

WINDMILL HARBOUR, POA

PAYMENT OPTIONS Recurring E-Check & Credit Card

RECURRING E-CHECK

To begin, please visit

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

Getting started you will need the following information to make your payment:

Management ID for IMC Resort Services is **788**

Association ID for Windmill Harbour, POA is **869**

Account Number - This is unique to you and your property(ies).

1. Click on “**Create Account**”
2. On the next screen, fill out all the requested information; *you will need your banking information for this step*. Once completed, you will now have created your own account. Click on, “PROCEED”.
3. You will then receive an email that you must open and click as instructed to verify your email address. Please do this immediately as the link does *expire* in 24-hours.
4. You will be taken to a page titled “**Email Verification**”. If all is in order you click “log-in” on this page and you will be taken to the Login screen. Fill in your email and password and Sign In. You will be asked one of your security questions. Just answer correctly and you will be taken to a screen titled “Member Dashboard.”
5. On the “Member Dashboard” click on “Add a Property”. You will be taken to the “Create Payment” screen. **This is where you will need the Management Company ID (788), your Association ID (869), and your Account Number**. Complete this information, then pick your date, your frequency and fill in your payment amount. (**EXAMPLE:** *If you choose January 12 and a Frequency period of quarterly and an amount of \$728, your bank account will be drawn on for \$728 on the 12th of every quarter beginning in January until you log back in and change something*). Now click “PROCEED” and you are finished.
6. You will receive a Confirmation Email, when your payment has been set up properly.

Once you reach the confirmation page, you will need to click “**Authorize Payment**” to complete the process.

A reminder email will be sent to you before your payment draws and an email confirmation when the payment has been made.

To make a one-time credit card payment, click on the credit card option on the home page. The process is straight forward. Convenience charges apply for using a credit card (3% of the amount being charged), for the payment; this is a bank fee, **not IMC**.

*****Please note:** *Recurring eCheck will only pay for your regularly scheduled regime fees/HOA fees. All special assessments and/or other fees charged during the year will need to be paid separately. These fees will not be captured by your quarterly recurring eCheck.*

IMPORTANT: You are responsible for updating your recurring eCheck amount if your regime fee/HOA fee increases. See below instructions.

Thank you for participating in this secure service. Please do not hesitate to contact our account department if you have any questions.

Accounting may be reached at 843-785-4775 ext. 117 or ARdept@IMCHHI.com.

How to Edit a Recurring E-Check Payment

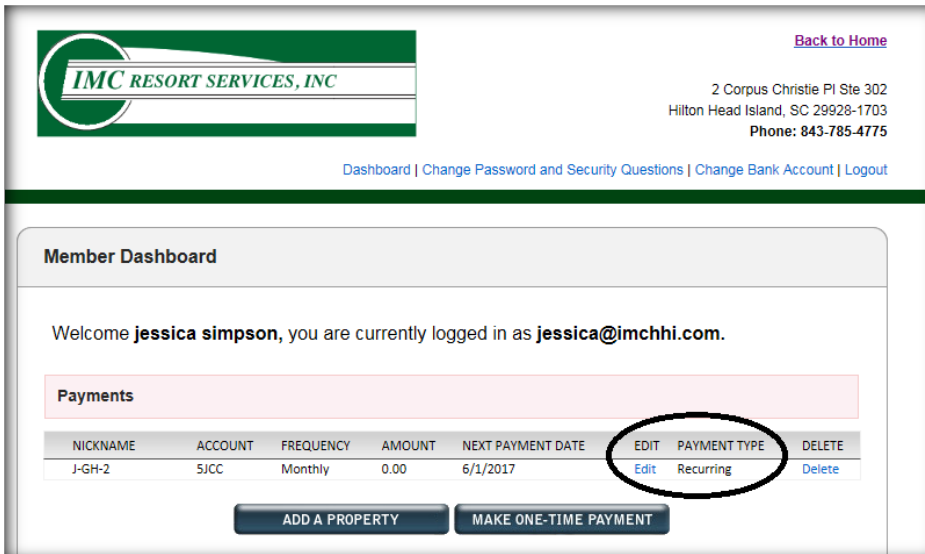
Note: the payment portal is separate from the Owners Portal.

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.)

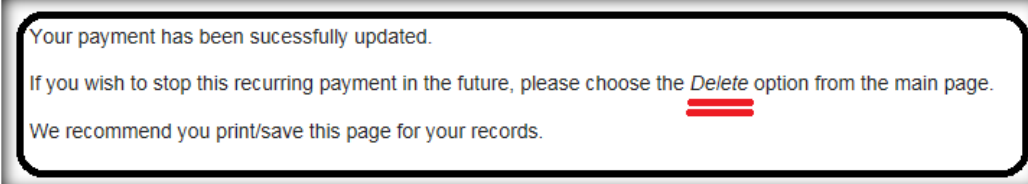
- On the Member Dashboard, under **Payments** click "Edit"



The screenshot shows the IMC Resort Services, Inc. Member Dashboard. At the top left is the company logo. At the top right is the 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 "Payments" section with a table. The table has columns: NICKNAME, ACCOUNT, FREQUENCY, AMOUNT, NEXT PAYMENT DATE, EDIT, PAYMENT TYPE, and DELETE. The first row contains: J-GH-2, SJCC, Monthly, 0.00, 6/1/2017, Edit, Recurring, Delete. The "Edit" and "Payment Type" cells are circled in black. Below the table are two buttons: "ADD A PROPERTY" and "MAKE ONE-TIME PAYMENT".

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

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



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.

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

Thank you for participating in this secure service. Please contact the Bank's customer service center for help with editing your online payment, 844-739-2331. Do not hesitate to contact our accounting department if you have any questions.

Accounting may be reached at 843-785-4775 ext. 117 or ARdept@IMCHHI.com.