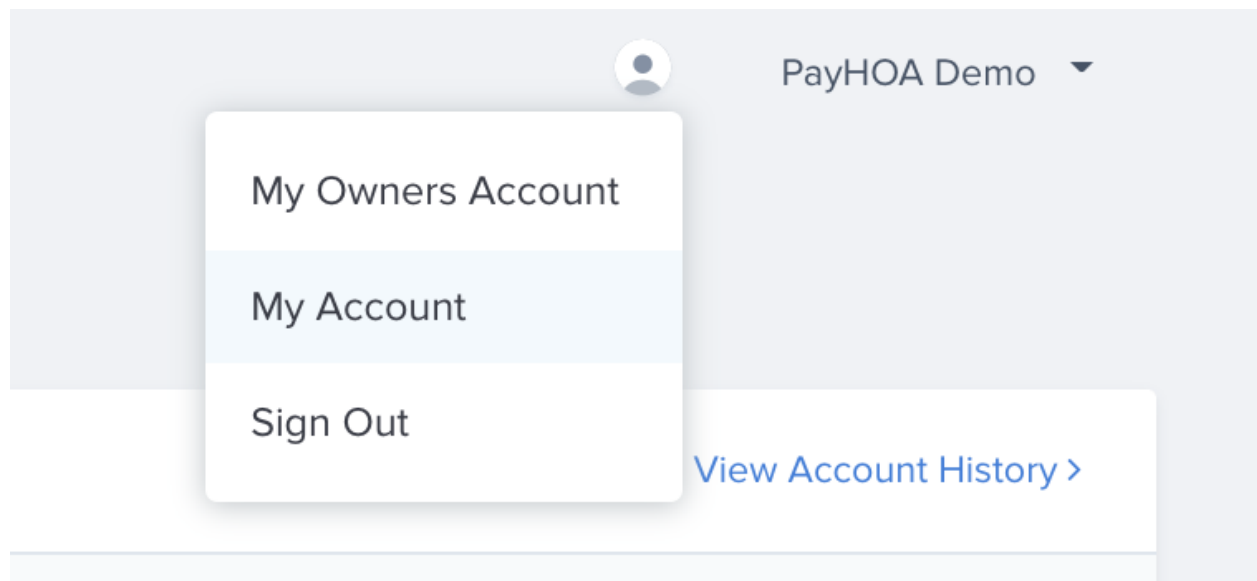


How to Change Autopay Maximum Amount

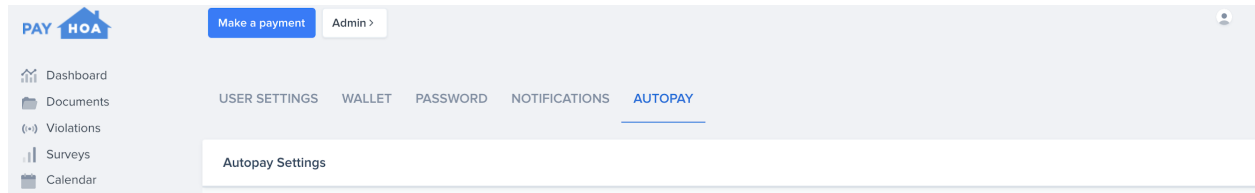
Change autopay maximum when amounts owed increase, TOA bills quarterly so be sure to set your monthly payment to cover the full cost of your assessments.

Step 1: Click the circle icon in the top right corner.

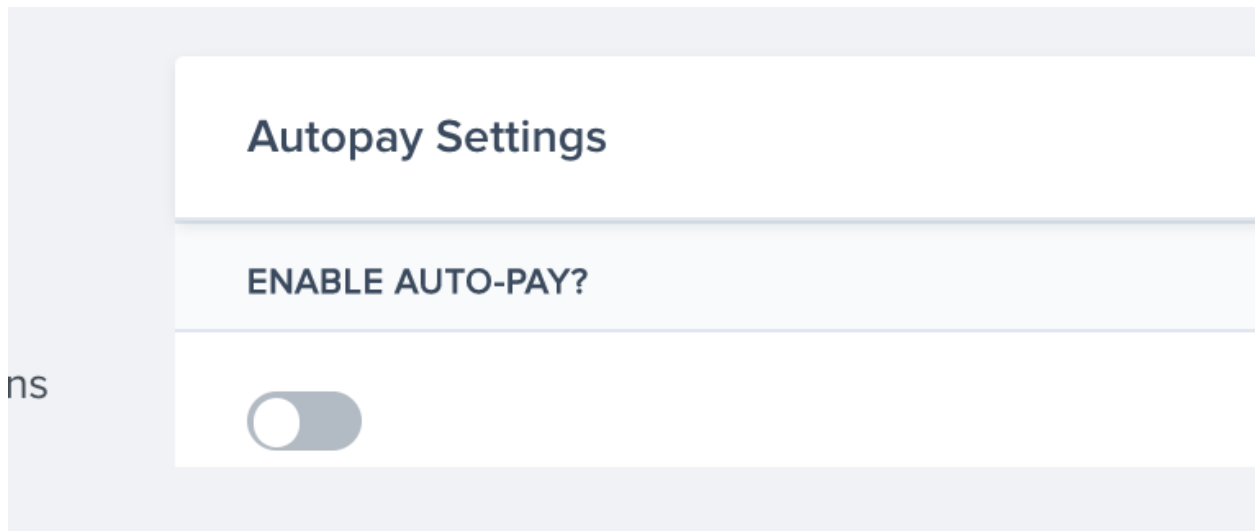


Step 2: Select My Account from the drop down menu.

Step 3: Click the Autopay header.



Step 4: Disable autopay by clicking on the circle under "Enable Auto-Pay?"
When turned off, the toggle will be grey.



Step 5: Reenable autopay by clicking on the same circle under "Enable Auto-Pay?" When turned on, the toggle will be green.

Step 6: Agree to terms and conditions by clicking *Next*.

Enable Autopay For PayHOA Demo

For each unpaid charge, we'll withdraw the payment from your bank account or credit card on the pay date (up to the maximum monthly payment amount that you set).

The maximum monthly payment amount is per calendar month and will reset each month.

The pay date is defined as the 'early payment discount date' or the 'due date' if no early payment discount exists.

You will still receive notifications for new charges and monthly account invoices.

Three business days before withdrawing the payment, we'll email you an auto-pay reminder that a charge is about to be paid.

You can edit your auto-pay settings at any time by going to 'my account' and clicking 'auto-pay'.

Auto-pay will not distinguish between different charge types or titles. Any charges added to your account will be automatically paid within your monthly maximum limits on the pay date.

If a charge or charges exceeds your maximum monthly payment amount, auto-pay will apply the maximum monthly payment amount to the charge(s). If the charge is not fully paid due to insufficient maximum monthly payment amount, late fees will still apply where applicable.

Charges will be paid in order of what is most outstanding.

☒ I UNDERSTAND AND AGREE TO THE AUTOPAY TERMS & CONDITIONS.

✓ Next

Step 7: Choose your payment and type in your new monthly maximum amount.

Enable Autopay For PayHOA Demo

PAYMENT TYPE: *

MONTHLY MAXIMUM AUTOPAY AMOUNT: *

Please indicate the maximum monthly amount you authorize to be auto-paid on your behalf. The system will not exceed this monthly maximum amount for any monthly auto-pay period.

\$ 0.00

✓ Save Autopay Settings

Step 8: Click *Save Autopay Settings*.