

Step-by-Step: Set Up Online Payments

1. Log In to Your [UREM Owner Portal](https://upperrealestatemanagement.appfolio.com/connect/users/sign_in)

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Enter your email and password. (Need help logging in? Let us know.)

2. Click “Make a Payment”

On your home screen, look for the "**Make a Payment**" button.

3. Choose Payment Method

- **Bank Account:** Enter your routing and account number.
- **Credit/Debit Card:** Enter your card details.

NOTE: There are fees associated with BOTH electronic methods, the least expensive is to **Pay via eCheck**.

4. Set Up Auto-Pay (Optional - **Recommended**)

Turn on **auto-pay** for peace of mind—your dues will be paid automatically on time each quarter.

NOTE: In order to schedule Quarterly Payments, click **A Specific Amount** (radio checkbox)

5. Confirm & Submit

Review your information and click “**Submit**”. You’ll receive a confirmation email.



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**For more detailed instructions download PDF and see next pages.

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