

SETTING UP ONLINE BILL PAY SERVICE

INSTRUCTIONS FOR SETTING UP NEW RECURRING ONLINE PAYMENTS USING BILL PAY

1. We highly recommend deleting any existing assessment payment profile and creating a new one. Please use this address: **PO BOX 621055**
Orlando, FL 32862-1055
2. Ensure the **check is made payable to your association** (name is printed on coupon)
3. To help insure payment will be properly credited to your account the **memo / account number portion should include the following identifying information/instructions**:
 - a. **Your Management Company ID** – 6759
 - b. **Association ID** – obtained from coupon, see guide below (three digit #; leading 0's are not required)
 - c. **Property Account Number** -- obtained from coupon, see guide below (leading 0's are not required)

Example using coupon below: 6759-123-1234

- d. **This information is outlined on your payment coupon as noted below.** Please enter this into your bill profile as a memo.

John Smith	Account Number 12345	Date Due Jan 1, 2016	Amount Due \$199.99
Make check payable to: HOMEOWNERS ASSOCIATION NAME		Pay Due After Jan 15, 2016	
Please make check payable to your Association and be sure to use the return envelopes provided.			
		Homeowners Association c/o Leland Mgmt Processing Center P.O. Box 000000 Orlando, FL 32862	

6759 00123 0000000000001234 SMITH0000000 19999 7

Unit Account Num.

Association ID

Management Company ID

Initial payments will be sent by mail. However, following a brief test period they will be converted to electronic payments for programs that allow electronic payments.

INSTRUCTIONS FOR AUTOMATIC ASSESSMENT PAYMENT
ACH / eCHECK

1. Go to **LelandManagement.com** and click on **“Setup Automatic Assessment Payment”** located on the left side of the home page. Complete **“Create New User Account”** page.

Create New User Account

User Information

* Required Fields

First Name : * Last Name : *

Email (User ID) : * Re enter Email : *

Password : * Re enter Password : *

Security Question 1 : *

Answer : *

Security Question 2 : *

Answer : *

Security Question 3 : *

Answer : *

Phone : *
(Use 3000-3000-3000)

Checking Account Information

All debits will process from this account.

Routing Number : *

Checking Account Number : *

Re-Enter Account Number : *

Craig Huntington
123 Main Street
Anytown, State 9999

PAY TO THE ORDER OF \$

MY BANK NAME
123 North Street
Los Angeles, CA 99999

MY BANK NAME
123 North Street
Los Angeles, CA 99999

123456789 (1) Routing Number 98765432109876543210 (2) Account Number 1000

Agree with [terms and conditions](#) of use.

2. When New User setup is complete click **“Proceed”**. **You will then be sent a verification email.** The email will contain a **link to the login page that allows you to continue the setup of your automatic payment** using the password you just created. When you log in, click **“ADD A PROPERTY”** on **“Member Dashboard** screen.

3. Complete the required fields including:

- **Nickname** -- The nickname is used to easily identify the property (This is particularly valuable for homeowners with multiple properties: (Ex. "Master Assessment" or "1234 Main Street").
- **Management Company ID** -- The ID is 6759 and should fill automatically
- **Association ID and Unit Account Number** -- The information needed is located on you coupon book as noted in the example below.
- **Select a payment type** -- **recurring** with a start date and frequency or **one-time** to manually initiate a single payment. You will be sent a reminder email five days before the debit occurs.

Create Payment

Input Account and Payment Information

Please provide the following information to create a payment.

* Required Fields

* Nickname :

* Management Company ID : 6759

* Association ID :

* Unit Account Number :

John Smith	Account Number 12345	Date Due Jan 1, 2016	Amount Due \$199.99
Home checks payable to: HOMEOWNERS ASSOCIATION NAME		Per Due After Jan 15, 2016	
Please make check payable to your Association and be sure to use the return envelopes provided.			
Homeowners Association c/o Leland Mgmt Processing Center P.O. Box 000000 Orlando, FL 32862			

6759 00123 0000000000001234 SMITH0000000 19999 7

Unit Account Num.

Association ID

Management Company ID

Create an automatic monthly or quarterly debit from your bank account on the date you specify below. Please be aware if your assessment amount changes, you will need to edit your payment amount by editing this recurring payment.

* Start Date :

* Payment Type: * Frequency Period :

(All scheduled payments that occur on a non-banking day will be processed the next banking day.)

One-Time Create a one-time debit to your checking account. A payment will be initiated today, and your payment information will be saved for future use. You must visit this website to initiate your payment each time. (You may choose to change this to a recurring payment in the future.)

* Amount :

(Enter 1 To 10,000)

4. When completed, click "Proceed" and you will be taken to a verification page. Verify that the information is correct and hit approve. You are now set up for automatic payments. You can return to the website at any time and log in to make changes to your email, bank account or payment details.