

# Existing account that needs amount edited

1. Go to twofortyplace.com
2. Click on "Homeowners Dues" tab
3. Click "Pay Now" button
4. Log into account with user name and password
5. The "Scheduled Transactions" screen will appear. Click on "Edit" pencil.

The screenshot displays the user interface for managing payments. At the top, there is a 'Welcome' message and a 'Logout' link. Three buttons are visible: 'MAKE A PAYMENT', 'EDIT PAYMENT OPTIONS', and 'EDIT PROFILE'. The main section is titled 'Scheduled Transactions' and contains a table with the following data:

Edit	Next Payment Date	Amount	Location	# of Payments
	In 23 Days	\$300.00	Two-Forty Place Association Inc	2 of *

A red arrow points to the pencil icon in the 'Edit' column. The 'Amount' value '\$300.00' is circled in red. Below this is the 'Transaction History' section with a table:

Transaction ...	Amount	Payment Type	Status	Location	Description
9 Days Ago	\$300.00	Checking	Processed	Two-Forty Place Association Inc	

At the bottom right, there is a 'FULL TRANSACTION HISTORY' button and a copyright notice: '©1998-2020 Jack Henry & Associates, Inc. All rights reserved.'

6. Change amount in the "Amount" box. Then click "Submit".

Welcome, [Not You?](#) [Logout](#) MAKE A PAYMENT EDIT PAYMENT OPTIONS EDIT PROFILE

### Scheduled Transactions

Edit	Next Payment Date	Amount	Location	# of Payments
	In 23 Days	\$300.00	Two-Forty Place Association Inc	2 of *

**Amount \***  **To Location** Two-Forty Place Associatio... **Select Account \***

**Frequency \*** Once a Month **Payment Day \*** 5 **Start Date** 11/5/2020

**# Of Payments \***  **# Payments Made** 2 **Next Recurrence** 1/5/2021

Infinite Payment  Delete Payment CANCEL SUBMIT

### Transaction History

Transaction ...	Amount	Payment Type	Status	Location	Description
9 Days Ago	\$300.00	Checking	Processed	Two-Forty Place Association Inc	

FULL TRANSACTION HISTORY

7. You will then see the scheduled transaction with only the amount changed. Click "logout" when finished.

Welcome [Not You?](#) [Logout](#) MAKE A PAYMENT EDIT PAYMENT OPTIONS EDIT PROFILE

### Scheduled Transactions

Edit	Next Payment Date	Amount	Location	# of Payments
<input type="text"/>	In 23 Days	\$350.00	Two-Forty Place Association Inc	2 of *

### Transaction History

Transaction ...	Amount	Payment Type	Status	Location	Description
9 Days Ago	\$300.00	Checking	Processed	Two-Forty Place Association Inc	

FULL TRANSACTION HISTORY

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