

IMPORTANT NOTICE

Regarding ACH/Direct Debit Payments

Please read the following letter and sign up accordingly to continue direct debit services for your association dues. If you are not currently on direct debit and would like to sign up for this service, please read below to learn about the automated process and how to sign up.

In an effort to provide the most secure and accurate association dues payment system a new and improved process will be implemented to pay your association bill online directly thru the community's bank, Alliance Association Bank. Please take the time to read the following information regarding your role in creating a seamless transition to this new process.

In the past, Association Books acted as a third party facilitator in the direct debit process. Beginning January 1, 2018, we will be taking ourselves out of the equation and Alliance Association Bank will be offering direct debit services for each homeowner if you so choose to have direct debit as your preferred method of payment. Outlined below is the enrollment process as well as the advantages for this upgraded service:

- You will need to access the payment portal through our website at <https://onlinepay.allianceassociationbank.com/> or your community website if applicable.
- You will create a user account and establish your profile with your email address and a password that will allow you to set up recurring e-Check payments.
- You choose the date you desire the debit to occur. This date should be approximately four days before your due date to allow for processing.
- You will be sent a reminder email approximately five days before the debit occurs.
- You will be responsible to edit the debit amount in the case of a budget increase in dues or discontinue the service should you move out of your ~~unit.~~ *Home*
- The new system includes enhancements to the user including real time validation of property information and more robust confirmation screens and emails.

Remember beginning January 1, 2018, Association Books will no longer be processing the direct debit as we have been in the past.

Input Account and Payment Information

Please provide the following information to create a payment.

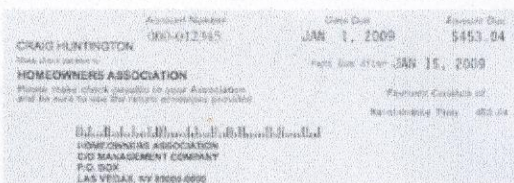
* Required Fields

* Nickname :

* Management Company ID :

* Association ID :

* Unit Account Number :



- (3) Homeowners ID
- (2) Association ID
- (1) Management Company ID

Here's what you'll need to do if you choose direct debit as your preferred method of payment. You will need the following information which is located on your payment coupon booklet:

Management Company ID, Association ID & Unit Account Number.

Thank you for your cooperation in making this transition and enabling us to provide you with a secure, user friendly way to pay your association dues.