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.

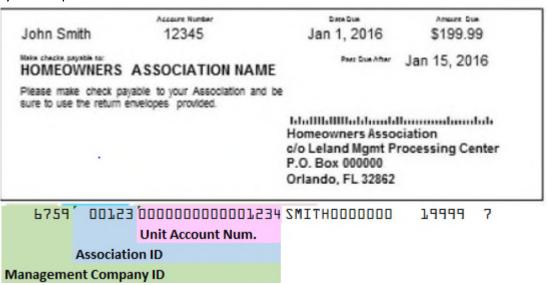
Please use this address: PO BOX 621055

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

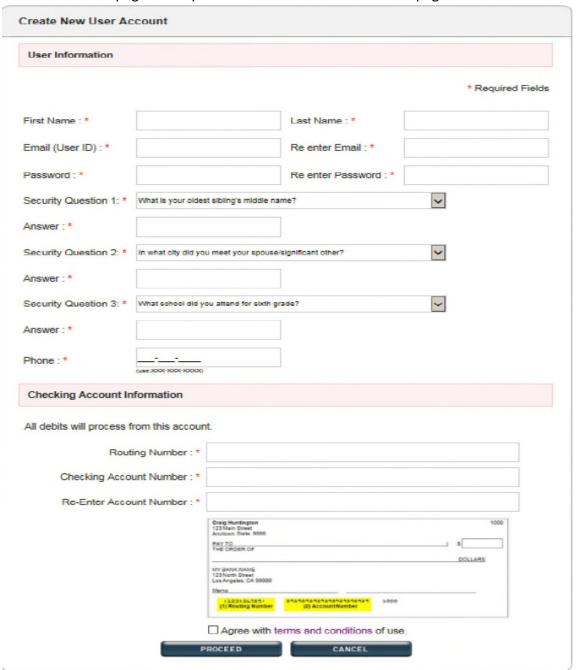
d. *This information is outlined on your payment coupon as noted below*. Please enter this into your bill profile as a memo.



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.

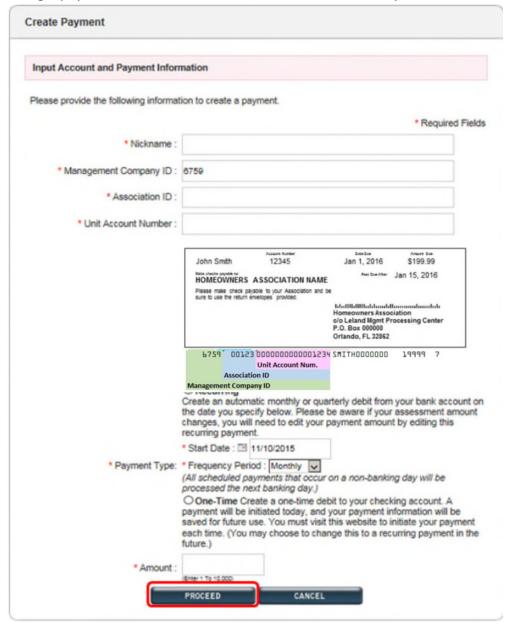
INSTRUCTIONS FOR AUTOMATIC ASSESSMENT PAYMENT ACH / eCHECK

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.



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").
 - o 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.



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.