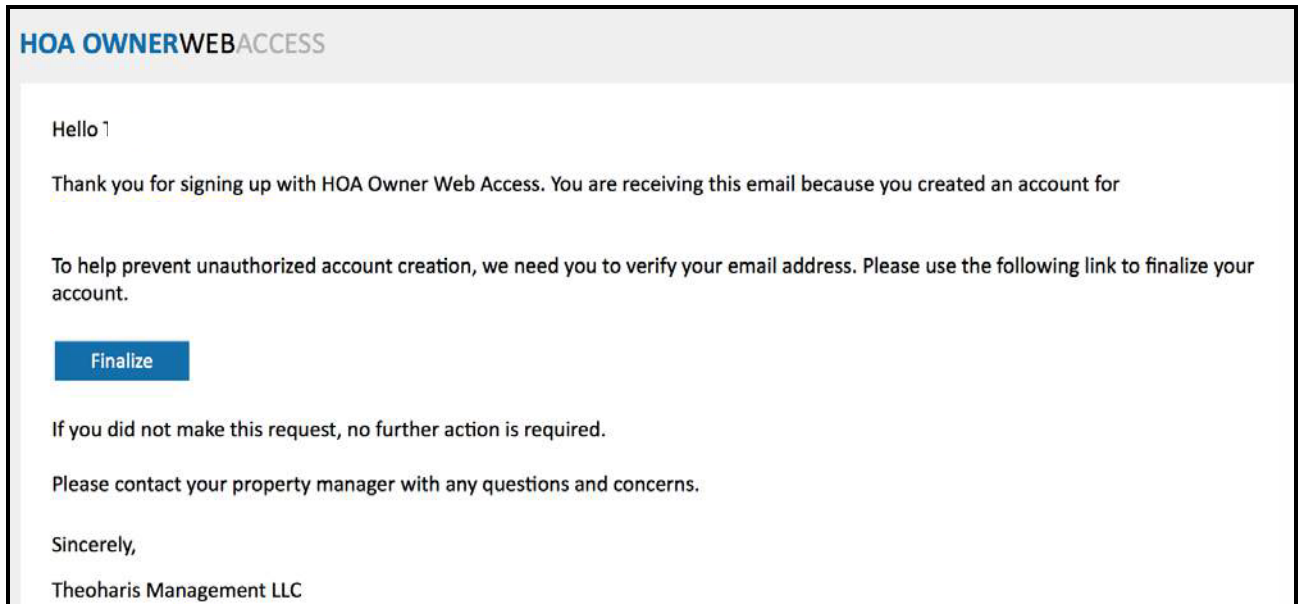


Homeowner Association Online Payment Portal. Registered User Payment Instructions

1. You will be receiving an email from donotreply@rentmanager.com with a message that looks like this:



HOA OWNER WEB ACCESS

Hello 1

Thank you for signing up with HOA Owner Web Access. You are receiving this email because you created an account for

To help prevent unauthorized account creation, we need you to verify your email address. Please use the following link to finalize your account.

[Finalize](#)

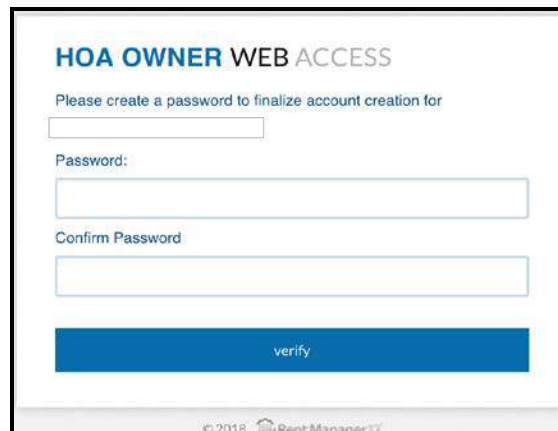
If you did not make this request, no further action is required.

Please contact your property manager with any questions and concerns.

Sincerely,
Theoharis Management LLC

Please click the **Finalize** button.

2. You will be prompted to the screen below to create a password. Please note that your username is your email address from which you have received these instructions. Once you create and confirm your password, please click the **Verify** button. Your password must contain at least 8 characters; including one digit and one uppercase letter.



HOA OWNER WEB ACCESS

Please create a password to finalize account creation for

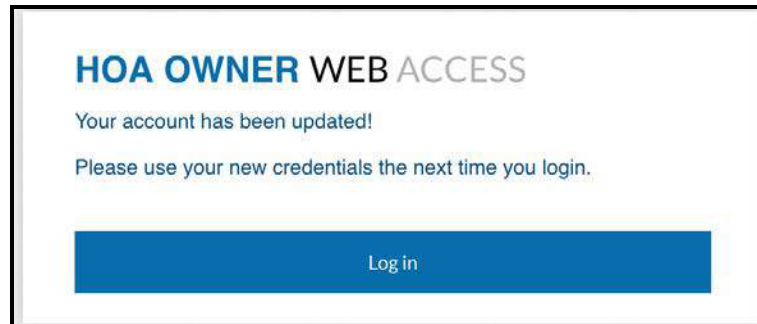
Password:

Confirm Password

[verify](#)

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3. You will receive a confirmation message like this:



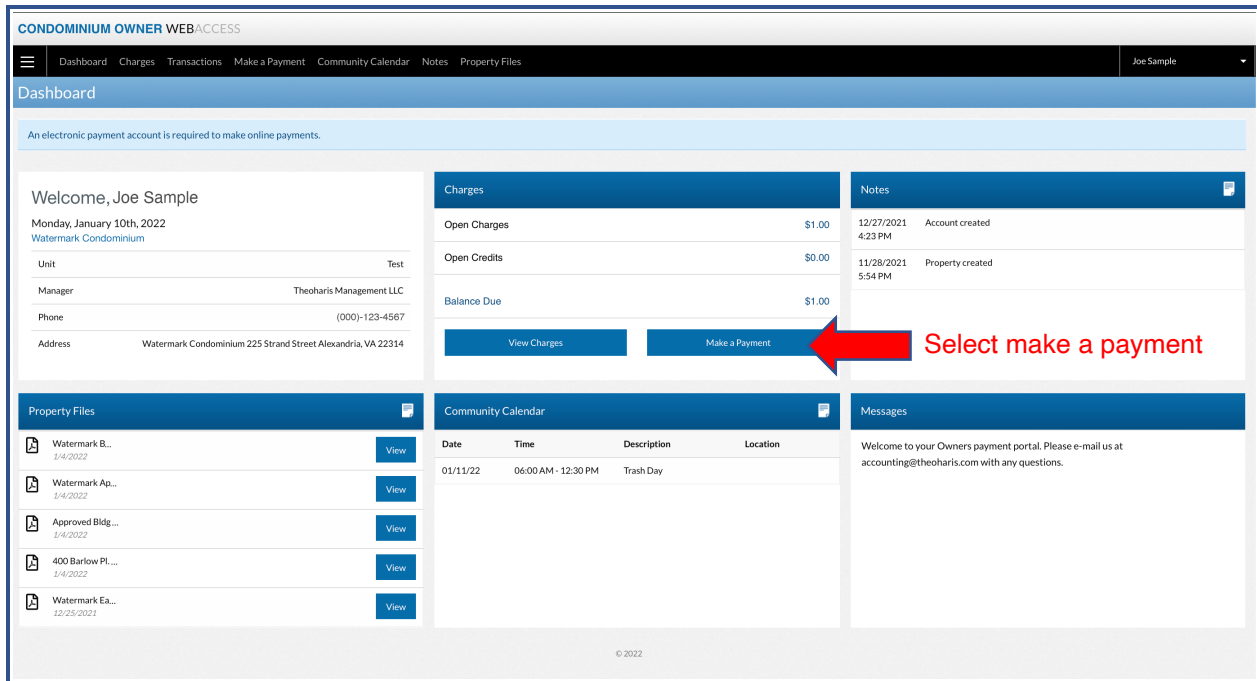
Click on **Log in**

4. You will be prompted to the Log in screen below, where you will input your username (your email address) and newly-created password.

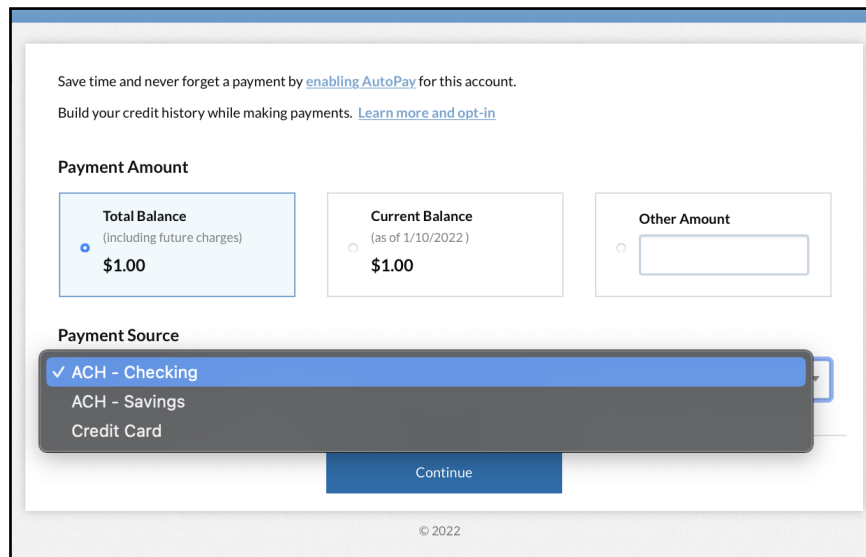
A login screen for HOA Owner Web Access. It features a white background with a black border. At the top, it says "HOA OWNER WEB ACCESS" in blue and grey. Below that, there is a "Location" dropdown menu. Underneath are three input fields for "Username", "Password", and "Forgot password?". To the right of the "Forgot password?" field is a "Remember me" checkbox. At the bottom, there is a blue button with the text "login" in white, and a "Sign up" link below it.

Click on **Login.**

5. On the next screen, you will be able to view your charges and balance and receive any important accounting information. If you wish to make a payment at this time, or set up your payment information for the future, please click on **make a payment.**



- When you wish to make a payment, you will enter the amount you wish to pay and then choose your **Payment Type**. You can pay via **Checking or Savings** account or by **Credit Card**.



Click on **Make a payment**.

- If you select **Checking or Savings Account**, you will be prompted to a screen like this:

Payment Information

Routing Number Account Number

Confirm Routing Number Confirm Account Number

Billing Address Use Address on File

First Name Last Name

Street

City State Postal Code

Alexandria Virginia

Store as saved payment information for One-time and Autopay payments

Please be advised that attempted chargebacks for Non-Fraudulent transactions through the PayLease system will be subject to criminal investigation and these individuals will be prosecuted to the fullest extent of the law.

**** E-check Transactions: In the event that the bank for the account used above returns this transaction for Insufficient Funds, I will be assessed a \$30.00 NSF Fee.**

| | |
|-----------------|---------------|
| Amount | \$1.00 |
| Convenience Fee | \$0.00 |
| Total | \$1.00 |

[Zego Privacy Policy](#) Pay Now

Complete the requested banking and billing information. Choose if you wish to have your payment automatically processed monthly by selecting the box. Then click on **Pay Now** to process the payment.

8. If you select **Credit Card**, you will be prompted to a screen like this:

Payment Information

Card Number

Card Expiration

Cvv2



Billing Address

Use Address on File

First Name

Last Name

Street

City

State

Postal Code

Store as saved payment information for One-time and Autopay payments

Please be advised that attempted chargebacks for Non-Fraudulent transactions through the PayLease system will be subject to criminal investigation and these individuals will be prosecuted to the fullest extent of the law.

** E-check Transactions: In the event that the bank for the account used above returns this transaction for Insufficient Funds, I will be assessed a \$30.00 NSF Fee.

| | |
|-----------------|--------|
| Amount | \$1.00 |
| Convenience Fee | \$0.04 |
| Total | \$1.04 |

There is a 3.5% convenience fee assessed by (Paylease) the processing company when pay by **credit card** method is selected. There is no fee assessed when paying by ACH

[Zego Privacy Policy](#)

Pay Now

Complete the requested credit card and billing information. Choose if you wish to have your payment automatically processed monthly by selecting the box. *Please note that there is a 3.5% service fee for use of the credit card that is charged by Paylease.* Then click on **Pay Now** to process the payment.

9. Once you have processed the payment, you should be receiving a confirmation that looks like this:


Make a Payment Leases Notes

APPROVED

Thank you for the payment!

| | |
|------------------|--------|
| Name On Account: | |
| Account Type: | |
| Account Number: | |
| Routing Number: | |
| Reference #: | |
| Payment Date: | |
| Payment Amount: | \$0.05 |

Note: Please print and keep this page for your records.

 Print

AUTOMATIC MONTHLY PROCESSING OF YOUR PAYMENTS:

IF YOU WISH TO HAVE THE SYSTEM AUTOMATICALLY PROCESS YOUR CHECKING OR CREDIT CARD PAYMENTS ON THE FIRST OF EACH MONTH, please go back to your dashboard and click on your name on the upper righthand side to a dropdown list. Scroll down to the *Manage Payments* option. You will be prompted to a screen like this:

CONDOMINIUM OWNER WEBACCESS

Dashboard Charges Transactions Make a Payment Community Calendar Notes Property Files

Joe Sample

Payment Settings

User Profile
Payment Settings
Saved Payment Info & AutoPay
Credit Reporting
Logout

Click here first: Step 1

Click here: Step 2

Save Payment Information

No saved payment information.

Automatic Payments

Automatic payments have not been enabled on this account.

Add

Payment Method

Account Type: ACH - Checking

Account Number

Confirm Account Number

Routing Number

Billing Address [use address on file](#)

First Name: Joe

Last Name: Sample

Street: xxxxxxxxxx

City: Old Town Alexandria

State: Virginia

Zip Code

[Zero Privacy Policy](#)

Automatic Payments

Consider scheduling your payment at least one day in advance of its due date.

Your saved payment information must be valid and current in order for your payments to succeed.

Enable your automatic payment

Day of Month: 1

Payment Type: Total Balance Due

Max Amount: No maximum set

A convenience fee may be added to your payment amount.

Please be advised that attempted chargebacks for Non-Fraudulent transactions through the PayLease system will be subject to criminal investigation and these individuals will be prosecuted to the fullest extent of the law.

** E-check Transactions: In the event that the bank for the account used above returns this transaction for Insufficient Funds, I will be assessed a \$30.00 NSF Fee.

Save Cancel

Click the "Enable your automatic payment" box and confirm your payment option for the day of the month. You will also need to click the second disclaimer box for chargebacks before you can proceed and then click **Save**. You will be prompted to this next screen to confirm your payment processing option.


Make a Payment Notes

APPROVED

Thank you for the payment!

| | |
|------------------|----------------|
| Name On Account: | Joe Sample |
| Account Type: | ACH - Checking |
| Account Number: | |
| Routing Number: | |
| Reference #: | |
| Payment Date: | |
| Payment Amount: | \$1.00 |

Note: Please print and keep this page for your records.

 Print

If you need to access the payment portal, please go to www.Theoharis.com and click on “online payment portal” and select your community to login.