

# **INSTRUCTIONS FOR THE COMMUNITY ASSOCIATION BANK**

1. Click on Link for the Community Association Bank.
2. Once you have entered the link there will be three choices:
  - Pay by Online Bill Pay
  - Pay by Credit Card
  - Pay by Mail

3. Depending on your choice:

- If you select ***Pay by Online Bill Pay*** you will be directed to a page that will inform you “As a guest, you can use Online Bill Pay to make a one-time payment or schedule recurring payments – absolutely free – from any checking account you have with any financial institution.” Please click on ***continue*** to be directed to the next page where you will be asked to ***Make a one-time payment without registration*** or ***Register for scheduled payments, one-time payment and transaction history.***
- If you select ***Pay by Credit Card*** will be asked if you would like to ***Click [here](#) to make a One-Time Card Payment*** or ***Click [here](#) to register for Scheduled Card Payments, One-Time Card Payments and Transaction History.***
- If you select ***Pay by Mail*** it will bring you to a page that will explain the procedures to follow.

Once you have made your selection you will be asked to fill out the appropriate forms. When asked for the ***Management Company ID*** you will enter ***8055***. They will also ask you for an Association ID which is ***00BV*** and a Property Account Number which is provided on each homeowner’s individual coupon. These samples have been provided. Simply click the [View Sample Coupon](#) links below.

## **New Property**

\*Type:

\*Property Address:

Property City:

Property State:

\*Property Zip:   **only numbers only numbers**

\*Management Company ID:  [View Sample Coupon](#)

Management Company:

\*Association ID:  [View Sample Coupon](#)

Association Name:

\*Property Account Number:  [View Sample Coupon](#) **Invalid Property Account Number**