

Making Quick Payments_Homeowner View

The Quick Payment module mimics the One-Time Payment module that is linked to that association's template. Quick payments can be made by either:

- eCheck (see [Making an eCheck Quick Payment_Homeowner View](#))
- Credit card (see [Making a Credit Card Quick Payment_Homeowner View](#)).

The system will not allow a Quick Payment if:

- A homeowner is blocked or is in "stop payment" status.
- Quick Payments is not enabled for the association.

If the user is not a WebAxis Admin Portal account member, they will be prompted to sign up for a WebAxis account.

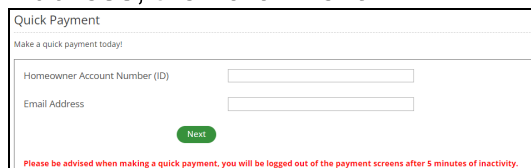
NOTE: CINC does not store financial information.

Making an eCheck Quick Payment_Homeowner View

1. Click **Make a Quick Payment** on the association's **Home** page or the **Sign In** screen.



2. On the **Quick Payment** screen, enter the **Homeowner Account Number (ID)** and **Email Address**, then click **Next**.



3. On the **Payment Information** tab of the **Quick Payment** screen, enter/verify all required information in the **Account Information** section.

Making Recurring Payments_Homeowner View

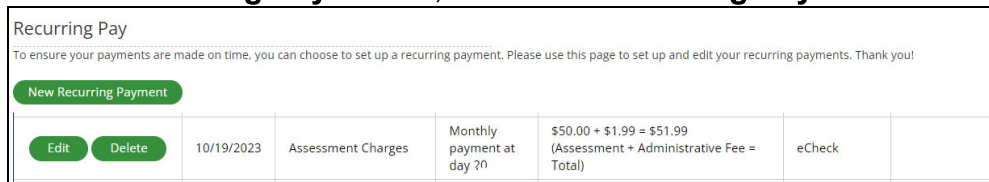
The **RecurringPaymentView** module is used for:

- [Setting Up a New eCheck Recurring Payment_Homeowner View](#)
- [Setting Up a New Credit Card Recurring Payment_Homeowner View](#)
- [Editing Recurring Payments_Homeowner View](#)
- [Deleting a Recurring Payments_Homeowner View](#)

NOTE: CINC does not store financial information.

Setting Up a New eCheck Recurring Payment_Homeowner View

1. On the **Recurring Pay** screen, click **New Recurring Payment**.



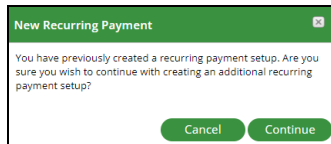
Recurring Pay

To ensure your payments are made on time, you can choose to set up a recurring payment. Please use this page to set up and edit your recurring payments. Thank you!

New Recurring Payment

Edit	Delete	10/19/2023	Assessment Charges	Monthly payment at day 20	\$50.00 + \$1.99 = \$51.99 (Assessment + Administrative Fee = Total)	eCheck	
-------------	---------------	------------	--------------------	---------------------------	---	--------	--

2. If a recurring payment was previously created, the **New Recurring Payment** popup displays. Click **Continue** to set up an additional recurring payment.



New Recurring Payment

You have previously created a recurring payment setup. Are you sure you wish to continue with creating an additional recurring payment setup?

Cancel **Continue**

3. On the **Payment Info and Plan** tab of the **New Recurring Payment** screen, enter/verify all required information in the **Account Information** section.

New Recurring Payment

Payment Info and Plan Finalize Confirmation

Account Information

Account: 7776332

First Name*: John

Last Name*: Ringer

Property Address: 6332 Washington Avenue
Upstairs Unit
Unit 5300
Lawrenceville, GA 30058-1234

Billing Address*: 123 Marlin Avenue

City*: Atlanta

State*: GA

Zip*: 30043

Phone*: (123) 456-7891
Numbers only - Do not enter dashes or parenthesis.

Email*: email2@cincsystems.com

4. In the **Choose Payment Method** section, click the **Pay by eCheck** tab.

Choose Payment Method

Pay by eCheck Pay by credit card

Pay by eCheck

Amount*: \$0.00

☐ OR Check here to pay current balance as of the payment date

☐ OR Check here to pay assessment balance

This option authorizes payment of unpaid assessment increases, late charges, return fee or collection costs to be debited from your checking or savings account.

Bank Account Type*: Personal Checking

Bank Routing Number*:

Confirm Bank Routing Number*:

Bank Account Number*:

Confirm Bank Account Number*:

5. Complete the following information:

- **Amount:** Enter the amount to pay each period or select one of the following checkboxes:
 - **Check here to pay current balance as of the payment date:** Choosing this option pays the entire balance comprising of all assessment types on the scheduled payment date. This includes any unpaid balances carried over from previous billing period(s).
 - **Check here to pay assessment balance:** Choosing this option pays the current balance on the scheduled payment date belonging to assessment types specifically flagged in **Setup / Assessments** in CINC Accounting with the **ACH** toggled on. This includes any unpaid assessment balances carried over from previous billing period(s) linked to the same **ACH** toggle.
- **Bank Account Type**
- **Bank Routing Number**
- **Confirm Bank Routing Number**
- **Bank Account Number**
- **Confirm Bank Account Number**

6. In the **Recurring Details** section, select the **Frequency**:

- **Monthly:** If selected, the payment schedule will not expire.
 - **Processing Day of Month:** Select a value (1-31).

Recurring Details

Frequency: Monthly

Processing Day Of Month*: 1

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

- **Quarterly:**
 - Select the checkbox to automatically renew recurring payment dates each year.

- Enter the dates each quarterly payment is to be made (**First Payment, Second Payment, Third Payment, Fourth Payment**).

Recurring Details

Frequency:

Please check this box to automatically renew your recurring payment dates each year: ☐

First Payment: *

Second Payment*

Third Payment: *

Fourth Payment:*

○ **Semi-Annually:**

- Select the checkbox to automatically renew recurring payment dates each year.
- Enter the dates each semi-annual payment is to be made (**First Payment and Second Payment**).

Recurring Details

Frequency:

Please check this box to automatically renew your recurring payment dates each year: ☒

First Payment: *

Second Payment*

○ **Annually:**

- Select the checkbox to automatically renew recurring payment dates each year.
- Enter date the **First Payment** is to be made.

Recurring Details

Frequency:

Please check this box to automatically renew your recurring payment dates each year: ☐

First Payment:*

7. Click **Submit eCheck Payment**.

8. On the **Finalize** tab, review the information. Click **Return to Process Payments** to revise the information entered or click **Submit Payment** to finalize the payment.

Payment info and Plan Finalize Confirmation

Payment Amount

Amount: \$100.00

Payment Plan

Payment Frequency: Monthly
Processing Day of Month : 1
By choosing Monthly as the payment frequency, your payment schedule will not expire.

By clicking Submit Payment on **09/03/2024**, I authorize the referenced Management Company (Association) to initiate a **recurring** ACH debit, in the amount of **\$100.00**, to my checking account ending in **4567** at **021000021** according to the following schedule:

The 1 day of every month.

If the payment date falls on a weekend or holiday, I understand that the payment may be executed the following business day.

I understand that the administrative fee in the amount of **\$0.00** is charged by the eCheck processor and I am responsible for any returned payment fee in accordance with my Management Company/HOA policies.

I understand that this authorization will remain in full force and effect until I log into my account and cancel my recurring payment at least 24 hours before the schedule date or until the recurring payment expires.

I agree to be bound and comply with the Nacha Operating Rules & all applicable law.

To complete & confirm this payment, click "Submit Payment"

[<< Return to Process Payment](#) [Submit Payment >>](#)

9. On the **Confirmation** tab, click **Print** to print the recurring payment schedule or close the screen.

Payment info and Plan Finalize Confirmation

Transaction

Recurring payment scheduled successfully. Confirmation Number: 8235

Account Number: 7776332

Property Address: 6332 Washington Avenue Upstairs Unit
Unit 5200
Lawrenceville, GA 30058-1234

Using Bank Account: *****4567

Amount: \$100.00

[Print](#)

Setting Up a New Credit Card Recurring Payment_Homeowner View

1. On the **Recurring Pay** screen, click **New Recurring Payment**.

Recurring Pay

To ensure your payments are made on time, you can choose to set up a recurring payment. Please use this page to set up and edit your recurring payments. Thank you!

New Recurring Payment

Edit	Delete	10/19/2023	Assessment Charges	Monthly payment at day 20	\$50.00 + \$1.99 = \$51.99 (Assessment + Administrative Fee = Total)	eCheck	
-------------	---------------	------------	--------------------	---------------------------	---	--------	--

2. If a recurring payment was previously created, the **New Recurring Payment** popup displays. Click **Continue** to set up an additional recurring payment.

New Recurring Payment

You have previously created a recurring payment setup. Are you sure you wish to continue with creating an additional recurring payment setup?

Cancel **Continue**

3. On the **Payment Info and Plan** tab of the **New Recurring Payment** screen, enter/verify all required information in the **Account Information** section.

New Recurring Payment

Payment Info and Plan **Finalize** **Confirmation**

Account Information

Account: 7776332

First Name:* John

Last Name:* Ringer

Property Address: 6332 Washington Avenue
Upstairs Unit
Unit 5200
Lawrenceville, GA 30058-1234

Billing Address:* 123 Marlin Avenue

City:* Atlanta

State:* GA

Zip:* 30043

Phone:* (123) 456-7891

Numbers only - Do not enter dashes or parenthesis.

Email:* email2@cincsystems.com

4. In the **Choose Payment Method** section, click the **Pay by Credit Card** tab.

Choose Payment Method

Pay by eCheck Pay by credit card

Pay by Credit Card

Amount: \$0.00

International Credit Card: ☐

Recurring Details

Frequency: Monthly

Processing Day Of Month: 4

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

Name on Card

Name on Card

Card Number

Card Number

Exp. Date

MMYY

CVV

CVV

Zip Code

12345

Submit

5. Complete the following information:

- **Amount:** Enter the amount to pay each period.
- **International Credit Card:** Select the checkbox, if appropriate, and click **OK** on the confirmation popup.
NOTE: The US zip code associated with the property is used for the billing zip code for an international credit card payment.

6. In the **Recurring Details** section, select the **Frequency**:

- **Monthly:** If selected, the payment schedule will not expire.
 - **Processing Day of Month:** Select a value (1-31).

Recurring Details

Frequency: Monthly

Processing Day Of Month: 1

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

- **Quarterly:**

- Select the checkbox to automatically renew recurring payment dates each year.
- Enter the dates each quarterly payment is to be made (**First Payment, Second Payment, Third Payment, Fourth Payment**).

Recurring Details

Frequency: Quarterly

Please check this box to automatically renew your recurring payment dates each year: ☐

First Payment: 09/01/2024

Second Payment: 12/01/2024

Third Payment: 03/01/2025

Fourth Payment: 06/01/2025

- **Semi-Annually:**

- Select the checkbox to automatically renew recurring payment dates each year.
- Enter the dates each semi-annual payment is to be made (**First Payment** and **Second Payment**).

Recurring Details

Frequency:

Please check this box to automatically renew your recurring payment dates each year: ☒

First Payment:

Second Payment:

o **Annually:**

- Select the checkbox to automatically renew recurring payment dates each year.
- Enter date the **First Payment** is to be made.

Recurring Details

Frequency:

Please check this box to automatically renew your recurring payment dates each year: ☐

First Payment:

7. Enter the credit card information.

8. Click **Submit**.

9. On the **Finalize** tab, review the information. Click **Return to Process Payments** to revise the information entered or click **Submit Payment** to finalize the payment.

Payment Info and Plan Finalize Confirmation

Base Data

Account #: 7776332

Address: 6332 Washington Avenue Upstairs Unit 5200 Lawrenceville, GA 30058-1234

The following credit card administrative fee will be added to each payment: \$3.25.
This fee is charged by the Credit Card Service Provider and is not charged by your management company or association.

Amount:	\$100.00
Administrative Fee:	\$3.25
Total Payment Amount:	\$103.25

Payment Plan

Payment Frequency: Monthly
Processing Day of Month: 1
By choosing Monthly as the payment frequency, your payment schedule will not expire.

By clicking Submit Payment, I confirm that the payment information above is correct and authorize the payment and frequency defined above.

<< Return to Process Payment Submit Payment >>

10. On the **Confirmation** tab, click **Print** to print the recurring payment schedule or close the screen.

Payment Info and Plan Finalize Confirmation

Transaction

Recurring payment scheduled successfully. Confirmation Number: 3076

Account Number: 7776332

Property Address: 6332 Washington Avenue Upstairs Unit 5200 Lawrenceville, GA 30058-1234

Using Credit Card No: XXXX-1111

Amount:	\$100.00
Administrative Fee:	\$3.25
Total Payment Amount:	\$103.25

Print

Editing Recurring Payments_Homeowner View

All owners of the same property can view all existing recurring payments set up for the property regardless of who created them. However, recurring payment setups can only be edited by the user who created them.

1. On the **Recurring Pay** screen, click **Edit** next to the recurring payment to be edited.

Recurring Pay

To ensure your payments are made on time, you can choose to set up a recurring payment. Please use this page to set up and edit your recurring payments. Thank you!

[New Recurring Payment](#)

Edit	Delete	10/19/2023	Assessment Charges	Monthly payment at day 20	\$50.00 + \$1.99 = \$51.99 (Assessment + Administrative Fee = Total)	eCheck	
----------------------	------------------------	------------	--------------------	---------------------------	---	--------	--

- On the **Payment Information** tab of the **Payment Edit** screen, edit the information as needed and click **Next**.

Payment Edit

Payment Info and Plan **Finalize** Confirmation

Account Information

Account: 7776332

Name: John Ringer

Property Address: 6332 Washington Avenue Upstairs Unit
Unit 5200
Lawrenceville, GA 30058-1234

Billing Address: 123 Marlin Avenue

City: Atlanta

State: GA

Zip: 30043

Phone: (123) 456-7890

Email: email2@cincsystems.com

Amount: \$50.00

Administrative Fee: \$1.99

☐ OR Check here to pay current balance as of the payment date

☐ OR Check here to pay assessment balance

This option authorizes payment of unpaid assessment increases, late charges, return fee or collection costs to be debited from your checking or savings account.

Payment Date

Monthly Payment

Processing Day Of Month: 20

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

[Cancel](#) [Next](#)

- On the **Finalize** tab, review the information. Click **Return to Process Payments** to revise the information entered or click **Submit Payment** to finalize the payment.

Payment Info and Plan **Finalize** Confirmation

Base Data

AccountNumber 7776332

Address: 6332 Washington Avenue

By clicking on 09/03/2024, I understand that the Management Company (MCA) will initiate an ACH debit, in the amount of \$100.00, to my checking account ending in 6780 at 123456789 according to the following schedule:

The 1 day of every month.

If the payment date falls on a weekend or holiday, I understand that the payment may be executed the following business day.

I understand that the administrative fee in the amount of \$0.00 is charged by the eCheck processor and I am responsible for any returned payment fee in accordance with my Management Company/HOA policies.

I understand that this authorization will remain in full force and effect until I log into my account and cancel my recurring payment at least 24 hours before the schedule date or until the recurring payment expires.

I agree to be bound and comply with the Nacha Operating Rules & all applicable law.

To complete & confirm this payment, click "Submit Payment"

[<< Return to Process Payment](#) [Submit Payment >>](#)

- On the **Confirmation** tab, click **Print** to print the recurring payment schedule or **Close** to exit the screen.

Payment Info and Plan
Finalize
Confirmation

Transaction

Recurring payment scheduled successfully.

Account Number: 7776332

Property Address: 6332 Washington Avenue Upstairs Unit 5200
Lawrenceville, GA 30058-1234

Amount: \$100.00

Close
Print

Deleting a Recurring Payments_Homeowner View

1. On the **Recurring Pay** screen, click **Delete** next to the recurring payment to be deleted.

Recurring Pay

To ensure your payments are made on time, you can choose to set up a recurring payment. Please use this page to set up and edit your recurring payments. Thank you!

New Recurring Payment

Edit Delete	10/19/2023	Assessment Charges	Monthly payment at day 20	\$50.00 + \$1.99 = \$51.99 (Assessment + Administrative Fee = Total)	eCheck	
-------------	------------	--------------------	---------------------------	---	--------	--

2. Click **OK** on the popup confirmation.

Powered by MadCap® Software

Making One Time Payments_Homeowner View

One Time payments can be made by either:

- eCheck (see [Making an eCheck One Time Payment_Homeowner View](#))
- Credit card (see [Making a Credit Card One Time Payment_Homeowner View](#))

NOTE: CINC does not store financial information.

Making an eCheck One Time Payment_Homeowner View

1. Click **Make a Payment** on the **Dashboard** screen or click **Pay Now** on the **Account Information** screen.

NOTE: Credit/Prepaid balances display in () parenthesis.

Account Info

Please see the details of your account listed below . Feel free to contact us if you have any queries/questions related to any transaction . We will be more than happy to help you!

Date Range

From

09/03/2024

Thru

09/03/2024

Refresh

Export To Excel

Credit/Prepaid balances display in () parenthesis

Date	Description	Charge	Paid	Balance
09/02/2024	Previous Balance through 09/02/2024			\$1,847.15
				Total Balance: \$1,847.15

Page 1 of 1 (3 items)

Page size: 30

Pay Now

2. On the **Payment Information** tab of the **Make a One Time Payment to your Account** screen, enter/verify all required information in the **Account Information** section.

Make a One-Time Payment to your Account

To make a one-time eCheck or Credit Card payment, fill out the payment information below.

Payment Info Finalize Confirmation

Account Information

Account # 7776332

First Name* John

Last Name* Ringer

Property Address 6332 Washington Avenue Upstairs Unit 5200
Lawrenceville, GA 30058-1234

Billing Address* 123 Marlin Avenue


City* Atlanta

State* GA

Zip* 30043

Phone* 1234567891

Email* email2@cincsystems.com



3. In the **Choose Payment Method** section, click the **Pay by eCheck** tab.

Choose Payment Method

Pay by eCheck Pay by Credit Card

Pay by eCheck

Credit/Prepaid balances display in () parenthesis.

Balance Due Today \$1,847.15

Amount*

Bank Account Type* Personal Checking

Bank Routing Number*

Confirm Bank Routing Number*

Bank Account Number*

Confirm Bank Account Number*

Submit eCheck Payment

4. Complete the following information:
- o **Amount:** Enter the amount to pay.
 - o **Bank Account Type**
 - o **Bank Routing Number**
 - o **Confirm Bank Routing Number**
 - o **Bank Account Number**
 - o **Confirm Bank Account Number**

5. Click **Submit eCheck Payment**.

6. On the **Finalize** tab, review the information. Click **Return to Process Payments** to revise the information entered or click **Submit Payment** to finalize the payment.

Make a One-Time Payment to your Account
To make a one-time eCheck or Credit Card payment, fill out the payment information below.

Payment Info **Finalize** Confirmation

Base Data

Account # 7776332

Property Address 6332 Washington Avenue Upstairs Unit 5200 Lawrenceville, GA 30058-1234

Payment Amount

The following administrative fee will be added to your amount: \$1.99.
This fee is charged by the eCheck processor and is not charged by your management.

Amount	\$100.00
Administrative Fee	\$1.99
Total Amount	\$101.99

By clicking Submit Payment on 09/03/2024, I authorize the referenced Management Company/HOA policies.
I understand that the administrative fee in the amount of \$ 1.99 is charged by the eCheck processor and is not charged by your management.
I agree to be bound and comply with the Nacha Operating Rules & all applicable law.
To complete & confirm this payment, click "Submit Payment"
Once payment is authorized, there cannot be any changes or corrections.

<< Return to Process Payment Submit Payment >>

7. On the **Confirmation** tab, click **Close**.

Make a One-Time Payment to your Account
To make a one-time eCheck or Credit Card payment, fill out the payment information below.

Payment Info Finalize **Confirmation**

Transaction

Transaction was completed successfully. Confirmation Number: 6287

Account # 7776332

Property Address 6332 Washington Avenue Upstairs Unit 5200 Lawrenceville, GA 30058-1234

First Name John

Last Name Ringer

Bank Routing Number 021000021

Bank Account Number *****4567

Amount \$100.00

Administrative Fee \$1.99

Total Amount \$101.99

Close

Making a Credit Card One Time Payment_Homeowner View

1. Click **Make a Payment** on the **Dashboard** screen or click **Pay Now** on the **Account Information** screen.

NOTE: Credit/Prepaid balances display in () parenthesis.

Account Info

Please see the details of your account listed below. Feel free to contact us if you have any queries/questions related to any transaction. We will be more than happy to help you!

Date Range

From: 09/03/2024 Thru: 09/03/2024 Refresh Export To Excel

Credit/Prepaid balances display in () parenthesis.

Date	Description	Charge	Paid	Balance
09/02/2024	Previous Balance through 09/02/2024			\$1,847.15
				Total Balance: \$1,847.15

Page 1 of 1 (3 items) 1 2 3 Page size: 30

Pay Now

- On the **Payment Information** tab of the **Make a One Time Payment to your Account** screen, enter/verify all required information in the **Account Information** section.

Make a One-Time Payment to your Account

To make a one-time eCheck or Credit Card payment, fill out the payment information below.

Payment Info Finalize Confirmation

Account Information

Account # 7776332

First Name* John

Last Name* Ringer

Property Address 6332 Washington Avenue Upstairs Unit 5200
Lawrenceville, GA 30058-1234

Billing Address* 123 Marlin Avenue


City* Atlanta

State* GA

Zip* 30043

Phone* 1234567891

Email* email2@cincsystems.com



- In the **Choose Payment Method** section, click the **Pay by Credit Card** tab.

Choose Payment Method

Pay by eCheck Pay by Credit Card

Pay by Credit Card

Credit/Prepaid balances display in () parenthesis.

Balance Due Today \$1,747.15

Amount*

International Credit Card ☐

Name on Card

Card Number

Exp. Date

CW

Zip Code 12345

Submit

- Complete the following information:
 - Amount:** Enter the amount to pay.
 - International Credit Card:** Select the checkbox, if appropriate, and click **OK** on the confirmation popup.

NOTE: The US zip code associated with the property is used for the billing zip code for an international credit card payment.

5. Enter the credit card information.
6. Click **Submit**.
7. On the **Finalize** tab, review the information. Click **Return to Process Payments** to revise the information entered or click **Submit Payment** to finalize the payment.

Make a One-Time Payment to your Account

To make a one-time eCheck or Credit Card payment, fill out the payment information below.

Payment Info **Finalize** Confirmation

Base Data

Account # 7776332

Property Address 6332 Washington Avenue
Upstairs Unit
Unit 5200
Lawrenceville, GA 30058-1234

First Name John
Last Name Ringer

Credit Card Number XXXX- 1111
Expire Date MMY 0630

Amount \$100.00

Administrative Fee \$3.25

Total Amount \$103.25

The following credit card administrative fee will be added to your amount: \$3.25.
This fee is charged by the Credit Card Service Provider and is not charged by your management company or association.

By clicking Submit Payment, I confirm that the payment information above is correct and I authorize payment in the amount of \$103.25

<< Return to Process Payment Submit Payment >>

8. On the **Confirmation** tab, click **Close**.

Make a One-Time Payment to your Account

To make a one-time eCheck or Credit Card payment, fill out the payment information below.

Payment Info Finalize **Confirmation**

Transaction

Transaction was completed successfully. Confirmation Number: 25000012161

Account # 7776332

Property Address 6332 Washington Avenue
Upstairs Unit
Unit 5200
Lawrenceville, GA 30058-1234

First Name John
Last Name Ringer

Credit Card Number XXXX- 1111
Expire Date MMY 0630

Amount \$100.00

Administrative Fee \$3.25

Total Amount \$103.25

Close

Quick Payment
Make a quick payment today!

Payment Info Finalize Confirmation

Account Information

Account # 7776332

First Name*

Last Name*

Property Address 6332 Washington Avenue Upstairs Unit
Unit 5200
Lawrenceville, GA 30058-1234

Billing Address*

City*

State* AK

Zip*

Phone*

Email* email2@cincsystems.com

4. In the **Choose Payment Method** section, click the **Pay by eCheck** tab.
NOTE: Credit/Prepaid balances display in () parenthesis.

Choose Payment Method

Pay by eCheck Pay by Credit Card

Pay by eCheck

Credit/Prepaid balances display in () parenthesis.

Balance Due Today \$1,647.15

Amount* 1647.15

Bank Account Type* Personal Checking

Bank Routing Number*

Confirm Bank Routing Number*

Bank Account Number*

Confirm Bank Account Number*

Submit eCheck Payment

5. Complete the following information:
- o **Amount:** Enter the amount to pay.
 - o **Bank Account Type**
 - o **Bank Routing Number**
 - o **Confirm Bank Routing Number**
 - o **Bank Account Number**
 - o **Confirm Bank Account Number**
6. Click **Submit eCheck Payment**.
7. On the **Finalize** tab, review the information. Click **Return to Process Payments** to revise the information entered or click **Submit Payment** to finalize the payment.

Payment Info **Finalize** Confirmation

Base Data

Account # 7776332

Property Address 6332 Washington Avenue

Payment Amount

The following administrative fee will be added to your amount: \$1.99.
This fee is charged by the eCheck processor and is not charged by your management company or association/merchant.

Amount	\$1,647.15
Administrative Fee	\$1.99
Total Amount	\$1,649.14

By clicking Submit Payment on 09/03/2024, I authorize the referenced Management Company(Association) to initiate a one-time ACH debit, in the amount of **\$1649.14**, to my checking account ending in 4567 at 021000021 on 09/03/2024.

I understand that the administrative fee in the amount of \$ 1.99 is charged by the eCheck processor and I am responsible for any returned payment fee in accordance with my Management Company/HOA policies.

I agree to be bound and comply with the Nacha Operating Rules & all applicable law.

To complete & confirm this payment, click "Submit Payment"

Once payment is authorized, there cannot be any changes or corrections.

<< Return to Process Payment Submit Payment >>

- On the **Confirmation** tab, click **Close** to return to the **Sign In** screen or **Print** to print the confirmation.

Payment Info Finalize **Confirmation**

Transaction

Thank you for making a payment using Quick Payment. Your transaction was processed and completed successfully!

Confirmation Number: 6288

To return to the sign-in screen, click the Close button below.

Account # 7776332

Property Address 6332 Washington Avenue
Upstairs Unit
Unit 5200
Lawrenceville, GA 30058-1234

First Name John

Last Name Ringer

Bank Routing Number 021000021

Bank Account Number *****4567

Amount \$1,647.15

Administrative Fee \$1.99

Total Amount \$1,649.14

Close Print

Making a Credit Card Quick Payment_Homeowner View

- Click **Make a Quick Payment** on the association's **Home** page or the **Sign In** screen.

First Training Homeowners Association Make a Quick Payment Sign In Register

- On the **Quick Payment** screen, enter the **Homeowner Account Number (ID)** and **Email Address**, then click **Next**.

Quick Payment

Make a quick payment today!

Homeowner Account Number (ID)

Email Address

Next

Please be advised when making a quick payment, you will be logged out of the payment screens after 5 minutes of inactivity.

- On the **Payment Information** tab of the **Quick Payment** screen, enter/verify all required information in the **Account Information** section.

Quick Payment

Make a quick payment today!

Payment Info Finalize Confirmation

Account Information

Account # 7776332

First Name*

Last Name*

Property Address 6332 Washington Avenue Upstairs Unit
Unit 5200
Lawrenceville, GA 30058-1234

Billing Address*

City*

State* AK

Zip*

Phone*

Email* email2@cincsystems.com

- In the **Choose Payment Method** section, click the **Pay by Credit Card** tab.
NOTE: Credit/Prepaid balances display in () parenthesis.

Choose Payment Method

Pay by eCheck **Pay by Credit Card**

Pay by Credit Card

Credit/Prepaid balances display in () parenthesis.

Balance Due Today \$100.00

Amount* 100.00

International Credit Card ☐

Name on Card John Ringer

Card Number 4111111111111111

Exp. Date 0930

CVV 000

Zip Code 30043

Submit

- Complete the following information:
 - Amount:** Enter the amount to pay.
 - International Credit Card:** Select the checkbox, if appropriate, and click **OK** on the confirmation popup.

NOTE: The US zip code associated with the property is used for the billing zip code for an international credit card payment.

6. Enter the credit card information.
7. Click **Submit**.
8. On the **Finalize** tab, review the information. Click **Return to Process Payments** to revise the information entered or click **Submit Payment** to finalize the payment.

The screenshot shows the 'Finalize' tab of a payment interface. At the top, there are three tabs: 'Payment Info', 'Finalize' (selected), and 'Confirmation'. Below the tabs is a 'Base Data' section containing 'Account #' (7776332) and 'Address' (6332 Washington Avenue). A wavy line separates this from the 'Payment Amount' section. This section contains a red warning: 'The following credit card administrative fee will be added to your amount: \$3.25. This fee is charged by the Credit Card Service Provider and is not charged by your management company or association.' Below this is a table with the following data:

Amount	\$100.00
Administrative Fee	\$3.25
Total Amount	\$103.25

Below the table is a confirmation statement: 'By clicking Submit Payment, I confirm that the payment information above is correct and I authorize payment in the amount of \$103.25'. At the bottom are two buttons: '<< Return to Process Payment' and 'Submit Payment >>'.

9. On the **Confirmation** tab, click **Close** to return to the **Sign In** screen or **Print** to print the confirmation.

The screenshot shows the 'Confirmation' tab of the payment interface. At the top, there are three tabs: 'Payment Info', 'Finalize', and 'Confirmation' (selected). Below the tabs is a 'Transaction' section with a green message: 'Thank you for making a payment using Quick Payment. Your transaction was processed and completed successfully!'. This is followed by the 'Confirmation Number: 25000012162' and the instruction: 'To return to the sign-in screen, click the Close button below.' Below this is a table with the following data:

Account #	7776332
Property Address	6332 Washington Avenue Upstairs Unit 5200 Lawrenceville, GA 30058-1234
First Name	John
Last Name	Ringer
Credit Card Number	XXXX- 1111
Expire Date MMY	0930
Amount	\$100.00
Administrative Fee	\$3.25
Total Amount	\$103.25

At the bottom are two buttons: 'Close' and 'Print'.