

How to Edit a Recurring E-Check Payment

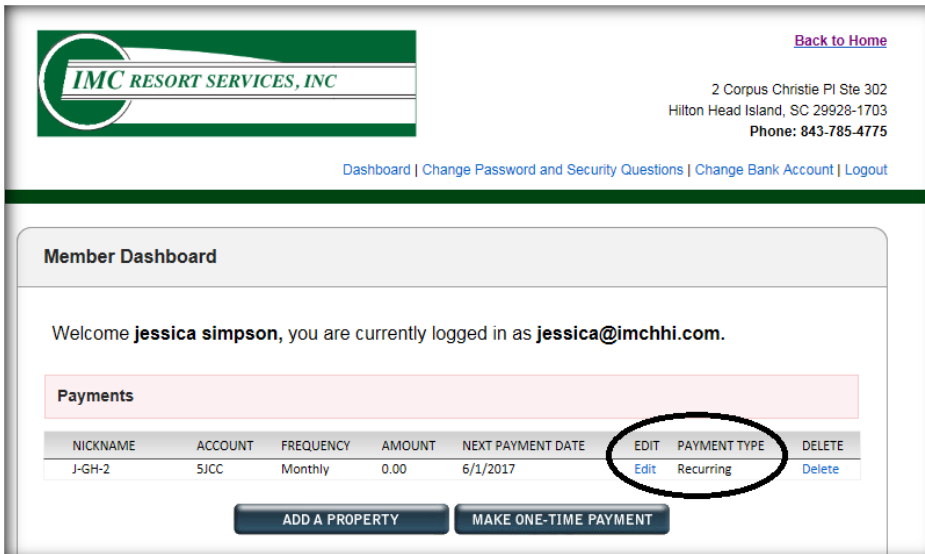
Note: the payment portal is separate from the Owners Portal.

IMC Payment Options: <https://www.imchhi.com/payment-options>

Login Website Address: <https://onlinepay.aafin.com/Login.aspx>

You will need the email address that is receiving the email notifications of payments.
(If you do not remember your password you can reset it on the login page.)

- On the Member Dashboard, under **Payments** click "**Edit**"

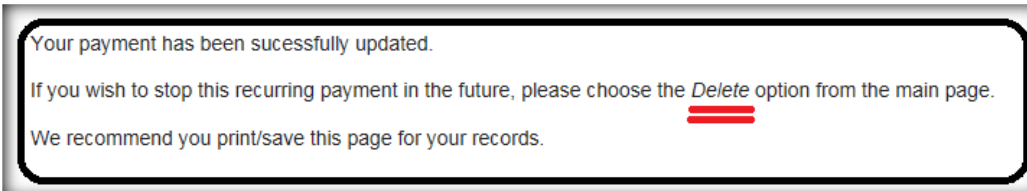


The screenshot shows the IMC Resort Services, Inc. Member Dashboard. At the top left is the company logo. At the top right, there is contact information: "2 Corpus Christie Pl Ste 302, Hilton Head Island, SC 29928-1703, Phone: 843-785-4775". Below this is a navigation bar with links: "Dashboard | Change Password and Security Questions | Change Bank Account | Logout". The main content area is titled "Member Dashboard" and includes a welcome message: "Welcome **jessica simpson**, you are currently logged in as **jessica@imchhi.com**." Below the welcome message is a section titled "Payments" containing a table with the following data:

NICKNAME	ACCOUNT	FREQUENCY	AMOUNT	NEXT PAYMENT DATE	EDIT	PAYMENT TYPE	DELETE
J-GH-2	SJCC	Monthly	0.00	6/1/2017	Edit	Recurring	Delete

Below the table are two buttons: "ADD A PROPERTY" and "MAKE ONE-TIME PAYMENT". The "EDIT" link in the table is circled in red.

- Step 1 - Edit a payment, click **Proceed**.
- Step 2 - Payment confirmation, scroll down & click **Update Payment**
- Step 3 - If successful you will see:



The screenshot shows a success message in a rounded rectangular box. The text reads: "Your payment has been successfully updated. If you wish to stop this recurring payment in the future, please choose the Delete option from the main page. We recommend you print/save this page for your records." The word "Delete" is underlined in red.

- Click **Home Page** and confirm on the Dashboard that the amount has updated.

[GOTO HOME PAGE](#)

If you have any further questions, please email ARdept@IMCHHI.com.