

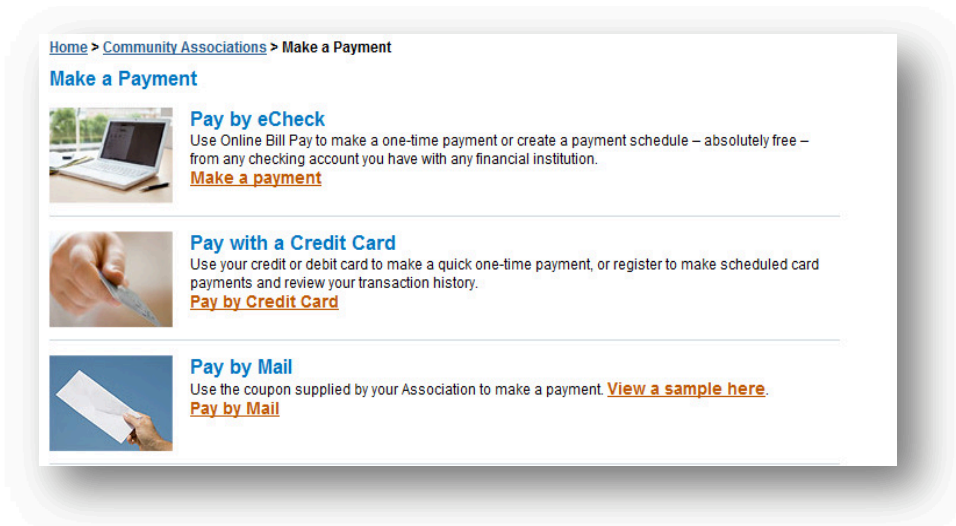
How to Make a Credit Card payment online!

When you visit our website to make a payment by Credit Card, 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>

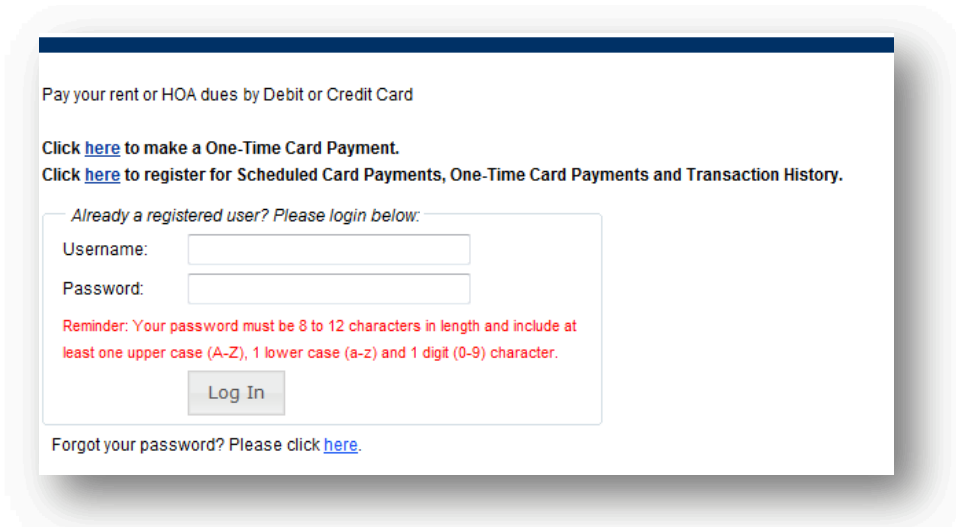
Select “Pay with a Credit Card”, click [Pay by Credit Card](#).



Please note: To make an e-Check payment, click on *Make a payment*.

To make a **One-Time Payment** without registration, select “**Click [here](#) to make a One-Time Card Payment**”. Complete the required personal contact information and submit the payment.

Or **Register** for scheduled payments, one-time payment and transaction history, select “**Click [here](#) to register for Scheduled Card Payments, One-Time Payments and Transaction History**”.



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 when required information is completed.

The screenshot shows a 'Register' form with the following sections:

- Required Fields**
- Personal Information**: Username, Title, First Name, MI, Last Name.
- Contact Information**: Email Address, Home Phone, Work Phone, Cell Phone.
- Mailing Address**: Address, Address 2, City, State, Postal Code, Country.
- Security Questions**: Two security questions with dropdown menus and text answers.
- Password**: Password and Confirm Password fields.

Callouts on the right side of the form:

- Callout 1: *Create username to login to registered profile.*
- Callout 2: *Email address can be used in lieu of username to login.*
- Callout 3: *Enter your personal mailing address.*
- Callout 4: *Security questions will assist with password reset in the future.*

Step 2: Click on Manage [Property/Properties](#)

The screenshot shows a 'Welcome to Community Association Banking' page with the following content:

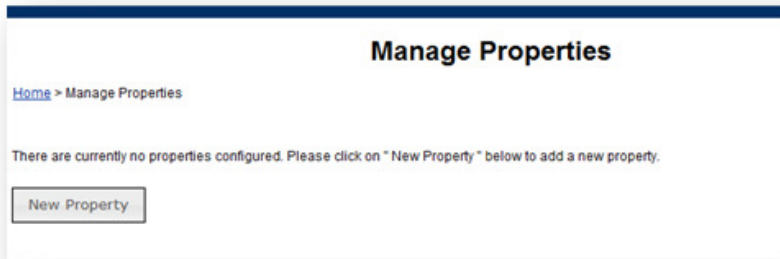
Welcome to Community Association Banking
Create a Profile and make payments in four easy steps:

Home


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\(s\)](#)

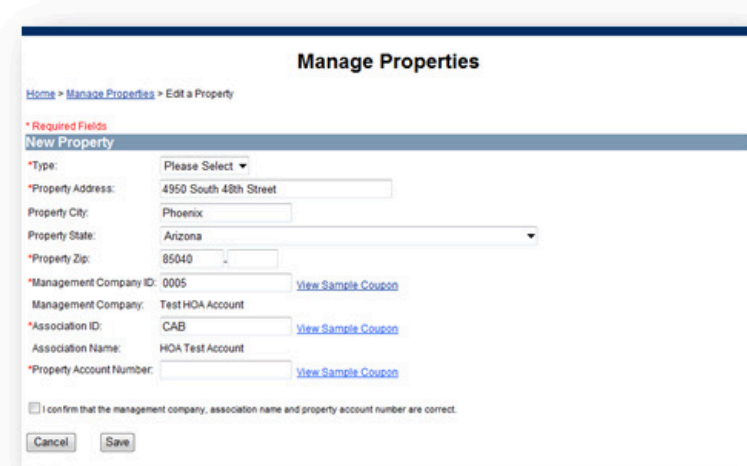
Step 2: > Manage Properties

- Click  button.



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  button.

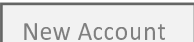


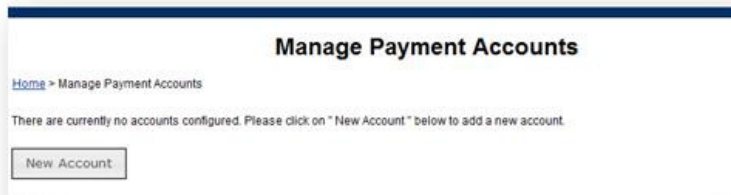
Management Company ID, Association ID, and Property Account Number can be found on your coupon/statement scan line or billing advise that was sent by your management company. Click on "View Sample Coupon" to identify the location of each, or contact your management company for payment information.

Step 3: Manage [Payment Accounts](#)

- Click [Payment Accounts](#).

My Profile; Step 2: Manage [Property/Properties](#); Step 3: Manage [Payment Accounts](#); Step 4: Make a [One-Time Payment](#) or Manage [Scheduled Payment\(s\)](#)." data-bbox="177 714 761 864"/>

- Manage Payment Accounts page will display, click  button.



Enter the credit card information for the card you would like charged for your dues payments

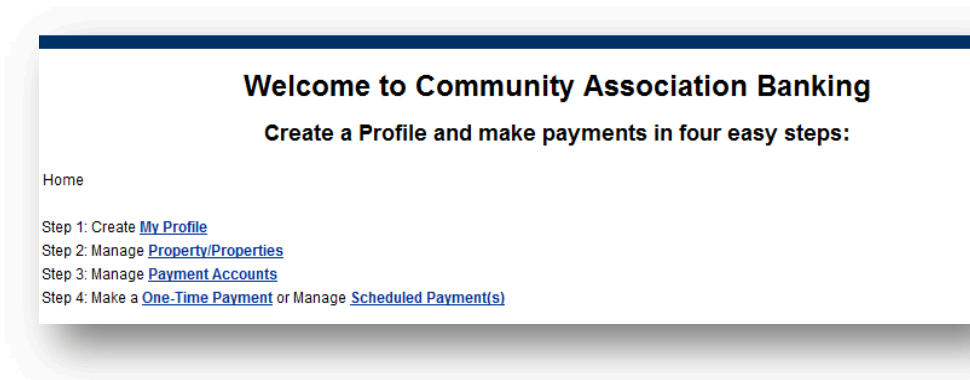
- Complete **Billing Information**, click Save & Add Another or Save.

Credit Card name is the name that appears on the credit card.

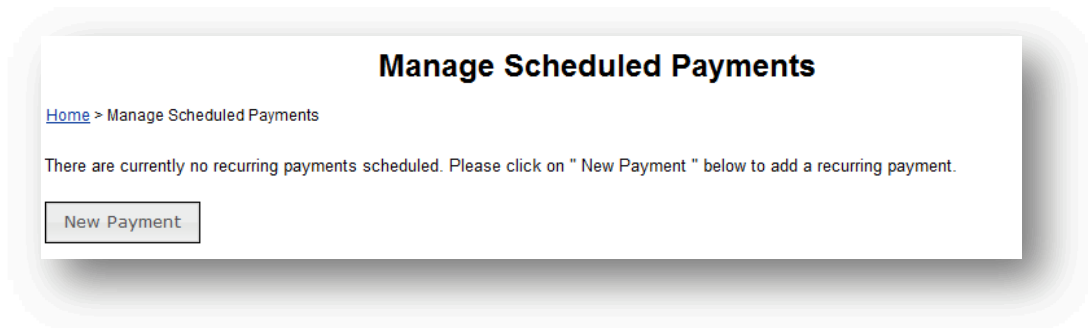
Address is the address of the credit card holder.

You can add more than one credit card 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)**.



- Manage [Scheduled Payments](#) page will display. Click [New Payment](#) button.



- Complete Manage Schedule Payments information.

Add Recurring Payment

Property: Select a Property listed on drop down option.

Account: Select bank account listed on drop down option.

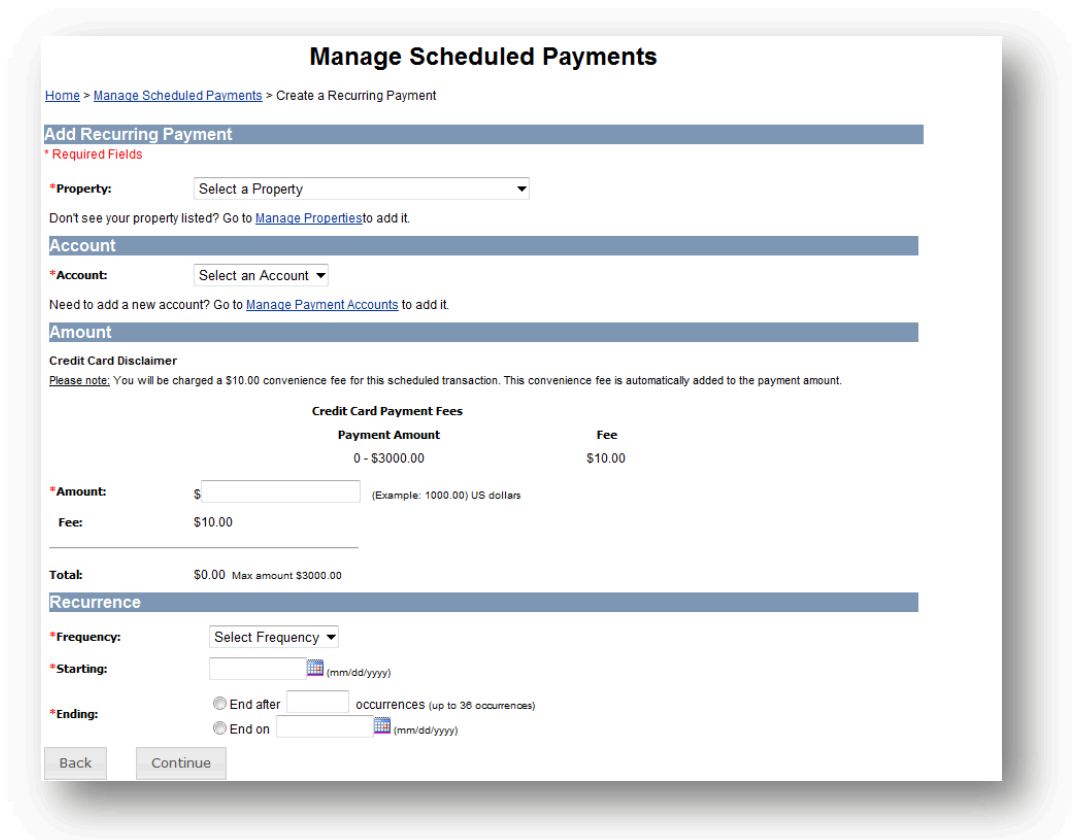
Amount: Enter dollar amount.

Recurrence

Frequency: Select monthly, quarterly, semi-annual or annual.

Starting: Select Calendar or enter date(mm/dd/yyyy).

Ending: Click button – End after # of occurrences (up to 36 occurrences) *or*
Click button – End on Click calendar or enter date(mm/dd/yyyy).



- Click [Continue](#) button

Manage Scheduled Payments

[Home](#) > [Manage Scheduled Payments](#) > Create a Recurring Payment

Add Recurring Payment

Amount	Payment Date		
\$1.00	08/11/2014	Edit	Delete
\$1.00	09/11/2014	Edit	Delete

Credit Card Disclaimer

Please note, Credit Card payments cannot be cancelled or modified once submitted. A convenience fee is charged for credit card payment requests. Payments may take up to 5 business days to be posted to your account. In order to avoid late charges by your Managing Agent, payment should be submitted 5 business days prior to your due date. Payments are processed Monday through Friday excluding holidays. Authorized charges to your credit card account will be processed for the amount indicated above including convenience fees. Payment collected (excluding convenience fees) will be deposited to the checking account of your PROPERTY, maintained with the BANK, and will be reported to, its managing agent or designated representative in a timely manner.

- Click

Welcome to Community Association Banking

Create a Profile and make payments in four easy steps:

[Home](#)

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\(s\)](#)

Community Association Banking

[Home](#) > [Log Out](#)

Thank you

You have successfully signed out.

[Sign in again.](#)