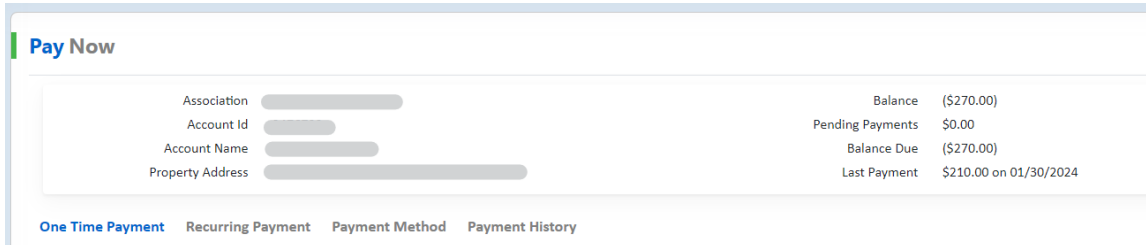


DETAILED EUNIFY PAY INSTRUCTIONS

- 1 | Log into your community website at www.advancehoa.com/homeowner-login and click **Pay Now!**
- 2 | This will open a page labeled **Pay Now**. The page layout is as follows:



Pay Now

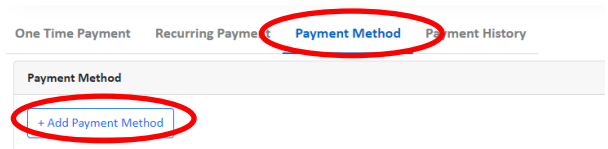
Association	[Redacted]	Balance	(\$270.00)
Account Id	[Redacted]	Pending Payments	\$0.00
Account Name	[Redacted]	Balance Due	(\$270.00)
Property Address	[Redacted]	Last Payment	\$210.00 on 01/30/2024

[One Time Payment](#) | [Recurring Payment](#) | [Payment Method](#) | [Payment History](#)

- **Balance:** balance on account including future charges.
- **Pending payments:** payments made through eUnify pay but have not been fully processed by bank.
- **Balance Due:** amount due today
- **Payment History:** history of payments made on eUnify Pay; it will not show payments made by check or on Property Pay. Please view owner ledger in Account Info to view all transactions.

3 | Click the column **Payment Method**

- Click the + Add Payment Method button
- Three payment options will appear, defaulting to Card.



[One Time Payment](#) | [Recurring Payment](#) | [Payment Method](#) | [Payment History](#)

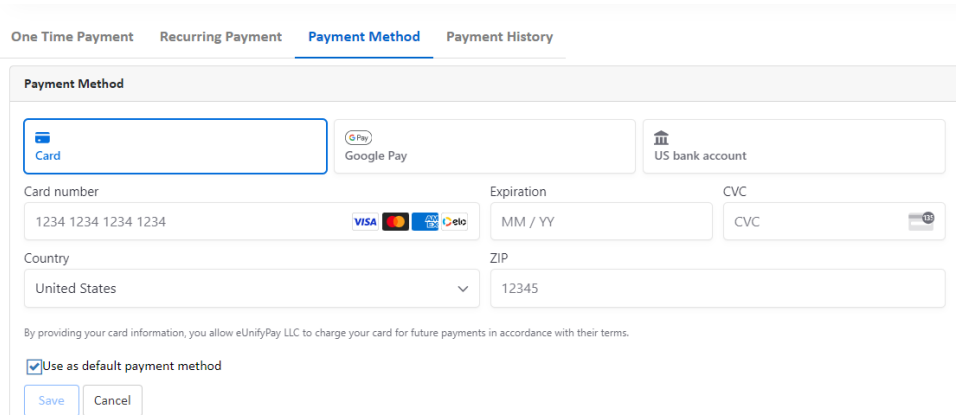
Payment Method

[+ Add Payment Method](#)

- **Choose CARD, GOOGLE PAY or APPLE PAY, or US Bank ACCOUNT**

- **CARD:** Fill in empty fields, hit save

- **GOOGLE PAY:** Click Google Pay then SAVE. This will open a pop up if you have Google Pay linked to your browser. If nothing pops up, use another payment method.



[One Time Payment](#) | [Recurring Payment](#) | [Payment Method](#) | [Payment History](#)

Payment Method

Card | Google Pay | US bank account

Card number: 1234 1234 1234 1234 | Expiration: MM / YY | CVC: CVC

Country: United States | ZIP: 12345

By providing your card information, you allow eUnifyPay LLC to charge your card for future payments in accordance with their terms.

Use as default payment method

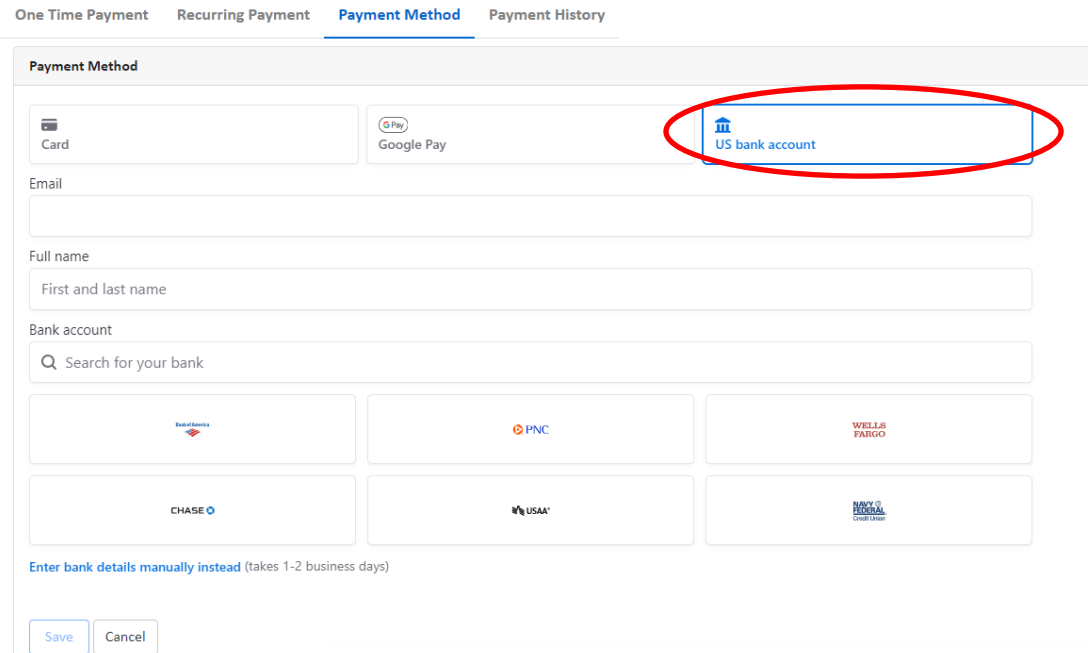
- **APPLE PAY:** This will only appear as an option if the owner is logged in on an iOS device (iphone, ipad, etc.) and using Safari. Click Apple Pay then SAVE. This will open a pop up if you have Apple Pay linked to your browser. If nothing pops up, use another payment method.



- **US BANK ACCOUNT:**


- **IMPORTANT:** fill in email and name that matches the name on the bank account. It does not have to be an exact match but similar. If email is left blank, the set up will not work.
- Type in name of you bank in search. Choose bank. Most banks are available.

Note: If the bank account doesn't appear in search, please click 'Enter bank details manually instead' at the bottom. See instructions below to navigate this step.



One Time Payment Recurring Payment **Payment Method** Payment History

Payment Method

Card  Google Pay **US bank account**

Email

Full name
First and last name

Bank account
Q Search for your bank

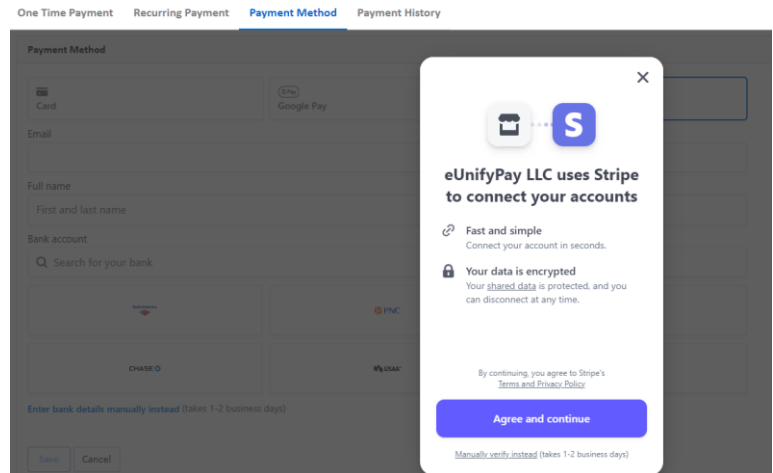
Bank of America PNC WELLS FARGO

CHASE USAA NAVY FEDERAL Credit Union

[Enter bank details manually instead](#) (takes 1-2 business days)


Save Cancel

- If the bank does appear in search, a pop up will appear on the screen.
- Click Agree and Continue.
Stripe is a payment processor that facilitates payments.
- Enter login information for bank account. This will automatically add the account and ensure it's correct and secure. Click Save.
- Once added, the payment method is ready to use.



One Time Payment Recurring Payment **Payment Method** Payment History

Payment Method

Card  Google Pay

Email

Full name
First and last name

Bank account
Q Search for your bank


Bank of America PNC

CHASE USAA

[Enter bank details manually instead](#) (takes 1-2 business days)

Save Cancel

eUnifyPay LLC uses Stripe to connect your accounts



Fast and simple
Connect your account in seconds.

Your data is encrypted
Your shared data is protected, and you can disconnect at any time.

By continuing, you agree to Stripe's [Terms and Privacy Policy](#)

Agree and continue

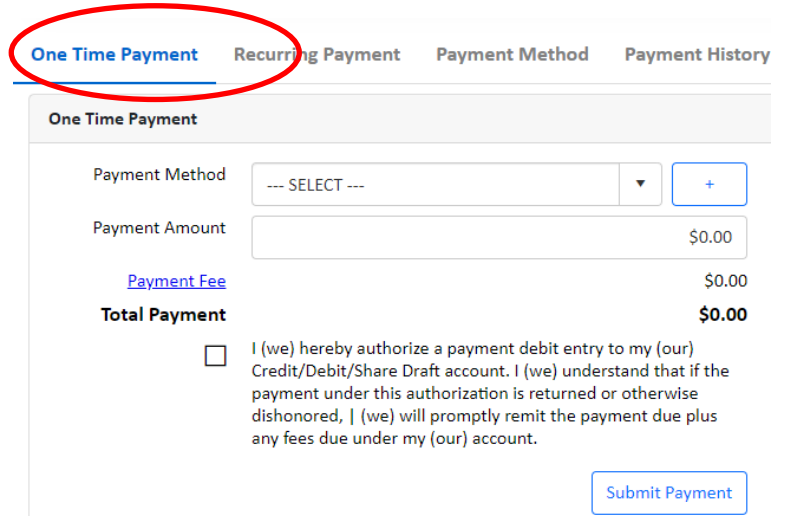
Manually verify instead (takes 1-2 business days)

- If the bank name doesn't appear in search, and please click 'Enter bank details manually instead' at the bottom and follow the instructions.

4 | Once a payment method is added, click either One Time or Recurring Payment, depending on your preference.

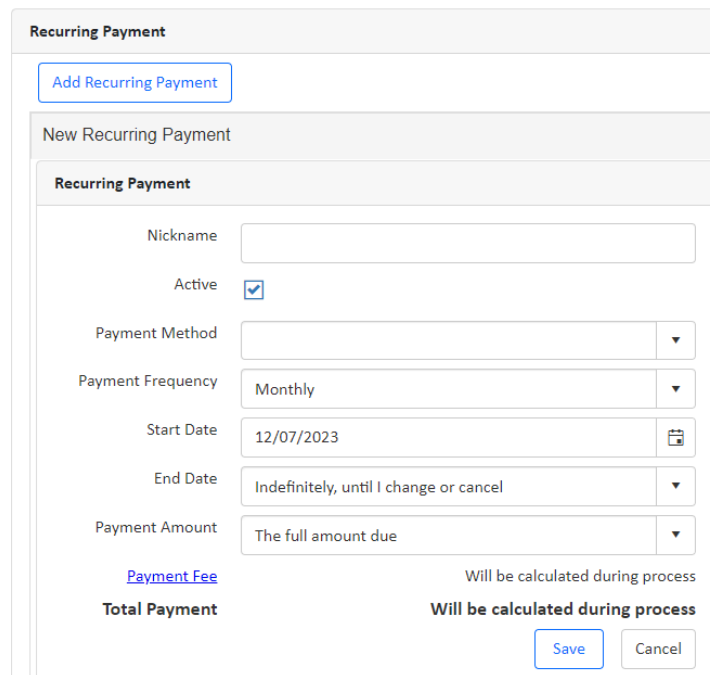
For One Time Payment: Click Column One Time Payment

- Select Payment Method from Drop Down and choose your added method.
- Enter Amount (the default amount entered is balance due, it can be overwritten).
- The Fee will automatically calculate.
 - Click the underlined blue 'Payment Fee' to view fees.
- Check the Box. Submit Payment.
 - This will initiate processing immediately. These payments cannot be scheduled in the future.



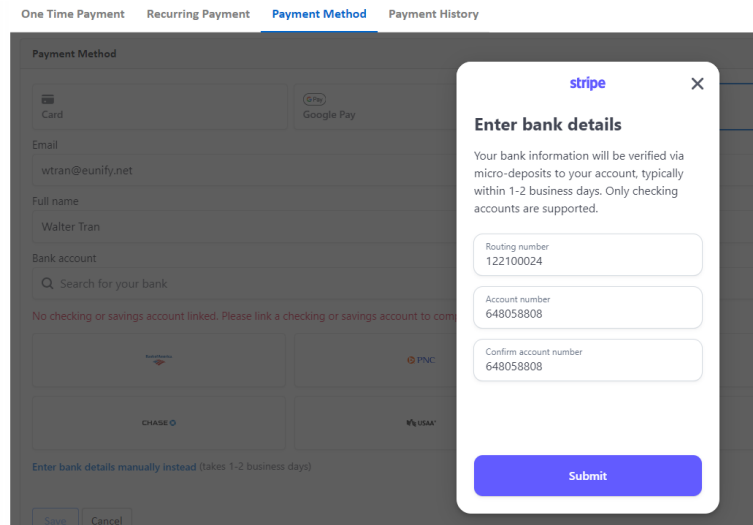
For Recurring Payment: Click Column Recurring Payment

- Click Add Recurring Payment. More fields will appear.
- Nickname:
 - Ex: Community Name – Assessment
- Check Active box to ensure it's activated.
- Choose Payment Method from Drop Down.
- Payment Frequency:
 - Monthly (same day of month as start date, pulled monthly)
 - Quarterly (same day of month as start date, pulled every 3 months)
 - Semi-Annual (same day of month as start date, pulled every 6 months)
 - Annual (same day of month as start date, pulled every 12 months)
- Choose Start Date.
 - The day of the month chosen will be the date the payment is pulled moving forward.
- End Date has 3 options:
 - Indefinitely, until I change or cancel (recommended)
 - Until the following end date
 - Until the following number of payments have been made
- Payment Amount has 2 options:
 - The full amount due (will pull the full account balance)
 - Fixed amount (you will need to update it if rates change)
- Click Save. **Then Confirm. The Green check on top right indicates it's saved and active.**
- You will receive an email 7 days before payment.
 - If payment is scheduled for sooner than 7 days, you will not get an email until the next payment.




EUNIFY PAY | MANUALLY ADDING A BANK ACCOUNT

- 1 | **IMPORTANT:** Ensure your email is entered in the email field.
- 2 | Click the 'US Bank Account' button.
- 3 | Beneath the bank listing, click the underlined blue link "Enter bank details manually instead."
- 4 | Enter your bank account information and hit Submit.
- 5 | You will receive an email from Stripe. Stripe will initiate a micro deposit (less than a dollar) into the owner's account. **It will take 1-2 business days (Monday – Friday) for the deposits to appear in your account.**



- 6 | Once the micro deposit is made, please click the link on the email you received from Stripe when you initiated the process. Log into your online bank account and find the microdeposit transaction. Please enter the 6 digits prior to the -EunifyPay in the deposit description in the verification screen that opens when you click the link on the email from Stripe. Click Verify. Once verified, please schedule your payment.

Example View of Deposit on your Online Bank Account:

Nov 2, 2023	ORIG CO NAME:SMVCYA-EUNIFYPAY ORIG ID:4270465600 DESC DATE: CO ENTRY DESCR:ACCTVERIFYSEC:CCD TRACE#:111000027988959 EED:231102 IND ID:ST-J4X8J3I9J1Y3 IND NAME:EUNIFYPAY LLC TRN: 3067988959TC	ACH debit	-\$0.01
	ORIG CO NAME:SMVCYA-EUNIFYPAY ORIG ID:1800948598 DESC DATE: CO ENTRY DESCR:ACCTVERIFYSEC:CCD TRACE#:091000017944491 EED:231102 IND ID:ST-P2A7X4S4M8H5 IND NAME:EUNIFYPAY LLC TRN: 3067944491TC	ACH credit	\$0.01

Enter the 6 characters in the page that opens when you click the link:

