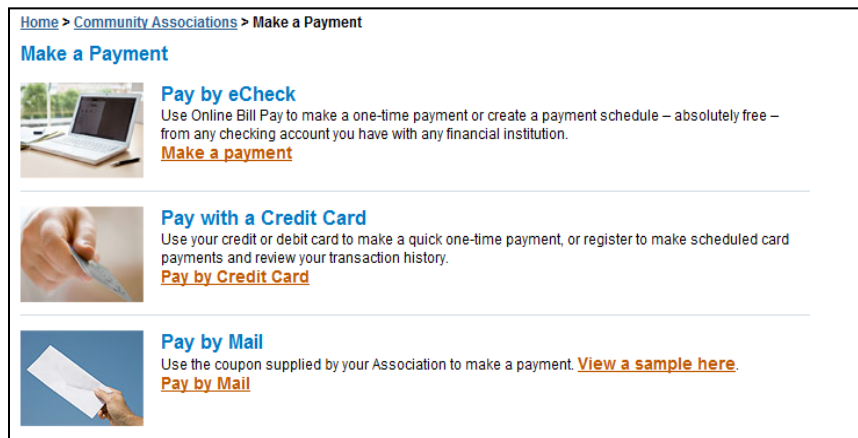# Make a e-Check payment online!

When you visit our website to make a payment by e-Check, you can take advantage of many features including:

- The option to schedule payments on a monthly, quarterly, semi-annual or annual basis.
- The ability to manage payments and property information through your personal profile.
- Access to transactions for up to 13 months when you create a user profile.

Go to http://www.mutualofomahabank.com/community-associations/make-a-payment
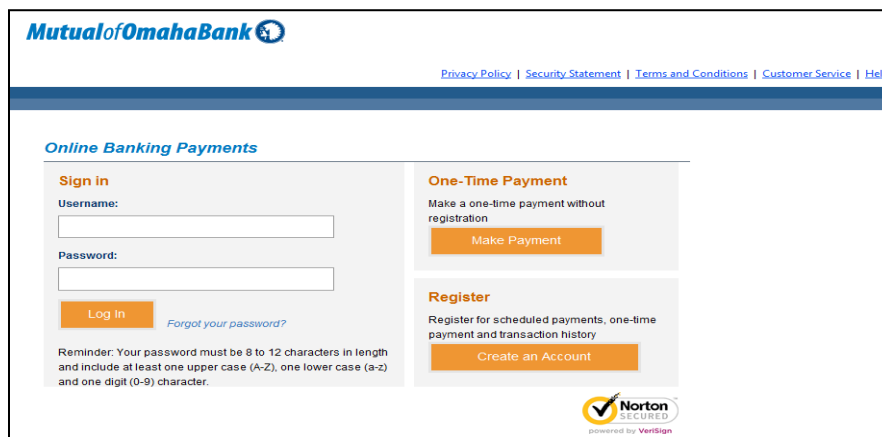
Select **Pay by eCheck,** click **Make a payment**

To make a **One-Time Payment** without registration, select **Make Payment** and complete the required personal contact information and submit the payment.

Or **Register** for scheduled payments, one-time payment and transaction history, select **Create an Account.**

Step 1: Create a profile - Register page will display. Creating a profile allows you to save payment and property information which saves you time when making your next due payment. You can also schedule payments and view detailed payment history.

Click – **Register** when **required information is completed. (Personal Information, Contact Information, Mailing Address, Security Questions, Password)**

Personal Information

Username:	
Title: (optional)	
First Name:	
MI: (optional)	
Last Name:	

Create username to login to registered profile.

Contact Information

Email Address:	
Home Phone:	
Work Phone:	
Cell Phone: (optional)	

Email address can be used in lieu of username to login.

Mailing Address

Address:	
Address 2: (optional)	
City:	
State:	Please Select
Postal Code:	-
Country:	United States

Enter your personal mailing address.

Security Questions

Select two security questions below and provide the answers. The answers will assist in future account password changes.

Security Question 1:	[Please Select]
Answer:	
Security Question 2:	[Please Select]
Answer:	

Security questions will assist with password resets in the future.

Password

The password must be 8 to 16 characters in length and include at least 1 uppercase (A-Z), 1 lowercase (a-z), and 1 digit (0-9) character.

Password:	
Confirm Password:	

☑ Yes, I'd like to stay in touch with Mutual of Omaha Bank and agree to receive periodic email updates and offers. I understand that I can easily unsubscribe at any time.

Register   Cancel

New opt-in language: "Yes, I'd like to stay in touch with Mutual of Omaha Bank and agree to receive periodic email updates and offers. I understand that I can easily unsubscribe at any time."

Click on Step 2: Manage **Property/Properties**

Home | Manage Profile | Manage Properties | Manage Accounts | Make Payment | Schedule Payments | Transaction History

Welcome to Community Association Banking

Create a Profile and make payments in four easy steps:

Step 1: Create My Profile
Step 2: Manage Property/Properties
Step 3: Manage Payment Accounts
Step 4: Make a One-Time Payment or Manage Scheduled Payment(s)

- Click New Property button.

Home | Manage Profile | Manage Properties | Manage Accounts | Make Payment | Schedule Payments | Transaction History

Manage Properties

There are currently no properties configured. Please click on " New Property " below to add a new property.

New Property

Enter properties you are making payments for.

- Enter Property Information – Management Company, Association ID and Property Account Number. *View Sample Coupon* displays the required information.

- Check the **Confirmation box,** click **SAVE** button.

Home | Manage Profile | Manage Properties | Manage Accounts | Make Payment | Schedule Payments | Transaction History

Manage Properties

New Property

Type:	Please Select
Property Address:	4950 S 48th Street
Property City: (optional)	Phoenix
Property State: (optional)	Arizona
Property Zip:	85040 -
Management Company ID:	005 View Sample Coupon
Management Company:	Test HOA Account
Association ID:	CAB View Sample Coupon
Association Name:	HOA Test Account
Property Account Number:	cab03 View Sample Coupon

Confirmation

☐ I confirm that the management company, association name and property account number are correct.

Save   Cancel

Management Company Id, Association Id and Property Account Number can be found on your coupon/statement scan line or billing advice that was sent by your management company. Click on "View Sample Coupon" to identify the location of each, or contact your management company for payment information.

Step 3: Manage Payment Accounts

- ▪ Click Payment Accounts.

Home | Manage Profile | Manage Properties | Manage Accounts | Make Payment | Schedule Payments | Transaction History

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- ▪ **Manage Payment Accounts** page will display, click New Account button.

Home | Manage Profile | Manage Properties | Manage Accounts | Make Payment | Schedule Payments | Transaction History

Manage Payment Accounts

There are currently no accounts configured. Please click on " New Account " below to add a new account.

[New Account]

Enter the checking account number you would like to charge for your dues payments.

- ▪ Complete **Billing Information**, click Save & Add Another or Save.

Billing Information

Type:	Checking ▼
Bank Routing Number:	[_____] *What's this?*
Bank Name:	
Account Number:	[_____] *What's this?*
Confirm Account Number:	[_____]
Account Holder Name:	[_____]
	☐ Same as Mailing
Address:	[_____]
Address 2: (optional)	[_____]
City:	[_____]
State:	Select State ▼
Postal Code:	[_____]
Country:	United States ▼

[Cancel] [Save & Add Another] [Save]

Account Holder Name is the name on the checking account.

Address is the address of the bank account holder.

Please note: *You can add more than one checking account to your profile. Click on "Save & Add Another" to create additional payment accounts.*

Step 4: Make a One-Time Payment or Manage Scheduled Payment(s).

Home | Manage Profile | Manage Properties | Manage Accounts | Make Payment | Schedule Payments | Transaction History

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Create a Profile and make payments in four easy steps:

Step 1: Create My Profile
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- Manage Scheduled Payments page will display. Click New Payment button.

Home | Manage Profile | Manage Properties | Manage Accounts | Make Payment | Schedule Payments | Transaction History

Manage Scheduled Payments

There are currently no recurring payments scheduled. Please click on " New Payment " below to add a recurring payment.

New Payment

- Complete Manage Schedule Payments information.

Home | Manage Profile | Manage Properties | Manage Accounts | Make Payment | Schedule Payments | Transaction History

Manage Scheduled Payments

Home > Manage Scheduled Payments > Create a Recurring Payment

Add Recurring Payment

* Required Fields

*Property: Select a Property

Don't see your property listed? Go to Manage Properties to add it.

Account

*Account: Select an Account

Need to add a new account? Go to Manage Payment Accounts to add it.

Amount

*Amount: $ _____ (Example: 1000.00) US dollars

Recurrence

*Frequency: Select Frequency

*Starting: _____ (mm/dd/yyyy)

*Ending: ⊙ End after _____ occurrences (up to 36 occurrences)
          ⊙ End on _____ (mm/dd/yyyy)

Back   Continue

Add Recurring Payment

Property: Select a Property listed on drop down option.
Account: Select bank account listed on drop down option.
Amount: Enter dollar amount.

Recurrence

Frequency: Select monthly, quarterly, semi-annual or annual.
Starting: Select Calender or enter date(mm/dd/yyyy).
Ending: Click button – End after # of occurences (up to 36 occurrences) *or*
             Click button – End on Click calendar or enter date(mm/dd/yyyy).

- Click Continue button

Manage Scheduled Payments page will display. Review the recurring payment date and click **Confirm Schedule** button.

Scheduled Payment has been confirmed and HOA fees will be processed.

REGISTRATION IS COMPLETE – Click on Log Out or close browser.

MutualofOmahaBank

Home | Manage Profile | Manage Properties | Manage Accounts | Make Payment | Schedule Payments | Transaction History

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You may have recently received an email notice regarding your eCheck payment
which was intended to remind you a scheduled payment would be processed in the
near future. In error, that notice indicated a $10 convenience fee would be charged.
The fee is applicable only to customers paying by credit card. Please disregard the fee
listed in the email as our eCheck service continues to be provided at no cost to you.

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Community Association Banking

Thank you

You have successfully signed out. Sign in again.