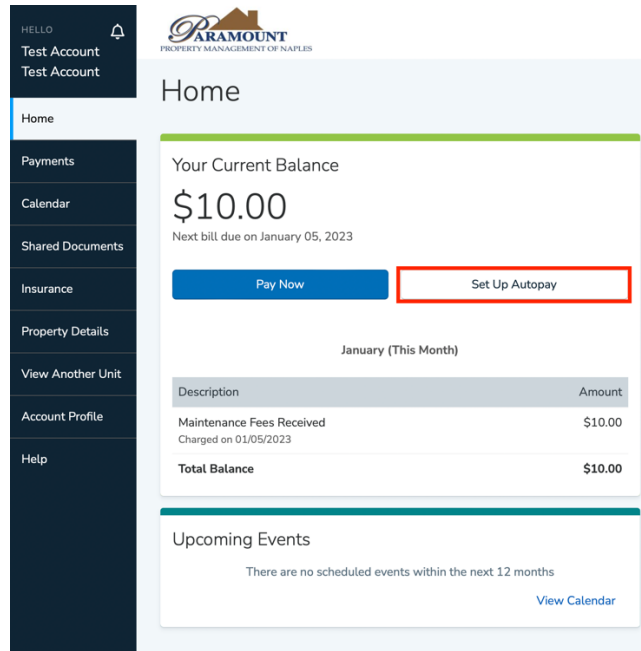
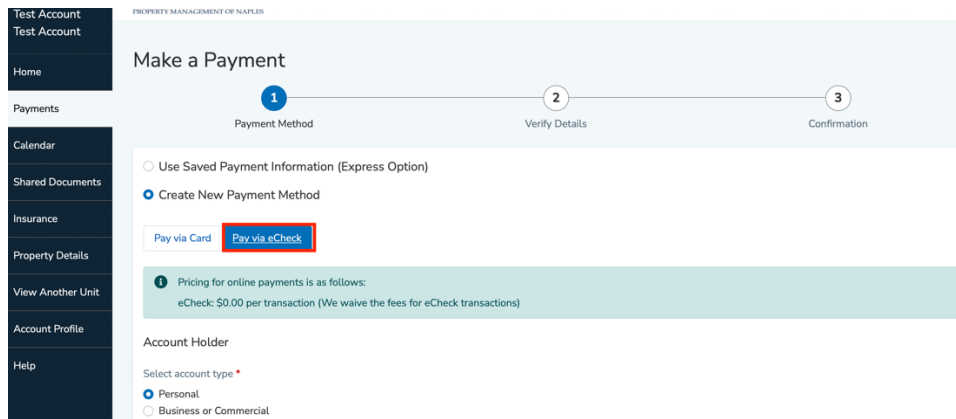


**\*\*Steps to Setup and Edit AutoPay\*\***

- 1.) Log into your portal using your email and password at the following link:  
<https://paramounipropertymanagement.appfolio.com/connect>.
- 2.) On the Home Page, select "Set Up Autopay."



- 3.) You may "Use Saved Payment Information" or select Create New Payment Method. For a fee free option select "Pay via eCheck" and fill out your banking information.



4.) Once you have successfully filled out your bank account information press “continue.”

The screenshot shows a web interface for setting up a bank account. On the left is a dark sidebar with navigation links: Test Account, Home, Payments, Calendar, Shared Documents, Insurance, Property Details, View Another Unit, Account Profile, and Help. The main content area is titled 'PROPERTY MANAGEMENT OF NAPLES' and contains the following form elements:

- Account Type:  Personal,  Business or Commercial
- First Name:
- Last Name:
- Account Information: [Where can I find this information?](#)
- Routing Number:
- Account Number:
- Confirm Account Number:
- This account is:  Checking,  Savings
- Save this payment method:
- Buttons:  (highlighted with a red box),
- Disclaimer: By clicking "Continue", I authorize AppFolio, Inc. to confirm information about the bank account I provide, and I acknowledge that the terms of such authorization are set forth in the Terms of Service, which I hereby agree to.

5.) On the Auto Pay screen you have a few options.

- a. You can give the payment a name for your own identification. For example, Quarterly Dues.
- b. Select when you would like to make your first Payment. Since 1/06/2023 was selected, subsequent payments will be on the 6<sup>th</sup> day of the month.
- c. You can choose between paying the Full Balance or specifying a specific value and timeframe. If you pick Full balance, it will look at your balance on the date specified earlier and pay the full amount. If your balance is zero, there will be no charge for that month.
- d. When you have made your choices select Create Autopay.

Give this payment a name:

Association Dues

Make the first payment on:

01/06/2023

How much do you want to pay?

Full Balance, every month

\$  every  month

Transaction Fee: [?](#) \$0.00

The first two payments will be made on January 6, 2023 and February 6, 2023.

You may cancel this payment at any time. Any payments scheduled after your move out date will automatically be cancelled.

Create Autopay

Change Payment Method

By clicking the button "Create Autopay", I hereby authorize AppFolio, Inc. to initiate an electronic payment in the amount and as otherwise described above. The terms of such payment are set forth in the [Terms of Service](#), which I hereby agree to.

- 6.) Congratulations you have successfully set up your Autopay! You can make changes to your Autopay on your Payments tab. These options include:
- Edit:** If you would like to change the day of payment or the amount.
  - Delete:** If you would no longer like to have autopayment.
  - Skip this payment:** If you would like to skip the next autopayment.

The screenshot shows the 'Payments' section of the AppFolio interface. On the left is a navigation sidebar with options like Home, Payments, Calendar, Shared Documents, Insurance, Property Details, View Another Unit, Account Profile, and Help. The main content area is titled 'Payments' and includes:

- Your Current Balance:** \$10.00, with a note 'Next bill due on January 05, 2023'. Below this is a message: 'You have scheduled a payment of your full balance that will occur on 02/09/2023' with a 'show details' link and buttons for 'Pay Now' and 'Set Up Autopay'.
- Scheduled Payments:** A card showing 'Full Balance' for 'Quarterly Dues' on '02/09/2023'. It includes the text 'Auto-Payment created by You' and a red-bordered button with the text 'Edit | Delete | Skip this payment'.
- Account Ledger:** A section with the heading 'Account Ledger' and a sub-heading 'Need more help understanding your balance?'. It contains a button 'View full account ledger'.
- Past Payments:** A section with the heading 'Past Payments' and a sub-heading 'You have no payment history'.

| Description  | Amount         |
|--|----------------|
| Maintenance Fees Received<br>Charged on 01/05/2023 | \$10.00        |
| <b>Total Balance</b>                               | <b>\$10.00</b> |