## HOA Autopay Instructions



## We have made the enrollment process easier and added payment options!

ase enter the following information found on your payment coupon. See the Coupon Document Example for help locating your information. meowners: Are your dues changing? Don't forget to update your payment amount!

ents may take 3 to 5 business days to credit your association a

If you have any questions please contact us at (844) 489-0999 or hoaspecialtybanking@herbank.com

Already Registered? Login Here

Client ID

Association ID

Account Number

Email Address

Simply go to the Heritage Bank of Commerce website at

https://heritagebankofcommerce.bank/homeowner-association-services/ and select Enroll in Auto Pay.

HERITAGE	personal banking $\sim$	BUSINESS BANKING ~ SPECIAL	NLTY SOLUTIONS - FRAUD AWARENESS	(Search., Q)	
0	<section-header><section-header><text><text><text></text></text></text></section-header></section-header>	Helpful Links Ноаниятася райост Lo Нонсомая, Алло им Нонсомая, Алло им Нонсомая, Калла им Нонсомая, Калла и Соласта в Бакат "Voring email information and	r ENROLLMENT → WITHINT → HELP-PDF →		

## **IT IS A 3 STEP PROCESS:**

**1. Register.** You will need 3 pieces of information found on your payment coupon/statement and your email address.

1. Client ID

2. Association ID

3. Account #

On the next screen, fill in the necessary information and create a 4 digit PIN
for future logins. Once registered, you will be able to manage your payment(s),
see your payment history, add payment method types (for example ACH, Credit
Card, Debit Card), and maintain your profile.

Account #		
XXXX		
First Name		
Last Name		
Email		
sample@sample.com		
Mobile Phone		
(000) 000-0000		
Create a Simple 4 Digit Pin For Your Security		
CONTINUE		

2. Set Up your payment method. We have expanded the payment methods available. Now, in addition to an ACH debit to your bank account, you may choose to pay by debit card or credit card. Convenience fees apply to debit or credit card payments. This amount will be disclosed prior to submitting your payment.

Payment Amount \$ 0.00	Payment Amount	Select Pay Method: Cardholder Name	Select Pay Method: Bank Account Holder Name
Select Payment Method	\$0.00	Card Number	Routing Number
Debit Card	Select Payment Method	Expiration Date	Account Number
Show more methods	Debit Card	MM/YY	0
ADD NEW PAYMENT METHOD	Credit Card Bank Account	Zip Code	Confirm Account Number
Payments may take 3 to 5 business days to credit your association account.	ADD NEW PAYMENT METHOD		Account Type Checking O Savings
CANCEL MAKE RECURRING	Payments may take 3 to 5 business days to credit your association account.	SUBMIT PAYMENT METHOD	SUBMIT PAYMENT METHOD
	CANCEL MAKE RECURRING		BACK

3. Set up your New Scheduled Payment by selecting the payment method you previously set up in step #2.

	Payment amount:
Payment amount:	\$0.00
\$0.00	· · · · · ·
Select Pay Method:	Select Pay Method:
	Debit Card
Debit Card	
Show more methods	Credit Card Bank Account
Frequency:	Frequency:
Please select a frequency type	Please select a frequency type
elect Start Month:	Select Start Month:
Please Select 👻	Please Select 💌
elect End Month:	Select End Month:
No end date	No end date
Nov 👻 2023 👻	O Nov - 2023 -
ay of Month To Pay:	Day of Month To Pay:
Please Select 💌	Please Select 👻
We'll send you a notification once each payment is made. You can cancel this scheduled payment at any time.	We'll send you a notification once each payment is made. You can cancel this scheduled payment at any time.
CREATE SCHEDULED PAYMENT	CREATE SCHEDULED PAYMENT
ONE-TIME ONLY	ONE-TIME ONLY

For your convenience the payment portal offers payment reminders and notifications.

If you have any questions, please contact HOASpecialtyBanking@herbank.com or call (844) 489-0999 for assistance.



