby authorize my association to debit the identified account for the amount indicated above. Likewise, I authorize my financial institution to accept this debit and charge it to my account. If the transaction is established as recurring in nature, I authorize future occurrences until I rescind this authorization. I agree that the ACH transaction I authorize complies with all applicable laws."

At the bottom of the modal, there are two buttons: "Cancel" and "Enroll". The "Enroll" button is highlighted with an orange circle. In the background, a list of accounts is visible, with the first account selected and checked.



Tip: Once you're enrolled, you can verify that AutoPay is active by logging into your owner portal and going to the **Home** page. If the **AutoPay** toggle is turned **On**, you're all set!