

INSTRUCTIONS FOR THE **COMMUNITY ASSOCIATION BANK**

1. Click on Link for the Community Association Bank.
2. Once you have entered the link there will be three choices:
 - Pay by Online Bill Pay
 - Pay by Credit Card
 - Pay by Mail
3. Depending on your choice:
 - If you select ***Pay by Online Bill Pay*** you will be directed to a page that will inform you “As a guest, you can use Online Bill Pay to make a one-time payment or schedule recurring payments – absolutely free – from any checking account you have with any financial institution.” Please click on ***continue*** to be directed to the next page where you will be asked to ***Make a one-time payment without registration*** or ***Register for scheduled payments, one-time payment and transaction history***.
 - If you select ***Pay by Credit Card*** will be asked if you would like to ***Click [here](#) to make a One-Time Card Payment*** or ***Click [here](#) to register for Scheduled Card Payments, One-Time Card Payments and Transaction History***.
 - If you select ***Pay by Mail*** it will bring you to a page that will explain the procedures to follow.
4. Once you have made your selection you will be asked to fill out the appropriate forms. When asked for the ***Management Company ID*** you will enter ***8055***. They will also ask you for an Association ID and a Property Account Number which samples have been provided. Simply click the **[View Sample Coupon](#)** .