

SMARTSTREET ONLINE PAYMENT OPTIONS

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SMARTSTREET ONLINE PAYMENT OPTIONS

Payments can be made directly to the association through our Online Payments functionality. One time payments must be made by 5 pm EST for the payment to be included in the that day's download. If it is after 5 pm EST, the payment will be included in the following day's download.

Homeowner registration is necessary in order to access this payment option.

REGISTER FOR A LOGIN

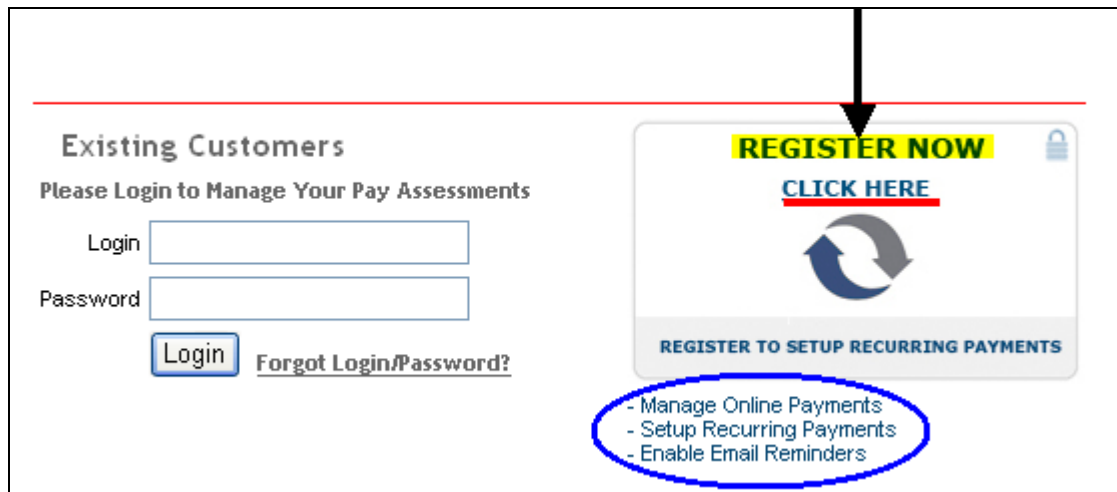
When you register, you are registering for a login and password to access the association website, if applicable, setup and manage your recurring payments, and receive payment email reminders. The management company determines whether to enable this function. If they have chosen not to enable it, your association will not pull up when you try to **Find** it on the LOGIN INFORMATION page

If you would like to register:

- Login to www.mysmartstreet.com or www.smartstreet.org
- Click on the **Online Payments** icons located in the upper left hand quarter of the page.
- Click on one of the two **Recurring Payments** icon, Option 3.



- Click on the **Register Now** icon to the right of the login information section.



Once you click on the **Register Now** icon, the following page will pull up.

Smartstreet's Self Registration

Please enter your name and address information in the form below.

⚠ IMPORTANT: Your LOGIN will NOW be your EMAIL address.

Your password should meet the requirements listed below:

- . At least 1 or more Upper Case Letters [A-Z]
- . At least 1 or more Lower Case Letters [a-z]
- . At least 1 or more Numbers [0-9]
- . Must be a least 8 characters/numbers in length

Password Strength:

* - Indicates required fields.

Personal Information

Association*
To find your association type in the full or partial name and press Find.
Note: If you cannot find your association, please contact your management company.

Email Address*

Password*

Password Confirmation*

Name*

Address*

City*

State*

Zip*

Work Phone:

Home Phone:

Additional Info:

- Type in just a part of the association name.
- Click on the **Find** button.

Account Information

Association*
Type Partial Association Name then click Find.

Please select your association

- 3 Green Street Condominium Association (, PA)
- 2 Green Street Condo Association (, PA)
- Green Street Mews Association (, PA)

Homeowner Account Number* (assigned by Management Company)

Search “TIPS”

- * If “green street” would have been entered in as one word, “greenstreet” no association will pull up. They should try separating the words if they can’t find it as one word.
- * If there is a number in the association name, such as 5th, but it is in the system as Fifth, it will not pull up if 5th is entered. Try spelling out numbers.
- * Click on the [here](#) link for further help.

The screenshot illustrates the search process in three steps:

- Step 1:** The user enters "Exa" into the "Association*" search field. A red callout bubble says "Type a part of your association name here".
- Step 2:** The user clicks the "Find" button. A red callout bubble says "Press 'Find'".
- Step 3:** A dropdown menu appears with the following options:
 - Please select your association [Close](#)
 - [Example Townhomes HOA \(Mayberry, TX\)](#)
 - [Example Association \(Springfield, CT\)](#)
 - [Example Condominium Association \(Shrewsbury, CA\)](#)
 - [Example Condominium \(Srिंग City, MD\)](#)A red callout bubble says "Select your association".

At the bottom of the window is a "Close Window" button.

If you still can not find it, call your management company to verify whether the function has been enabled.

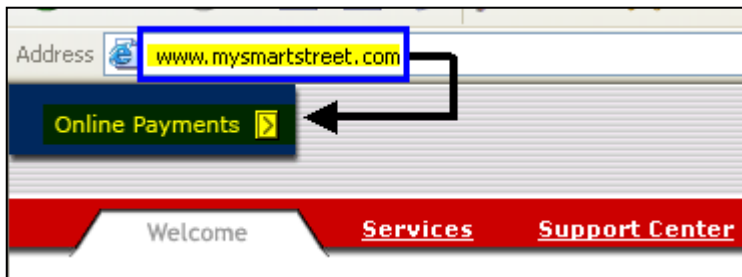
- Fill out the rest of the fields. The fields with a red asterisk to the left of it are required in order to register.
- Click on the **Submit** button to complete

Dependant upon the option that has been enabled by your management company, once you have registered you will get an automated email verifying that you are registered, to call the management company, or to wait a set period of days.

ONLINE PAYMENTS

Homeowners can pay their assessments online through smartstreet.com, smartstreet.org, or a management company / association website:

- Go to any of the four possible websites as listed above
- Click on the **Online Payments** link



They will be brought to the SMARTSTREET'S ONLINE PAYMENTS page

Review realtime status information regarding issues by using the Smartstreet Online Support Center.

Smartstreet

Make your online payments quickly and conveniently any time you choose with the security of using Smartstreet.

1

Credit Card

2

eCheck

3

Recurring

Smartstreet's Online Payments

Because your community is connected to Smartstreet, this is the place where you can pay your association assessments. You can Pay by credit card, MasterCard check card* or by electronic check from your checking account. These options utilize the latest security measures for your online safety.

*Bank check/debit cards are only accepted if they have a MasterCard logo in the face of the card. These will be processed as credit card transactions. Debit Cards without the MasterCard logo are not accepted. If you would like to make a payment using a bank account please select the eCheck method.

Note: Payments made after 4PM EST will not be processed until the next business day.

Note: VISA is not accepted for credit card or debit card payments.

-There is no fee to make an e-check payment
-There is a \$9.95 fee for each Credit Card payment

Option 1

ONE TIME CREDIT CARD PAYMENT

Make A ONE-TIME Credit Card Payment

CLICK HERE

Option 2

ONE-TIME eCHECK PAYMENT

Make A ONE-TIME eCheck Payment

CLICK HERE

Option 3

CLICK HERE

Setup or Edit Recurring Payments

RECURRING PAYMENTS

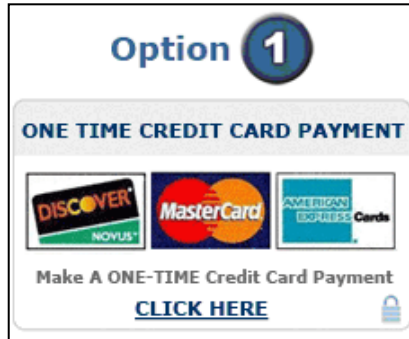
They will have three payment option types to choose from. Options 1-3 on the left-hand side of the screen and Options 1-3 in the center of the screen are one in the same.

1. **Credit Card:** Immediate one time online payment using a credit card can be made
NOTE: There is a \$9.95 handling fee for each scheduled transaction. This handling fee is automatically added to the payment amount you indicate.
: There is a \$5,000.00 maximum payment amount for each scheduled transaction.
2. **ECheck:** Immediate one time online payment deducted from a bank account can be made
3. **Recurring:** One can set up a schedule of payments to be automatically deducted monthly, quarterly, semi-annually and annually as per instructions using a credit card or eCheck

One time immediate Credit Card Payment:

Using a credit card to make an *immediate one time* online payment

- Follow the **Online Payments** section to get to the **Smartstreet's Online Payment** screen.
- Click on one of these two links:



The following screen will open.

Review realtime status information regarding issues by using the Smartstreet Online Support Center.

Smartstreet
Make your online payments quickly and conveniently any time you choose with the security of using Smartstreet.

INSTRUCTIONS

1. Type Partial Association Name Then click Find
2. Click on your Association
3. Enter your Homeowner Account Number and Complete rest of form

Smartstreet's Credit Card payment

Pay your assessments online with a Credit Card.

* - Indicates required fields.

NOTE: There is a \$9.95 handling fee for each scheduled transaction. This handling fee is automatically added to the payment amount you indicate.

NOTE: There is a \$5,000.00 maximum payment amount for each scheduled transaction.

Account Information

Association *
Type Partial Association Name then click Find.
Click [here](#) for an example.
Note: If you cannot find your association, please contact your management company

Homeowner Account Number *
(assigned by Management Company)

Smartstreet Credit Card Personal Information

First Name *

Last Name *

Street Address *

Additional Address Info

City *

State *

Zip Code *

Home Phone *

Email Address *

Payment Information

Credit Card Type *

Credit Card Number *

The CVV is located in the signature area on the back of your card. It is the last three digits of the number. For American Express card holders, this may be located on the front of the card.

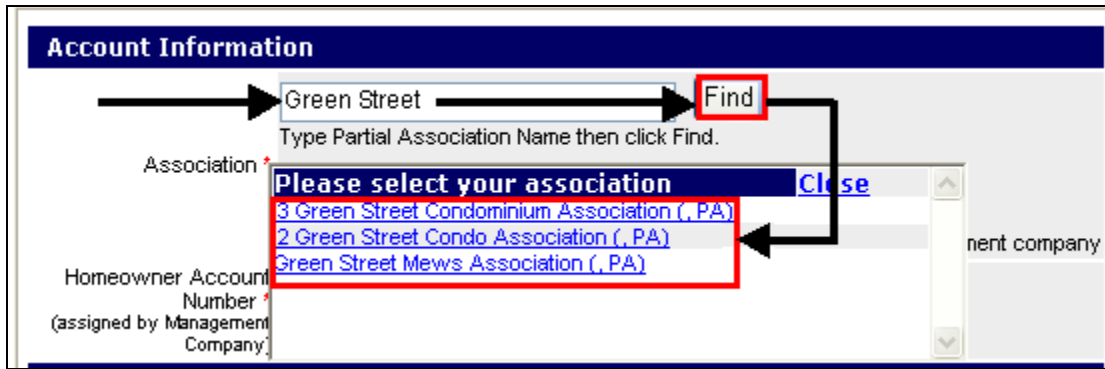
CVV * Click [here](#) for an example.

Expiration Date * Month Year

Payment Amount * (include cents)

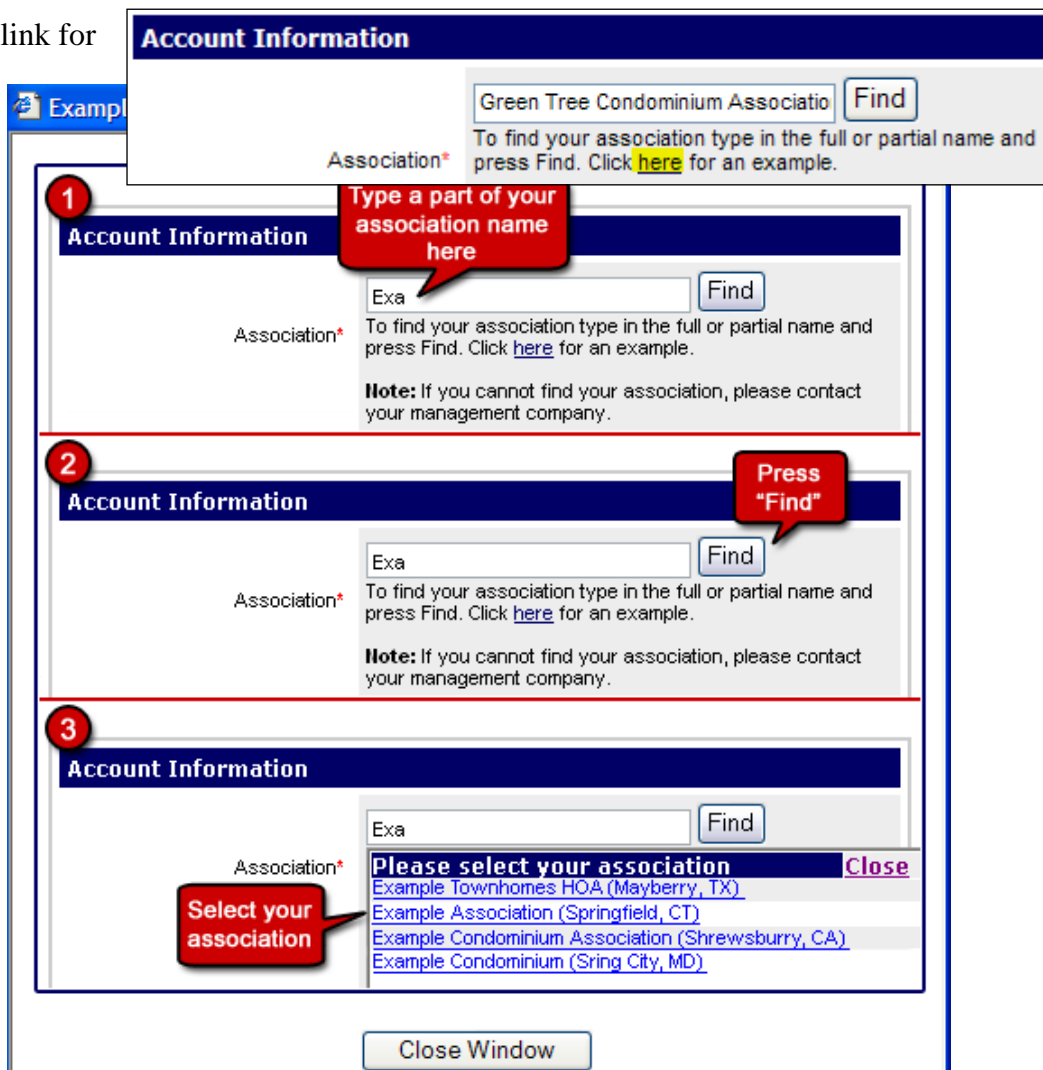
Remember my personal and account information for future payments

- Type in just a part of the association name.
- Click on the **Find** button.



Search “TIPS”

- * If “green street” would have been entered in as one word, “greenstreet” no association will pull up. They should try separating the words if they can’t find it as one word.
- * If there is a number in the association name, such as 5th, but it is in the system as Fifth, it will not pull up if 5th is entered. Try spelling out numbers.
- * Click on the [here](#) link for further help.



- Click on the correct association name. The box will auto fill with the association chosen.
- Enter the **Homeowner Account** number to complete the ACCOUNT INFORMATION section.
 - If the number has been forgotten, call the management company.

Account Information

Association *

Type Partial Association Name then click Find.
Click [here](#) for an example.

Note: If you cannot find your association, please contact your management company

Homeowner Account Number *
(assigned by Management Company)

- Enter all information required, denoted by the red star, *, in the PERSONAL INFORMATION section.

Smartstreet Credit Card Personal Information

First Name *

Last Name *

Street Address *

Additional Address Info

City *

State *

Zip Code *

Home Phone *

Email Address *

- Enter the information required in PAYMENT INFORMATION section.
 - Click on the dropdown box by the **Credit Card Type**.
 - Click on the credit card type to be used for this payment.
 - Enter the **Credit Card Number** information.
 - Enter the CVV number. See ex. Below:

MASTER CARD AND DISCOVER



CVV2 Located on back of card (right three digits)

AMERICAN EXPRESS



CVV2 Located on front of card

- Enter the payment amount, NOT including the \$9.95 handling fee, in dollars and cents using decimals. This fee is automatically added on to the total at the end.


If you would like this information saved for the next time you make a payment, click in the box to the left of **Remember my personal and account information for future payments**. The next time *Michelle* logs in she will see:

Welcome back, Michelle Smith. Your information has automatically been filled out

NOTE: If you clear your cookies on a regular basis, the information will no longer be saved after you have cleared the cookies.

- Click on the **Submit** button.

Payment Information

Credit Card Type * MasterCard


Credit Card Number * 4242424242424242

The CVV is located in the signature area on the back of your card. It is the last three digits of the number. For American Express card holders, this may be located on the front of the card.

CVV * 123 Click [here](#) for an example.

Expiration Date * Month 05 Year 2010

Payment Amount * 0.18 (include cents)

Do NOT add in the fee. It will automatically be added to the amount you place in the Payment Amount box

+ \$9.95 handling fee = \$10.13

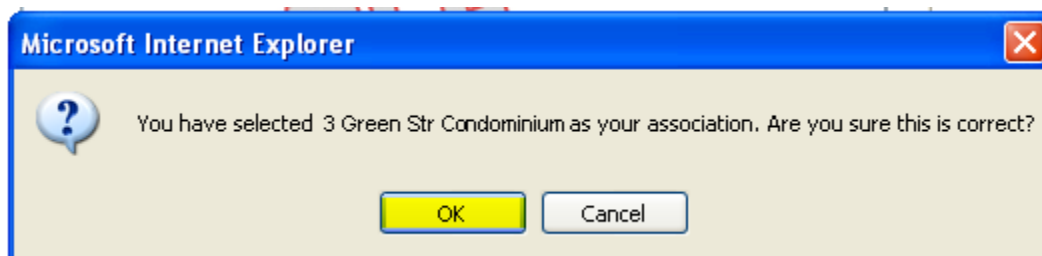
Remember my personal and account information for future payments

Submit

NOTE: There is a \$9.95 handling fee for each scheduled transaction. This handling fee is automatic you indicate.

NOTE: There is a \$5,000.00 maximum payment amount for each scheduled transaction.

A popup will appear asking you to verify that the “Association Name” is the association you meant to choose. Click on the OK button if correct or the CANCEL button if not correct. Enter the correct association and click on the **Submit** button



If a verifiable field is entered incorrectly, after you have clicked on the **OK** button, you will be brought up to the top of the page where it will show the missing item in red .

- Review the fields for incorrect entry formats. Ex. The date of birth format should be mm/dd/yyyy not mm/dd/yy.
- Make the necessary corrections.
- Click on the **Continue** button.

• Last Name is required

* - Indicates Required Fields

Account Information

Prod Admin Color Scheme

Type Partial Association Name then click Find.

Association* Click for an example.

Note: If you cannot find your association, please contact your management company.

Homeowner Account* (assigned by Management)

Personal Information

FirstName*

Last Name*

If all is correct, the ACCOUNT INFORMATION screen will open.

- Verify that the information is entered correctly.
- Click on the **Continue** button.

Account Information

Association* 13 Green Street Condominium Association (, PA)

Homeowner Account Number* 123test

Smartstreet Credit Card Personal Information

First Name* Michelle

Last Name* Smith

Street Address* 123 Street

Additional Address Info

City* Cauldron

State* GA

Zip Code* 12345

Home Phone* 123-456-7890

Email Address* 123@test.com

Payment Information

Credit Card Type* Master

Credit Card Number* xxxxxxxxxxxx4242w/CVV

Expiration Date* 05/10

Payment Amount* **\$0.18+ \$9.95 handling fee = \$10.13 charged to Credit Card.**

A confirmation page will pull up with a confirmation number. If you do not receive this information, please call Smartstreet Customer Service to see whether a payment processed or whether it needs to be re-entered. Using the browser print this page and keep for the records if necessary for future research.

Payment Successful	
<u>Please print this page as a record of payment.</u>	
Confirmation #: 218026 Date: 05-11-2009	IMPORTANT: Keep a record of this confirmation form as your proof of payment for future research, if necessary.
Account Information	
Association *	3 Green Street Condominium Association (, PA)
Homeowner Account Number *	123test
Smartstreet Credit Card Personal Information	
First Name *	Michelle
Last Name *	Smith
Street Address *	123 Street
Additional Address Info	
City *	Cauldron
State *	GA
Zip Code *	12345
Home Phone *	123-456-7890
Email Address *	123@test.com
Payment Information	
Credit Card Type *	Master
Credit Card Number *	xxxxxxxxxxxx4242w/CCVV
Expiration Date *	05/10
Payment Amount *	\$0.1800 + \$9.95 handling fee = \$10.13 charged to Credit Card.

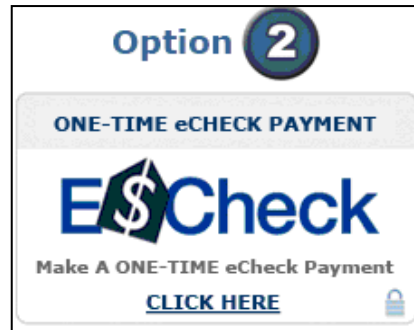
A confirmation email will also be sent to the email address entered in the Personal Information section. Upon successfully making a one time payment via credit card, the homeowner receives an email confirmation stating that their payment has been processed, as shown below.

1/2/2008 11:10:54 PM Smartstreet Credit Card Payment Confirmation
Thank you for using Smartstreet to pay your assessment. Your confirmation number is 76125 and the details of your credit card payment are below.
Date: 1/2/2008 Homeowner Account: 123test Association: 3 Green Street Condominium Association First Name: Michelle Last Name: Smithe Street Address: 123 Streety Additional Address Info: City: CAULDRON State: GA Zip: 12345 Country: United States Email: 123@test.com Home Phone: 12134567890 Credit Card Type: Mastercard Credit Card Number: XXXXXXXXXXXX4242 * Payment Amount: \$10.13
* NOTE: This amount contains the \$9.95 handling fee.

One Time Immediate ECheck Payment:

Using an eCheck to make an *immediate one time* online payment

- Following the **Online Payments** section, get to the **Smartstreet's Online Payment** screen.
- Click on one of these two links:



The following page will open.

Smartstreet's eCheck.

Pay your assessments online with an eCheck.

Please be sure the name and address information entered below is the same information that is on the face of your check.

* - Indicates required fields.

Account Information

Association* To find your association type in the full or partial name and press Find. Click [here](#) for an example.
Note: If you cannot find your association, please contact your management company.

Homeowner Account* (assigned by Management)

Smartstreet eCheck Personal Information

Name*

Street Address*

Additional Address Info

City*

State*

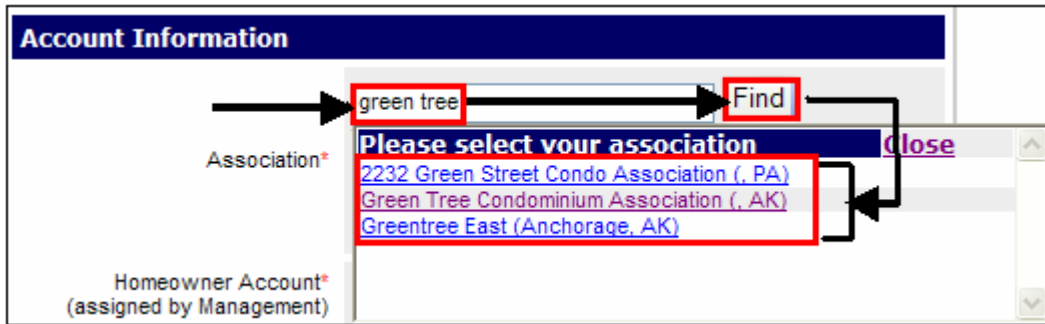
Zip*

Home Phone*

Email Address*

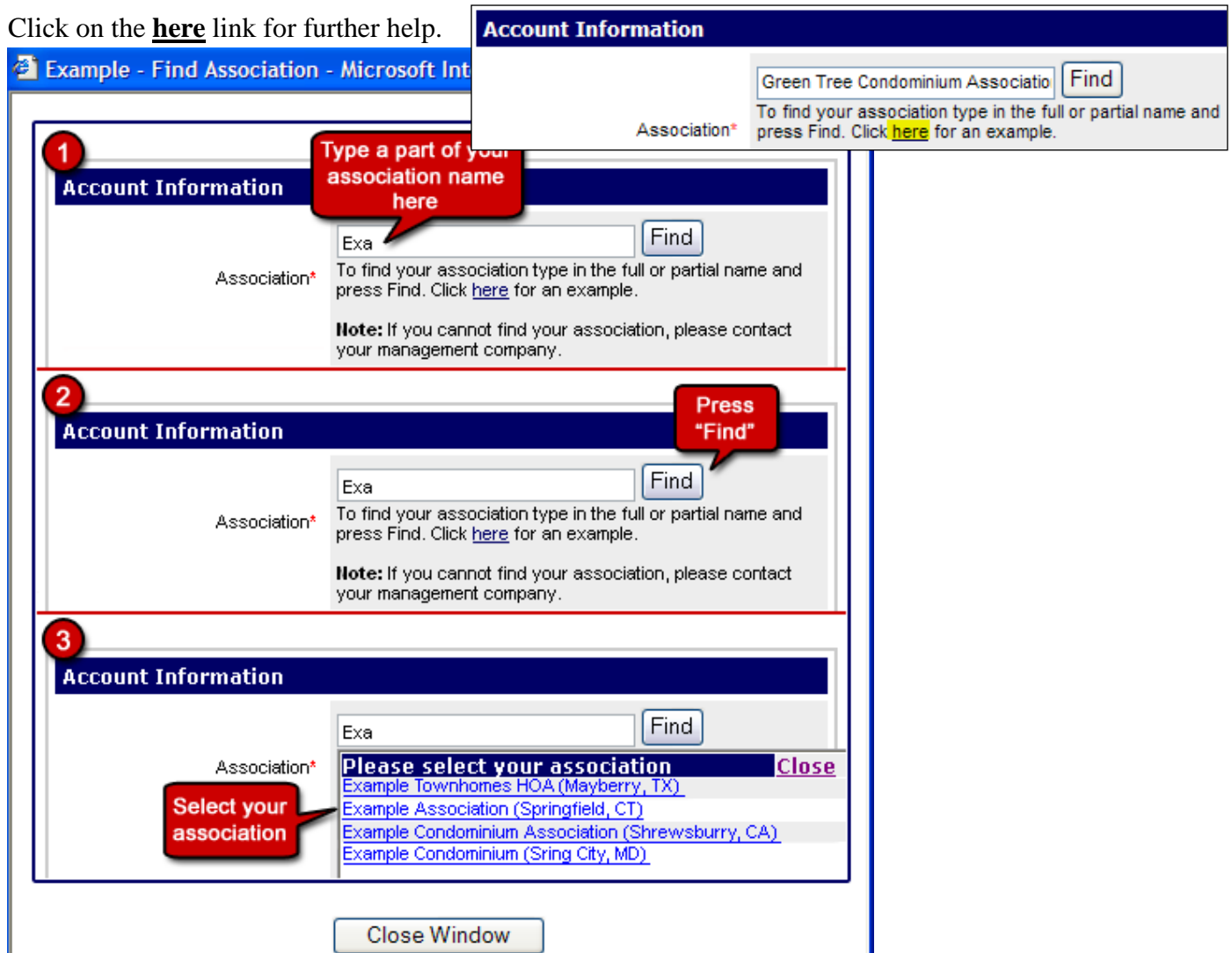
Remember my personal and account information for future payments.

- Enter part of the name of the association.
- Click on the **Find** button.



Search “TIPS”

- * If “green tree” would have been entered in as one word, only that association will pull up. Try separating the words if they can’t find it as one word.
- * If there is a number in the association name, such as 5th, but it is in the system as Fifth, it will not pull up if 5th is entered. Try spelling out numbers.
- * Click on the [here](#) link for further help.



- Click on the correct association name. The box will auto fill with the association chosen.
- Enter the **Homeowner Account** number to complete the ACCOUNT INFORMATION section.
 - If the number has been forgotten, call the management company.

Account Information

Association * 3 Green Street Condominium Associ Find
 Type Partial Association Name then click Find.
 Click [here](#) for an example.

Note: If you cannot find your association, please contact your management company

Homeowner Account Number * (assigned by Management Company) 123test

- Enter all information required, denoted by the red star, *, in the PERSONAL INFORMATION section.

Smartstreet eCheck Personal Information

Name * Michelle

Street Address * Smith

Additional Address Info 123 Street

City * Cauldron

State * Georgia

Zip Code * 12345

Home Phone * 123-456-7890

Email Address * 123@test.com

Remember my personal and account information for future payments

If they would like this information saved the next time you make a payment, click in the box to the left of **Remember my personal and account information for future payments**. The next time *Michelle* logs in she will see:

Welcome back, Michelle Smith. Your information has automatically been filled out

NOTE: If cookies are cleared on a regular basis, the information will no longer be saved after they have been cleared.

Enter the information required in SMARTSTREET eCHECK and ACCOUNT PAYMENT INFORMATION sections.

- Enter the **Amount** in dollars and cents using the decimal.
- Click the radio button to the left of the account type, **Checking** or **Savings**, being used to make this payment. A green dot will appear.
- Enter your **Routing number**, taken from a check **NOT** a deposit slip. The deposit slip routing number is an internal bank routing number and will cause the payment to reject.
- Enter your **Account number**.

If a verifiable field is entered incorrectly, after you have clicked on the **OK** button, you will be brought up to the top of the page where it will show the missing item in red .

- Review the fields for incorrect entry formats. Ex. The date of birth format should be mm/dd/yyyy not mm/dd/yy.
- Make the necessary corrections.
- Click on the **Continue** button.

Smartstreet's Recurring Payments Setup

Please enter your name, address, and payment information in the form below.

• Last Name is required

* - Indicates Required Fields

Account Information

Prod Admin Color Scheme

Type Partial Association Name then click Find.

Association*

Note: If you cannot find your association, please contact your management company.

Homeowner Account* (assigned by Management)

Personal Information

FirstName*

Last Name*

If all is correct, the DEBIT AUTHORIZATION AGREEMENT page will open.

- Verify that the account information and assessment amounts are entered correctly.
- As verification of your authorization, type your name in the box provided.
- Click on the **Agree** button.

Smartstreet's eCheck

Pay your assessments online with an eCheck.

* - Indicates required fields.

DEBIT AUTHORIZATION AGREEMENT

By typing my name in the box below, I **Michelle** hereby authorize Smartstreet eCheck to process this single electronic ACH transaction to debit my **Checking** account, account number **4567890** with your Financial Institution, routing number **123123123** in the amount of **\$12.00** payable to 3 Green Street Condominium Association.

Authorization: **Type Your Name Here:** *

I further authorize my IP address of **10.51.152.71** to be recorded with this transaction. If payment is dishonored by my financial institution due to insufficient funds or closed account, I agree to pay a service charge of \$20 or the maximum amount allowed by law.

The confirmation page will pull up with the account information you entered and a payment confirmation number. If you do not receive this information, please call Smartstreet Customer Service to see whether a payment processed or whether it needs to be re-entered.

- Click on the **Print this Page** button and keep a copy on file, if necessary, for future research.

Smartstreet's eCheck

Pay your assessments online with an eCheck.

* - Indicates required fields.

Thank you for paying your HOA fees online .
Your confirmation number is 0000512499. Remember this number to reference this transaction.

Michelle authorized Smartstreet eCheck to process this single electronic ACH transaction to debit his/her **Checking** account, account number **xxx7890** with Your Financial institution, routing number **xxxxxx123** in the amount of **\$12.0000** payable to **1713 Green Street Condominium Association** for account number **123test**.

NOTE: Your account number is not verified until this payment is presented to your bank. They have the right to return this payment for insufficient funds, incorrect account number, or closed account

Please user your browser (or the Print button below) to **PRINT A COPY** of this page for your records.

[Print this Page](#)

A confirmation email will be sent to the email address entered in the Personal Information section.

Please Note:

- If the savings and checking routing and account numbers are the same, the payment will default to the checking account for payment.
- Please check with your financial institution to verify the correct numbers to use when paying from a savings, credit union, money market or business accounts.

1/2/2008 11:10:54 PM
Smartstreet Echeck Payment Confirmation

Thank you for using Smartstreet to pay your assessment. Your confirmation number is 76125 and the details of your credit card payment are below.

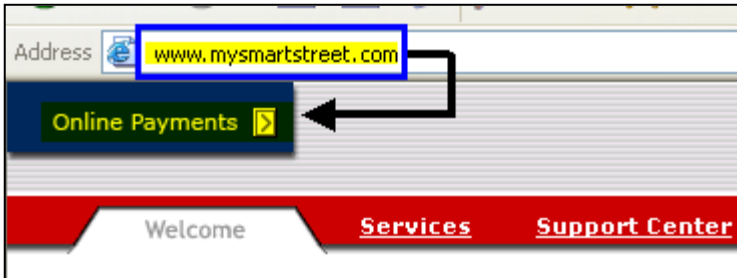
Date: 1/2/2008
Homeowner Account: 123test
Association: 3 Green Street Condominium Association
First Name: Michelle
Last Name: Smithe
Street Address: 123 Streety
Additional Address Info:
City: CAULDRON
State: GA
Zip: 12345
Country: United States
Email: 123@test.com
Payment Type: Echeck
Account Type: Checking
Routing Number: xxxxxx123
Account Number: XXXXXX0
* Payment Amount: \$12.00

Recurring Payments Setup

If **Self Registration** has been enabled for your homeowners they will have the capability of setting up recurring payments. They must register first. Refer to the Registration section in this user guide

Making a Recurring E-check Payment

- Login to www.mysmartstreet.com or www.smartstreet.org
- Click on the **Online Payments** link located in the upper left hand quarter of the page.



- Click on either of the two **Recurring Payment** links



- Enter the **Login ID** and **Password** set up during registration.
- Click on the **Login** button.

NOTE: If you have not registered yet, you can by clicking on the **Register Now** link. Refer to the REGISTER FOR A LOGON section of this manual

Upon logging in the RECURRING PAYMENTS SETUP screen will appear

- Click on the **New eCheck Payment** button.

Smartstreet's Recurring Payments Setup

Manage your recurring payments in the grid below or use the appropriate buttons at the bottom of the page.

- Click the link in the Edit column on the appropriate line to make changes to a recurring payment.
- Click the link in the Next Payment column on the appropriate line to make changes to the payment schedule.
- Click the appropriate Del link next to the record or check the checkboxes next to each payment and click the Delete Selected button at the bottom of this page to delete payment schedules.

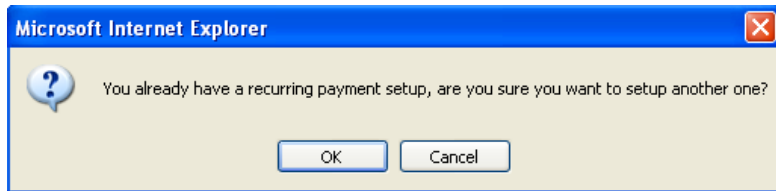
Date	Amount	Association Name	Homeowner Account	Edit	Next Payment	Type
You have no repeating payments.						

New eCheck Payment

New Credit Card Payment

Logout

If there is a current recurring payment set up and you would like to set up another recurring payment for another property, you will get this pop up asking you to verify that a second recurring payment set up is what should be done. Click on the **OK** button to continue.



The SMARTSTREETS RECURRING PAYMENT SETUP screen will open and have all the fields pre-filled that you had entered while registering. It is similar to the one time payment screen except for the payment information. Instead of just entering a payment amount, you will also set up a schedule. You will need to enter information in the fields that are not pre-filled.

Account Information

AD HOA

Type Partial Association Name then click Find.

Association* Click for an example.

Note: If you cannot find your association, please contact your management company.

Homeowner Account* (assigned by Management)

Personal Information

FirstName*

Last Name*

Street Address*

Additional Address Info

City*

State*

Zip*

Email*

Home Phone*

Payment Information

Amount* \$ (include cents)

Recurrence*

Day of Month* (on or first business day after)

Beginning On*

Ending On*

Account Information

Checking Savings

Note: Please choose an account type based on your bank's identification of your account. Failure to do so may result in your payment being returned unpaid by your bank.

NAME 0123

ADDRESS

CITY, STATE, ZIP 0123456789

Date:

PAY TO THE ORDER OF \$

BANK NAME

ADDRESS

CITY, STATE, ZIP

⑆0⑆ 234 56 78⑆ 0⑆ 234 56 78 90 1 23⑆ 0⑆ 23

Routing Number Account Number Check Number

For savings, credit union, money market and business accounts, please check with your financial institution to verify the correct numbers to use for electronic transfers.

Routing No*

Account No* (without spaces)

- Add a homeowner account number in the **Account Information** section

Account Information

AD HOA

Association* Type Partial Association Name then click Find.
Click for an example.

Note: If you cannot find your association, please contact your management company.

Homeowner Account* (assigned by Management) **123**

- Enter any missing information in the **Personal Information** section

Personal Information

FirstName* Olivia

Last Name* Dunham

Street Address* 123 Fringe Str.

Additional Address Info

City* Hillsdale

State* New York

Zip* 12345

Email* 123@abc.com

Home Phone* **123-456-7890**

- Enter the information requested in the PAYMENT INFORMATION section.
 - Enter the payment **Amount** in dollars and cents using decimals. If the amount in each recurring periods differ, enter the dollar amount being paid most often. You will be able to change individual payment amounts once you have completed this page and clicked on the **Continue** button.

- Click on the **Recurrence** dropdown button.
- Click on one of the three recurrence timeframe options.

Monthly

Monthly

Quarterly

Semi-Annually

- Click on the **Day of the Month** dropdown and click on the day of the recurrence period the payment should be made. Keep in mind that the date will automatically be changed if the day falls on a weekend or a holiday and push the payment up to the following business day.

Please Note: One cannot setup the first payment to be made on the day the recurring payment schedule is being setup. You would need to make a one time payment through the echeck or credit card options

- Click on the **Beginning On** and **Ending On** dropdowns to choose the month / year this recurring payment should start and end on. The maximum **Ending On** date is twelve months from the month the recurring payment is being set up. You are able to extend this to 24 months on the next page of the setup.

Payment Information	
Amount* \$	<input type="text" value="22.00"/> (include cents)
Recurrence*	Monthly <input type="button" value="v"/>
Day of Month*	1 <input type="button" value="v"/> (on or first business day after)
Beginning On*	May, 2009 <input type="button" value="v"/>
Ending On*	May, 2010 <input type="button" value="v"/>

- Enter the information requested in the ACCOUNT INFORMATION section
 - Click the radio button to the left of the account type, **Checking** or **Savings**, being used to make this payment. A green dot will appear.
 - Enter the **Routing number**, taken from a check **NOT** a deposit slip. The deposit slip routing number is an internal bank routing number and will cause the payment to reject.
 - Enter your **Account number**.
 - Click on the **Continue** button.

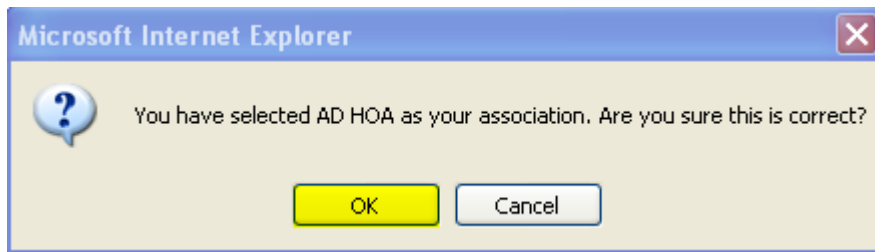
Account Information																											
<input checked="" type="radio"/> Checking	<input type="radio"/> Savings																										
Note: Please choose an account type based on your bank's identification of your account. Failure to do so may result in your payment being returned unpaid by your bank.																											
<table border="1"> <tr> <td>NAME</td> <td>0123</td> </tr> <tr> <td>ADDRESS</td> <td></td> </tr> <tr> <td>CITY, STATE, ZIP</td> <td>01-23456789</td> </tr> <tr> <td colspan="2">Date: _____</td> </tr> <tr> <td>PAY TO THE ORDER OF _____</td> <td>\$ <input type="text"/></td> </tr> <tr> <td colspan="2">_____ DOLLARS</td> </tr> <tr> <td colspan="2">BANK NAME</td> </tr> <tr> <td colspan="2">ADDRESS</td> </tr> <tr> <td colspan="2">CITY, STATE, ZIP</td> </tr> <tr> <td colspan="2">FOR _____</td> </tr> <tr> <td colspan="2">⑆012345678⑆ 01234567890123⑆ 0123</td> </tr> <tr> <td>Routing Number</td> <td>Account Number</td> </tr> <tr> <td>Check Number</td> <td></td> </tr> </table>		NAME	0123	ADDRESS		CITY, STATE, ZIP	01-23456789	Date: _____		PAY TO THE ORDER OF _____	\$ <input type="text"/>	_____ DOLLARS		BANK NAME		ADDRESS		CITY, STATE, ZIP		FOR _____		⑆012345678⑆ 01234567890123⑆ 0123		Routing Number	Account Number	Check Number	
NAME	0123																										
ADDRESS																											
CITY, STATE, ZIP	01-23456789																										
Date: _____																											
PAY TO THE ORDER OF _____	\$ <input type="text"/>																										
_____ DOLLARS																											
BANK NAME																											
ADDRESS																											
CITY, STATE, ZIP																											
FOR _____																											
⑆012345678⑆ 01234567890123⑆ 0123																											
Routing Number	Account Number																										
Check Number																											
For savings, credit union, money market and business accounts, please check with your financial institution to verify the correct numbers to use for electronic transfers.																											
Routing No*	<input type="text" value="123123123"/>																										
Account No* (without spaces)	<input type="text" value="56789"/>																										
<input type="button" value="Cancel"/>	<input type="button" value="Continue"/>																										

Please Note:

- If the savings and checking routing and account numbers are the same, the payment will default to the checking account for payment.
- Please check with your financial institution to verify the correct numbers to use when paying from a savings, credit union, money market or business accounts.
- Make sure that the account number matches the type of account. Ex. If the account number entered is for the checking account and the **Savings** radio button has been clicked on, the payment will be returned to us by your bank.

A pop up will ask to verify that this association is where the payment should be made to.

- Click on the **OK** button if correct.



If a verifiable field is entered incorrectly, after you have clicked on the **OK** button, you will be brought up to the top of the page where it will show the missing item in red .

- Review the fields for incorrect entry formats such as a missing field or incorrect format - date of birth format should be mm/dd/yyyy not mm/dd/yy.
- Make the necessary corrections.
- Click on the **Continue** button.

Once the information is correct the requested schedule, based on the information you entered, will open for your review.

Verify the following Payment Schedule and make any revisions.

	Date	Amount	
<input type="checkbox"/>	05 / 22 / 2009	22.00	Del
<input type="checkbox"/>	06 / 1 / 2009	22.00	Del
<input type="checkbox"/>	07 / 1 / 2009	22.00	Del
<input type="checkbox"/>	08 / 3 / 2009	22.00	Del
<input type="checkbox"/>	09 / 1 / 2009	22.00	Del
<input type="checkbox"/>	10 / 1 / 2009	22.00	Del
<input type="checkbox"/>	11 / 2 / 2009	22.00	Del
<input type="checkbox"/>	12 / 1 / 2009	22.00	Del
<input type="checkbox"/>	01 / 1 / 2010	22.00	Del
<input type="checkbox"/>	02 / 1 / 2010	22.00	Del
<input type="checkbox"/>	03 / 1 / 2010	22.00	Del
<input type="checkbox"/>	04 / 1 / 2010	22.00	Del
<input type="checkbox"/>	05 / 3 / 2010	22.00	Del

DEBIT AUTHORIZATION AGREEMENT

By typing my name in the box below, I Olivia Dunham hereby authorize Smartstreet eCheck to process the electronic ACH transactions listed above to debit my checking account, account number **56789** with Your Financial Institution, routing number **123123123** payable to AD HOA.

* Authorization: Type Your Name Here:

I further authorize my IP address of **10.51.152.71** to be recorded with this transaction. If payment is dishonored by my financial institution due to insufficient funds or closed account, I agree to pay a service charge of \$20 or the maximum amount allowed by law.

Extend Schedule Through:

Please click continue or your schedule will not be processed

NOTE: You can extend the schedule for up to as long as you want with up to 12 month increments using the **Extend Schedule Through** dropdown. For each year you want extended choose the last date and click Extend.

- Verify the schedule dates and amounts are correct. If not, correct them on the screen using the drop down for the dates and delete and re-enter for the dollar amount of payment.

	Date	Amount	Status
<input type="checkbox"/>	05 / 22 / 2009	22.00	Del
<input type="checkbox"/>	06 / 1 / 2009	22.00	Del
<input type="checkbox"/>	07 / 1 / 2009	22.00	Del
<input type="checkbox"/>	08 / 3 / 2009	22.00	Del

- You can delete a payment, by selecting the [Del](#) link to the right of the payment line or place a checkmark in the box to the left of the payment line and click on the **Delete Selected** button

<input checked="" type="checkbox"/>	01 / 1 / 2010	22.00	Del
<input type="checkbox"/>	02 / 1 / 2010	22.00	Del
<input type="checkbox"/>	03 / 1 / 2010	22.00	Del
<input type="checkbox"/>	04 / 1 / 2010	22.00	Del
<input type="checkbox"/>	05 / 3 / 2010	22.00	Del

DEBIT AUTHORIZATION AGREEMENT

By typing my name in the box below, I Olivia Dunham authorize electronic ACH transactions listed above to debit my Financial Institution, routing number **123123123** payable to **123123123**.

* Authorization: **Type Your Name Here:**

I further authorize my IP address of **10.51.152.71** to be used by my financial institution due to insufficient funds or overdraft the maximum amount allowed by law.

If the dates and amounts are correct.

- Read the **Debit Authorization Agreement**.
- Type your name in the **Type Your Name Here:** box.
- If all is correct, lick on the **Continue** button.

DEBIT AUTHORIZATION AGREEMENT

By typing my name in the box below, I Olivia Dunham hereby authorize Smartstreet eCheck to process the electronic ACH transactions listed above to debit my checking account, account number **56789** with Your Financial Institution, routing number **123123123** payable to AD HOA.

* Authorization: Type Your Name Here:

I further authorize my IP address of **10.51.152.71** to be recorded with this transaction. If payment is dishonored by my financial institution due to insufficient funds or closed account, I agree to pay a service charge of \$20 or the maximum amount allowed by law.

Extend Schedule Through:

Please click continue or your schedule will not be processed

The final page will open.

- Review all of the information to ensure accuracy.
- If all is accurate, click on the **Confirm** button.
- If there is an error click on the **Back** button and make corrections.

Please review the following information and click the Confirm button to complete the recurring payment setup. Use the back button to make changes.

Account Information

Homeowner Account* 123
(assigned by Management)
Association* AD HOA

Personal Information

First Name* Olivia
Last Name* Dunham
Street Address* 123 Fringe Str.
Additional Address Info
City* Hillsdale
State* NY
Zip* 12345
Email* 123@abc.com
Home Phone* 123-456-7890

Payment Information

Amount* 22.00
Recurrence* Monthly
Day of Month* 1
Ending On* 6/1/2010

Account Information

Account Type* checking
Routing No* *****3
Account No* ****g
(without spaces)

Payment Schedule

Date	Amount
5/22/2009	\$22.00
6/1/2009	\$22.00
7/1/2009	\$22.00
8/3/2009	\$22.00
9/1/2009	\$22.00
10/1/2009	\$22.00
11/2/2009	\$22.00
12/1/2009	\$22.00
1/1/2010	\$22.00
2/1/2010	\$22.00
3/1/2010	\$22.00
4/1/2010	\$22.00
5/3/2010	\$22.00

Please click confirm or your schedule will not be processed

A **Recurring Payments Setup Confirmation Number** is given as well as the **Date** of setup. Because this is not a Payment Confirmation Number, as for a one time payment, this confirmation number can not be used by a management company to search for the payment.

Smartstreet's Recurring Payments Setup

Confirmation#: 125707
Date: 5/21/2009
Your recurring payment has been completed successfully.

Manage your recurring payments in the grid below or use the appropriate buttons at the bottom of the page.

- Click the link in the Edit column on the appropriate line to make changes to a recurring payment.
- Click the link in the Next Payment column on the appropriate line to make changes to the payment schedule.
- Click the appropriate Del link next to the record or check the checkboxes next to each payment and click the Delete Selected button at the bottom of this page to delete payment schedules.

	Date	Amount	Association Name	Homeowner Account	Edit	Next Payment	Type	
<input type="checkbox"/>	5/21/2009	\$22.00	AD HOA	123	Conf#:125707	5/22/2009 \$22.00	eCheck:Monthly	Del

Upon successfully setting up a recurring payment schedule the homeowner receives an email confirmation. Both payment information and schedule appear in the body of the email, as shown below.
Note: If the homeowner deletes the schedule, there is no cancellation confirmation email sent.

12/15/2007 6:54:40 PM
Smartstreet Scheduled/Automatic Payment Confirmation

Thank you for using Smartstreet to setup your scheduled/automatic assessment payments. Your confirmation number is 123456. Your first payment will be made on 1/2/2008. All remaining payments will be made on the scheduled dates listed below.

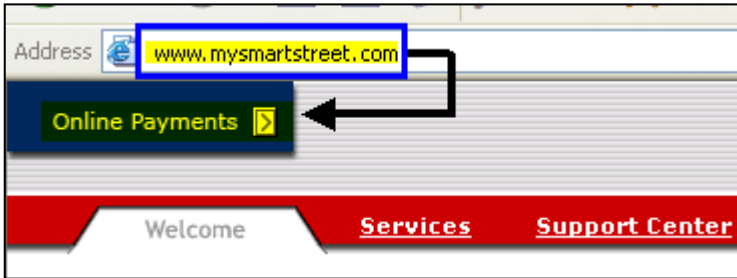
Please note that your scheduled/automatic payment will only be drafted 12 times. Once the final payment draft occurs, you will need to set up a new scheduled/automatic assessment payment via Smartstreet.com

Homeowner Account: 123
 Date: 12/15/2007
 Association: AD HOA
 First Name: Olivia
 Last Name: Dunham
 Street Address: 123 Fringe Street
 Additional Address Info:
 City: HILLSDALE
 State: NY
 Zip: 12345
 Country: United States
 Email: 123@abc.com
 Home Phone: 1234567890
 Type of Payments: Echeck
 Account Type: Checking
 Routing Number: XXXXXXXXXXXX123
 Account Number: xxxxx0
 * Payment Schedule

1/2/2008 \$22.00
 2/1/2008 \$22.00
 3/1/2008 \$22.00
 4/1/2008 \$22.00
 5/1/2008 \$22.00
 6/1/2008 \$22.00
 7/1/2008 \$22.00
 11/1/2008 \$22.00
 12/1/2008 \$22.00

Making a Recurring Credit Card Payment

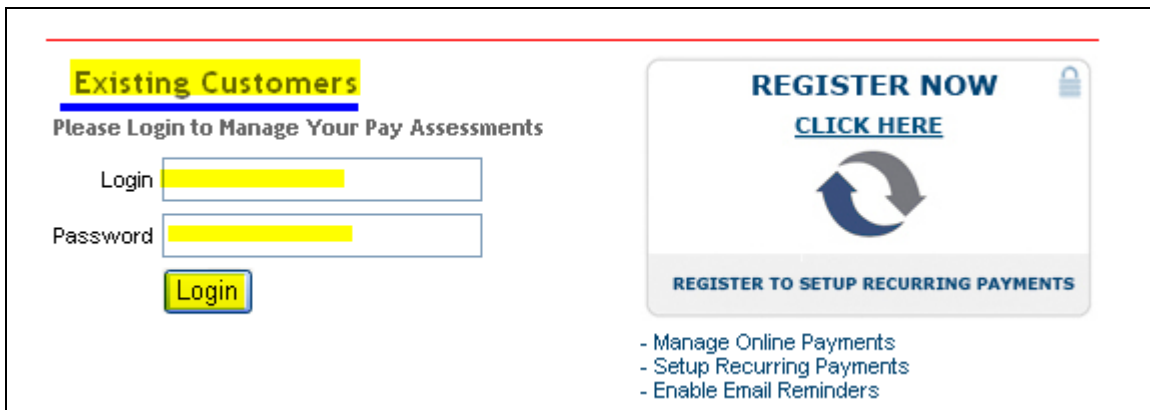
- Login to www.mysmartstreet.com or www.smartstreet.org
- Click on the **Online Payments** link located in the upper left hand quarter of the page.



- Click on either of the two **Recurring Payment** links



- Enter the **Login ID** and **Password** set up during registration.
- Click on the **Login** button.

A screenshot of a web page showing a login section for "Existing Customers" and a "REGISTER NOW" section. The login section has fields for "Login" and "Password" and a "Login" button. The registration section has a "CLICK HERE" link and a "REGISTER TO SETUP RECURRING PAYMENTS" button. Below the registration button are three bullet points: "- Manage Online Payments", "- Setup Recurring Payments", and "- Enable Email Reminders".

NOTE: If you have not registered yet, you can by clicking on the **Register Now** link. Refer to the REGISTER FOR A LOGON section of this manual

Upon logging in the RECURRING PAYMENTS SETUP screen will appear

- Click on the **New Credit Card Payment** button.

Smartstreet's Recurring Payments Setup

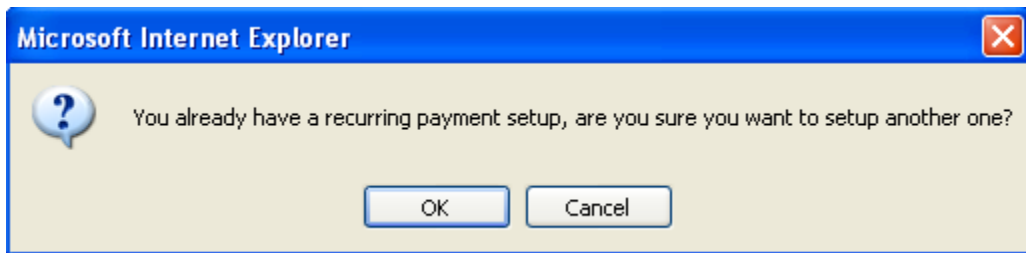
Manage your recurring payments in the grid below or use the appropriate buttons at the bottom of the page.

- Click the link in the Edit column on the appropriate line to make changes to a recurring payment.
- Click the link in the Next Payment column on the appropriate line to make changes to the payment schedule.
- Click the appropriate Del link next to the record or check the checkboxes next to each payment and click the Delete Selected button at the bottom of this page to delete payment schedules.

Date	Amount	Association Name	Homeowner Account	Edit	Next Payment	Type
------	--------	------------------	-------------------	------	--------------	------

You have no repeating payments.

If there is a current recurring payment set up and you would like to set up another recurring payment for another property, you will get this pop up asking you to verify that a second recurring payment set up is what should be done. Click on the **OK** button to continue.



The SMARTSTREETS RECURRING PAYMENT SETUP screen will open and Have all the fields pre-filled that you had entered while registering. It is similar to the one time payment screen except for the payment information. Instead of just entering a payment amount, you will also setup a schedule. You will need to enter information in the fields that are not pre-filled.

Account Information

AD HOA
 Type Partial Association Name then click Find.
 Association* Click for an example.
Note: If you cannot find your association, please contact your management company.
 Homeowner Account* (assigned by Management)

Personal Information

FirstName*
 Last Name*
 Street Address*
 Additional Address Info
 City*
 State*
 Zip*
 Email*
 Home Phone*

Payment Information

Amount* \$ (include cents)
 + \$9.95 processing fee = \$9.95 charged to Credit Card.
 Recurrence*
 Day of Month* (on or first business day after)
 Beginning On*
 Ending On*
 Credit Card Type*
 Credit Card Number* (without spaces or dashes)
 CVV* [What's this?](#)
 Expiration Date* (must be after end date)

- Add your homeowner account number in the **Account Information** section

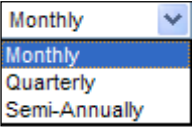
Account Information

AD HOA
 Type Partial Association Name then click Find.
 Association* Click for an example.
Note: If you cannot find your association, please contact your management company.
 Homeowner Account* (assigned by Management)

- Enter any missing information in the **Personal Information** section

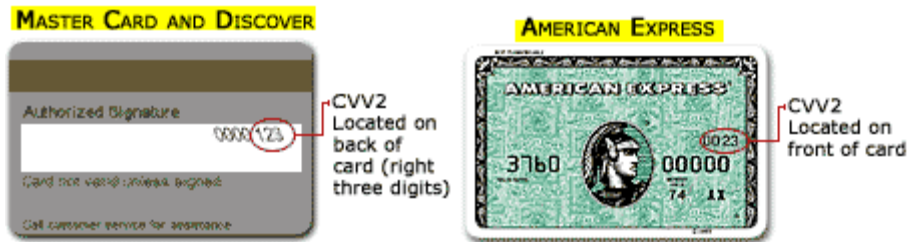
Personal Information

FirstName*
 Last Name*
 Street Address*
 Additional Address Info
 City*
 State*
 Zip*
 Email*
 Home Phone*

- Enter the information requested in the PAYMENT INFORMATION section.
 - Enter the payment amount, NOT including the \$9.95 handling fee, in dollars and cents using decimals. This fee is automatically added on to the total at the end.
 - Click on the **Recurrence** dropdown button.
 
 - Click on one of the three recurrence timeframe options.
 - Click on the **Day of the Month** dropdown and click on the day of the recurrence period the payment should be made. Keep in mind that the date will automatically be changed if the day falls on a weekend or a holiday and push the payment up to the following business day.

Please Note: One cannot setup the first payment to be made on the day the recurring payment schedule is being setup. You would need to make a one time payment through the echeck or credit card options

- Click on the **Beginning On** and **Ending On** dropdowns to choose the month / year this recurring payment should start and end on. The maximum **Ending On** date is twelve months from the month the recurring payment is being set up. You are able to extend this to 24 months on the next page of the setup.
- Click on the dropdown box by the **Credit Card Type** and choose from MC, Discover or American Express.
- Enter the **Credit Card Number** information.
- Enter the **CVV** number. See ex. Below:



- Click on the **Continue** button

Payment Information

Amount* \$ (include cents)
+ \$9.95 processing fee = \$10.12 charged to Credit Card.

Recurrence*

Day of Month* (on or first business day after)

Beginning On*

Ending On*

Credit Card Type*

Credit Card Number* (without spaces or dashes)

CVV* [What's this?](#)

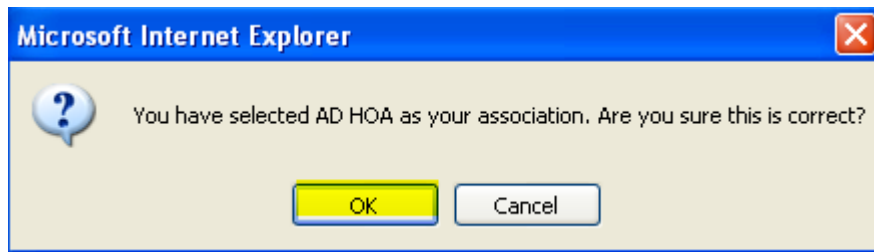
Expiration Date* (must be after end date)

NOTE: There is a \$9.95 handling fee for each scheduled transaction. This handling fee is automatically added to the payment amount you indicate.

NOTE: There is a \$5,000.00 maximum payment amount for each scheduled transaction.

You will be asked to verify that this association is where the payment should be made to.

- Click on the **OK** button if correct.



If a verifiable field is entered incorrectly, after you have clicked on the **OK** button, you will be brought up to the top of the page where it will show the missing item in red .

- Review the fields for incorrect entry formats such as a missing field or incorrect format - date of birth format should be mm/dd/yyyy not mm/dd/yy.
- Make the necessary corrections.
- Click on the **Continue** button.

A screenshot of the "Smartstreet's Recurring Payments Setup" form. The title is "Smartstreet's Recurring Payments Setup". Below the title, it says "Please enter your name, address, and payment information in the form below." There is a list of four red error messages: "Homeowner Account is required", "Last Name is required", "Home Phone is required", and "Amount is required". Below the errors, it says "* - Indicates Required Fields". The form is divided into two sections: "Account Information" and "Personal Information". In the "Account Information" section, there is a text input field containing "AD HOA" and a "Find" button. Below this, it says "Type Partial Association Name then click Find." and "Click for an example." There is also a "Note: If you cannot find your association, please contact your management company." In the "Personal Information" section, there is a "FirstName*" field containing "Olivia" and a "LastName*" field which is highlighted in yellow. A black arrow points from the "LastName*" field back to the error messages.

Once the information is correct the requested schedule, based on the information you entered, will open for your review

Verify the following Payment Schedule and make any revisions.

NOTE: There is a \$9.95 handling fee for each scheduled transaction. This handling fee is automatically added to the payment amount you indicate.

NOTE: There is a \$5,000.00 maximum payment amount for each scheduled transaction.

	Date	Amount	
<input type="checkbox"/>	05 / 23 / 2009	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	06 / 1 / 2009	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	07 / 1 / 2009	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	08 / 3 / 2009	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	09 / 1 / 2009	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	10 / 1 / 2009	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	11 / 2 / 2009	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	12 / 1 / 2009	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	01 / 1 / 2010	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	02 / 1 / 2010	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	03 / 1 / 2010	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	04 / 1 / 2010	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	05 / 3 / 2010	0.18	+\$9.95=\$10.13 Del

Extend Schedule Through:

Please click continue or your schedule will not be processed

NOTE: You can extend the schedule for up to as long as you want with up to 12 month increments using the **Extend Schedule Through** dropdown. For each year you want extended choose the last date and click Extend.

If correct, the requested schedule, based on the information you entered, will open up.

- Verify the schedule dates and amounts are correct. If not, correct them on the screen using the drop down for the dates and delete and re-enter for the dollar amount of payment.

	Date	Amount	
<input type="checkbox"/>	05 / 22 / 2009	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	06 / 1 / 2009	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	07 / 1 / 2009	0.18	+\$9.95=\$10.13 Del
<input type="checkbox"/>	08 / 3 / 2009	0.18	+\$9.95=\$10.13 Del

- You can delete a payment, by selecting the [Del](#) link to the right of the payment line or place a checkmark in the box to the left of the payment line and click on the **Delete Selected** button

	Date	Amount	
<input checked="" type="checkbox"/>	05 / 22 / 2009	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	06 / 1 / 2009	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	07 / 1 / 2009	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	08 / 3 / 2009	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	09 / 1 / 2009	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	10 / 1 / 2009	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	11 / 2 / 2009	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	12 / 1 / 2009	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	01 / 1 / 2010	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	02 / 1 / 2010	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	03 / 1 / 2010	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	04 / 1 / 2010	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	05 / 3 / 2010	0.18	+\$9.95= \$10.13 Del

OR

Please click continue or your schedule will not be processed

- If correct, click on the **Continue** button.

<input type="checkbox"/>	01 / 1 / 2010	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	02 / 1 / 2010	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	03 / 1 / 2010	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	04 / 1 / 2010	0.18	+\$9.95= \$10.13 Del
<input type="checkbox"/>	05 / 3 / 2010	0.18	+\$9.95= \$10.13 Del

Please click continue or your schedule will not be processed

The final setup will appear.

- Review all of the information to ensure accuracy.
- If there is an error click on the **Back** button and make corrections.
- Click on the **Confirm** button to receive a confirmation number.

Please review the following information and click the Confirm button to complete the recurring payment setup. Use the back button to make changes.

NOTE: There is a \$9.95 handling fee for each scheduled transaction. This handling fee is automatically added to the payment amount you indicate.

Account Information	
Homeowner Account* (assigned by Management)	123
Association*	AD HOA
Personal Information	
First Name*	Olivia
Last Name*	Dunham
Street Address*	123 Fringe Str.
Additional Address Info	
City*	Hillsdale
State*	NY
Zip*	12345
Email*	123@abc.com
Home Phone*	123-456-7890
Payment Information	
Amount*	0.18 + \$9.95 per scheduled transaction = \$10.13
	NOTE: Individual schedule amounts may have been manually changed and will reflect the \$9.95 fee.
Recurrence*	Monthly
Day of Month*	1
Ending On*	6/1/2010
Credit Card Type*	Discover
Credit Card Number*	*****4242
CVV*	***
Expiration Date*	6 / 10
Payment Schedule	
Date	Amount
5/23/2009	\$0.18 + \$9.95 = \$10.13
6/1/2009	\$0.18 + \$9.95 = \$10.13
7/1/2009	\$0.18 + \$9.95 = \$10.13
8/3/2009	\$0.18 + \$9.95 = \$10.13
9/1/2009	\$0.18 + \$9.95 = \$10.13
10/1/2009	\$0.18 + \$9.95 = \$10.13
11/2/2009	\$0.18 + \$9.95 = \$10.13
12/1/2009	\$0.18 + \$9.95 = \$10.13
1/1/2010	\$0.18 + \$9.95 = \$10.13
2/1/2010	\$0.18 + \$9.95 = \$10.13
3/1/2010	\$0.18 + \$9.95 = \$10.13
4/1/2010	\$0.18 + \$9.95 = \$10.13
5/3/2010	\$0.18 + \$9.95 = \$10.13
<input type="button" value="Back"/>	<input type="button" value="Confirm"/> Please click confirm or your schedule will not be processed

A **Recurring Payments Setup Confirmation Number** is given as well as the **Date** of setup. Because this is not a Payment Confirmation Number, as for a one time payment, this confirmation number can not be used by a management company to search for the payment.

Smartstreet's Recurring Payments Setup

Confirmation#: 125709
Date: 5/22/2009
Your recurring payment has been completed successfully.

Manage your recurring payments in the grid below or use the appropriate buttons at the bottom of the page.

- Click the link in the Edit column on the appropriate line to make changes to a recurring payment.
- Click the link in the Next Payment column on the appropriate line to make changes to the payment schedule.
- Click the appropriate Del link next to the record or check the checkboxes next to each payment and click the Delete Selected button at the bottom of this page to delete payment schedules.

	Date	Amount	Association Name	Homeowner Account	Edit	Next Payment	Type	
<input type="checkbox"/>	5/22/2009	\$0.18	AD HOA	123	Conf#:125709	5/23/2009 \$0.18	CreditCard:Monthly	Del Convert
<input type="checkbox"/>	5/21/2009	\$22.00	AD HOA	123	Conf#:125707	5/22/2009 \$22.00	eCheck:Monthly	Del

Upon successfully setting up a recurring payment schedule the homeowner receives an email confirmation. Both payment information and schedule appear in the body of the email, as shown below.
Note: If the homeowner deletes the schedule, there is no cancellation confirmation email sent.

12/15/2007 6:54:40 PM
Smartstreet Scheduled/Automatic Payment Confirmation

Thank you for using Smartstreet to setup your scheduled/automatic assessment payments. Your confirmation number is 123456. Your first payment will be made on 1/2/2008. All remaining payments will be made on the scheduled dates listed below.

Please note that your scheduled/automatic payment will only be drafted 12 times. Once the final payment draft occurs, you will need to set up a new scheduled/automatic assessment payment via Smartstreet.com

Homeowner Account: 123
 Date: 12/15/2007
 Association: AD HOA
 First Name: Olivia
 Last Name: Dunham
 Street Address: 123 Fringe Street
 Additional Address Info:
 City: HILLSDALE
 State: NY
 Zip: 12345
 Country: United States
 Email: 123@abc.com
 Home Phone: 1234567890
 Type of Payments: Credit Card
 Credit Card Type: Discover
 Credit Card Number: XXXXXXXXXXXX4242
 * Payment Schedule

1/2/2008 \$10.13
 2/1/2008 \$10.13
 3/1/2008 \$10.13
 4/1/2008 \$10.13
 5/1/2008 \$10.13
 6/1/2008 \$10.13
 7/1/2008 \$10.13
 11/1/2008 \$10.13
 12/1/2008 \$10.13

* NOTE: These amounts contain the \$9.95 processing fee.

EDITING RECURRING PAYMENT SCHEDULES

Editing Payment Setup: Account / Personal / Payment Information

If you need to make changes to the personal and payment information originally entered on page one of the setup you can do so by clicking on the **Conf #:xxxxxx** in the EDIT column.

Smartstreet's Recurring Payments Setup

Manage your recurring payments in the grid below or use the appropriate buttons at the bottom of the page.

- Click the link in the Edit column on the appropriate line to make changes to a recurring payment.
- Click the link in the Next Payment column on the appropriate line to make changes to the payment schedule.
- Click the appropriate Del link next to the record or check the checkboxes next to each payment and click the Delete Selected button at the bottom of this page to delete payment schedules.

	Date	Amount	Association Name	Homeowner Account	Edit	Next Payment	Type	
<input type="checkbox"/>	5/14/2009	\$0.18	CA Homeowner Association	test123	Conf#:125698	5/15/2009 \$0.18	CreditCard:Monthly	Del Convert

The first page of information will open.

- Make any necessary edits to the personal or payment information..
- Click on the **Continue** button.

The second page with the payment schedule will open.

- If necessary, make any changes to the dates or dollar amounts listed on the payment schedule.
- Click on the **Continue** button.

The third page will open.

- Verify that the edited information is correct.
- Click on the **Accept** button.

You will receive a new confirmation number which will replace the number received with the original setup.

Editing the Payment Schedule: Schedule Date / Amount

If a change is being made to just the date or dollar amount, you can be taken directly to the Payment Schedule screen by clicking on the **Next Payment** link.

Smartstreet's Recurring Payments Setup

Manage your recurring payments in the grid below or use the appropriate buttons at the bottom of the page.

- Click the link in the Edit column on the appropriate line to make changes to a recurring payment.
- Click the link in the Next Payment column on the appropriate line to make changes to the payment schedule.
- Click the appropriate Del link next to the record or check the checkboxes next to each payment and click the Delete Selected button at the bottom of this page to delete payment schedules.

	Date	Amount	Association Name	Homeowner Account	Edit	Next Payment	Type	
<input type="checkbox"/>	5/14/2009	\$0.18	CA Homeowner Association	test123	Conf#:125698	5/15/2009 \$0.18	CreditCard:Monthly	Del Convert

The second page with the payment schedule will open.

- Make changes to the dates or dollar amounts listed on the payment schedule.
- Click on the **Continue** button.

The third page will open.

- Verify that the edited information is correct.
- Click on the **Accept** button.

You will receive a new confirmation number which will replace the number received with the original setup.

Extending a Current /Expired Recurring Payment Setup Schedule

A recurring payment schedule can be set up to make payments for up to 24 months from the date your first payment is made. Instead of having to set up a new recurring payment annually, the schedule can be edited and extended for the following period. The second to last and last payment notifications will include a reminder that at this point you can extend your payment schedule for up to another 24 months.

- Log in to pull up the recurring payment(s).
- Click on the **Next Payment** link of the payment you would like to extend

	Date	Amount	Association Name	Homeowner Account	Edit	Next Payment	Type	
<input type="checkbox"/>	5/26/2009	\$0.18	AD HOA	123	Conf#:125722	5/29/2009 \$0.18	eCheck:Monthly	Del
<input type="checkbox"/>	5/21/2009	\$22.00	AD HOA	123	Conf#:125707	6/1/2009 \$22.00	eCheck:Monthly	Del

The second page with the payment schedule will open.

- If this is an echeck payment, enter your name in the **Authorization** box.
- Scroll to the bottom of the page to the **Extend Schedule Date** box.

<input type="button" value="Back"/>	<input type="button" value="Continue"/>	<input type="button" value="Delete Selected"/>	Extend Schedule Through: <input type="text" value="Choose a Date"/>	<input type="button" value="Extend"/>
Please click continue or your schedule will not be processed				

- Click on the **Choose a Date** dropdown and click on the month / quarter you would like to extend the schedule through, up to 12 months from the current date.
- Click on the **Extend** button.

For each year you want extended choose the last date and click Extend.

Extend Schedule Through: <input type="text" value="May, 2011"/>	<input type="button" value="Extend"/>
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The second page will be updated and will re-open.

- Verify that the extension is reflected in the payment dates.
- Click on the **Continue** button.

The third page will open

- Verify any changes made.
- Click on the **Confirm** button.

You will receive a new confirmation number which will replace the number received with the original setup.

Deleting a Recurring Payment Setup

- Click on the box, to the left of the setup that is to be deleted, so the green checkmark appears in the box.
- Click on the **Delete** button.

Manage your recurring payments in the grid below or use the appropriate buttons at the bottom of the page.

- Click the link in the Edit column on the appropriate line to make changes to a recurring payment.
- Click the link in the Next Payment column on the appropriate line to make changes to the payment schedule.
- Click the appropriate Del link next to the record or check the checkboxes next to each payment and click the Delete Selected button at the bottom of this page to delete payment schedules.

	Date	Amount	Association Name	Homeowner Account	Edit	Next Payment	Type	
<input checked="" type="checkbox"/>	5/14/2009	\$0.18	CA Homeowner Association	test123	Conf#:125698	5/15/2009 \$0.18	CreditCard:Monthly Convert	Del

OR

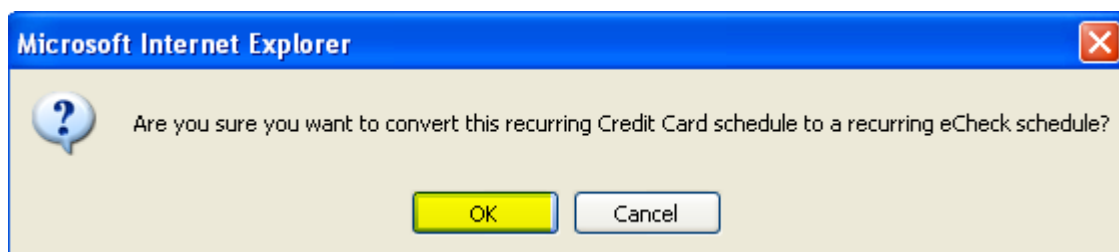
Converting a Recurring Payment Setup Payment Type from Credit Card to Echeck

If a recurring payment setup was initiated using a credit card and later decide to use the echeck instead, the initial credit card payment setup does not need to be canceled and another opened using the echeck. The **Convert** link on the RECURRING PAYMENT SETUP screen can be used.

- Click on the **Convert** link

	Date	Amount	Association Name	Homeowner Account	Edit	Next Payment	Type	
<input type="checkbox"/>	5/22/2009	\$0.18	AD HOA	123	Conf#:125709	5/23/2009 \$0.18	CreditCard:Monthly Convert	Del
<input type="checkbox"/>	5/21/2009	\$22.00	AD HOA	123	Conf#:125707	6/1/2009 \$22.00	eCheck:Monthly	Del

- Click on the OK button verifying that you want this conversion to take place.



The payment setup information screen will appear.

Account Information	
Association*	<input type="text" value="AD HOA"/> <input type="button" value="Find"/> Type Partial Association Name then click Find. Click for an example . Note: If you cannot find your association, please contact your management company.
Homeowner Account* (assigned by Management)	<input type="text"/>
Personal Information	
FirstName*	<input type="text" value="Olivia Dunham"/>
Last Name*	<input type="text"/>
Street Address*	<input type="text" value="123 Fringe Str."/>
Additional Address Info	<input type="text"/>
City*	<input type="text" value="Hillsdale"/>
State*	<input type="text" value="New York"/>
Zip*	<input type="text" value="12345"/>
Email*	<input type="text" value="123@abc.com"/>
Home Phone*	<input type="text"/>
Payment Information	
Amount* \$	<input type="text"/> (include cents)
Recurrence*	<input type="text" value="Monthly"/>
Day of Month*	<input type="text" value="1"/> (on or first business day after)
Beginning On*	<input type="text" value="May, 2009"/>
Ending On*	<input type="text" value="May, 2010"/>
Account Information	
<input checked="" type="radio"/> Checking <input type="radio"/> Savings	
Note: Please choose an account type based on your bank's identification of your account. Failure to do so may result in your payment being returned unpaid by your bank.	
For savings, credit union, money market and business accounts, please check with your financial institution to verify the correct numbers to use for electronic transfers.	
Routing No*	<input type="text"/>
Account No* (without spaces)	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

- Enter the information requested in the ACCOUNT INFORMATION section
 - Click the radio button to the left of the account type, **Checking** or **Savings**, being used to make this payment. A green dot will appear.
 - Enter the **Routing number**, taken from a check **NOT** a deposit slip. The deposit slip routing number is an internal bank routing number and will cause the payment to reject.
 - Enter your **Account number**.
 - Click on the **Continue** button.

Account Information

Checking Savings

Note: Please choose an account type based on your bank's identification of your account. Failure to do so may result in your payment being returned unpaid by your bank.

NAME
ADDRESS
CITY, STATE ZIP

0123
01-23456789

Date: _____

PAY TO THE ORDER OF _____ \$

DOLLARS

BANK NAME
ADDRESS
CITY, STATE, ZIP

FOR _____

⑆012345678⑆ 01234567890123⑆ 0123

Routing Number
Account Number
Check Number

SAMPLE ONLY

For savings, credit union, money market and business accounts, please check with your financial institution to verify the correct numbers to use for electronic transfers.

Routing No*

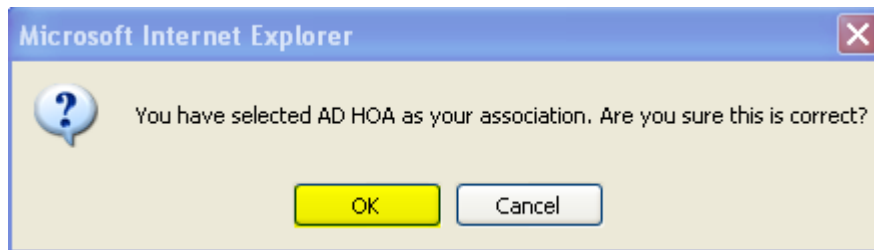
Account No*
(without spaces)

Please Note:

- If the savings and checking routing and account numbers are the same, the payment will default to the checking account for payment.
- Please check with your financial institution to verify the correct numbers to use when paying from a savings, credit union, money market or business accounts.
- Make sure that the account number matches the type of account. Ex. If the account number entered is for the checking account and the **Savings** radio button has been clicked on, the payment will be returned to us by your bank.

A pop up will ask to verify that this association is where the payment should be made to.

- Click on the **OK** button if correct.



The schedule page will open scroll down to the Debit Authorization Agreement section

- Read the **Debit Authorization Agreement**.
- Type your name in the **Type Your Name Here:** box.
- If all is correct, lick on the **Continue** button.

DEBIT AUTHORIZATION AGREEMENT

By typing my name in the box below, I Olivia Dunham hereby authorize Smartstreet eCheck to process the electronic ACH transactions listed above to debit my checking account, account number **56789** with Your Financial Institution, routing number **123123123** payable to AD HOA.

* Authorization: **Type Your Name Here:**

I further authorize my IP address of **10.51.152.71** to be recorded with this transaction. If payment is dishonored by my financial institution due to insufficient funds or closed account, I agree to pay a service charge of \$20 or the maximum amount allowed by law.

Extend Schedule Through:

Please click continue or your schedule will not be processed

The final page will open.

- If necessary, review all of the information to ensure accuracy.
- If all is accurate, click on the **Confirm** button.
- If there is a change that needs to be made, click on the **Back** button and make corrections.

Upon successful conversion, a new **Recurring Payments Setup Confirmation Number** is given as well as the payment type will now reflect as eCheck.

Smartstreet's Recurring Payments Setup

Confirmation#: 125722
Date: 5/26/2009
Your recurring payment has been completed successfully.

Manage your recurring payments in the grid below or use the appropriate buttons at the bottom of the page.

- Click the link in the Edit column on the appropriate line to make changes to a recurring payment.
- Click the link in the Next Payment column on the appropriate line to make changes to the payment schedule.
- Click the appropriate Del link next to the record or check the checkboxes next to each payment and click the Delete Selected button at the bottom of this page to delete payment schedules.

	Date	Amount	Association Name	Homeowner Account	Edit	Next Payment	Type
<input type="checkbox"/>	5/26/2009	\$22.00	AD HOA	123	Conf#:125722	5/29/2009 \$22.00	eCheck:Monthly Del
<input type="checkbox"/>	5/21/2009	\$22.00	AD HOA	123	Conf#:125707	6/1/2009 \$22.00	eCheck:Monthly Del

Upon successfully converting the recurring payment schedule to an eCheck from a credit card, the homeowner receives a new email confirmation.

12/15/2007 6:54:40 PM
Smartstreet Scheduled/Automatic Payment Confirmation

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Please note that your scheduled/automatic payment will only be drafted 12 times. Once the final payment draft occurs, you will need to set up a new scheduled/automatic assessment payment via Smartstreet.com

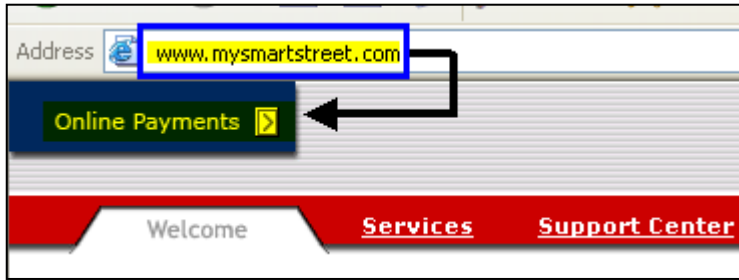
Homeowner Account: 123
 Date: 12/15/2007
 Association: AD HOA
 First Name: Olivia
 Last Name: Dunham
 Street Address: 123 Fringe Street
 Additional Address Info:
 City: HILLSDALE
 State: NY
 Zip: 12345
 Country: United States
 Email: 123@abc.com
 Home Phone: 1234567890
 Type of Payments: Echeck
 Account Type: Checking
 Routing Number: XXXXXXXXXXXX123
 Account Number: xxxxx0
 * Payment Schedule

 1/2/2008 \$22.00
 2/1/2008 \$22.00
 3/1/2008 \$22.00
 4/1/2008 \$22.00
 5/1/2008 \$22.00
 6/1/2008 \$22.00
 7/1/2008 \$22.00
 11/1/2008 \$22.00
 12/1/2008 \$22.00

FORGOT LOGIN / PASSWORD

If you are currently registered and cannot recall your login or password, you can:

- Login to www.mysmartstreet.com or www.smartstreet.org
- Click on the **Online Payments** link located in the upper left hand quarter of the page.

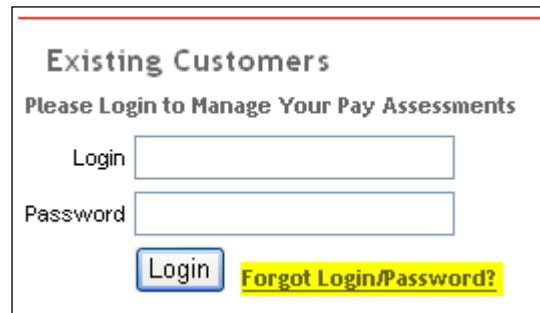


- Click on either of the two **Recurring Payment** links



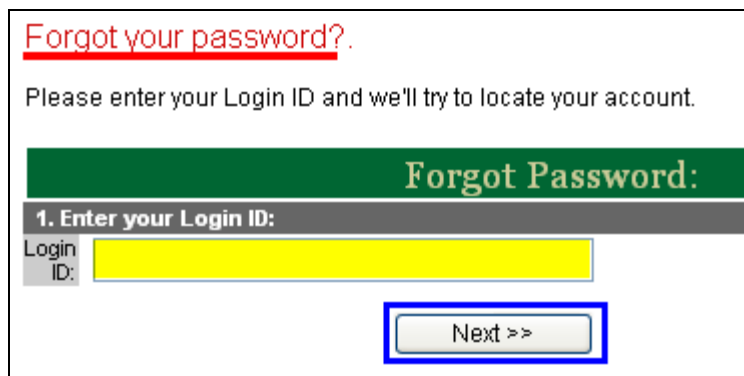
This will bring you to the Login / Register page

- Click on the **Forgot Login/Password?** link



You will be taken to the FORGOT YOUR PASSWORD screen.

- Enter your login ID, usually your email address, you originally used to register with.
- Click on the **Next** button.



The SECURITY QUESTIONS will open, where you will answer the three questions chosen upon logging in for the first time.

- The login ID will be pre-filled as was entered on the previous screen.
- Enter your answers for all three questions.

- You will see a grayed out six alphanumeric characters. Enter this in the box to the right of the characters. If letters are capitalized, enter them as caps.
- Click the **Next** button.

Security Questions

Your account was successfully located, please provide the answers to your security questions.

Forgot Password:

1. Enter your Login ID:

Login ID:


2. Answer the security questions you chose during setup:

Questions #1: What is your brother's/sister's middle name?
 Answer #1:

Questions #2: What is your pet's name?
 Answer #2:

Questions #3: Where did you graduate from high school?
 Answer #3:

3. Type the 6 characters below and then click login:



Enter your new password, using the password requirements listed on the screen.

You're almost done, one last step.

Please include the following when you select your new password:

- At least 1 or more Upper Case Letters [A-Z]
- At least 1 or more Lower Case Letters [a-z]
- At least 1 or more Numbers [0-9]
- Must be a least 8 characters/numbers in length

Forgot Password:

Please enter your password:

Password: Password Strength:

Confirm Password:

As you are entering the password, you will notice, each requirement is checked off and the actual strength of the password will appear below **Password Strength** and will change from **Very Weak** to **Average** to **Very Secure**. The password will be acceptable once it is **Very Secure**.

- Click on the Submit button once you have entered a new **Very Secure** password.

• At least 1 or more Upper Case Letters [A-Z] ✓
• At least 1 or more Lower Case Letters [a-z] ✓
• At least 1 or more Numbers [0-9] ✓
• Must be a least 8 characters/numbers in length ✓

Forgot Password:

Please enter your password:

Password: Password Strength: **Very Secure**

Confirm Password:

<< Back Submit

A confirmation screen will verify that the password was updated.

- Click on the **Return to Login Page** to be brought back to the home page

Your password has been updated.

You will now be returned to the login page to login using your Login ID and your new password.

Return to Login Page

- If your e-mail address does not match any e-mail address in Smartstreet’s database, you will receive the following response.

Please contact the Customer Support Center at 888.705.0600

Either the Login ID specified is incorrect OR your account has not been upgraded to take advantage of our latest Security Enhancement.

Please contact the Customer Support Center and provide them with your Login ID.

We apologize for any inconvenience. The integrity of our system and the protection of your information are very important to us.

Thank you,
Smartstreet Support Team/Management

Try Another Login ID Return to Login Page