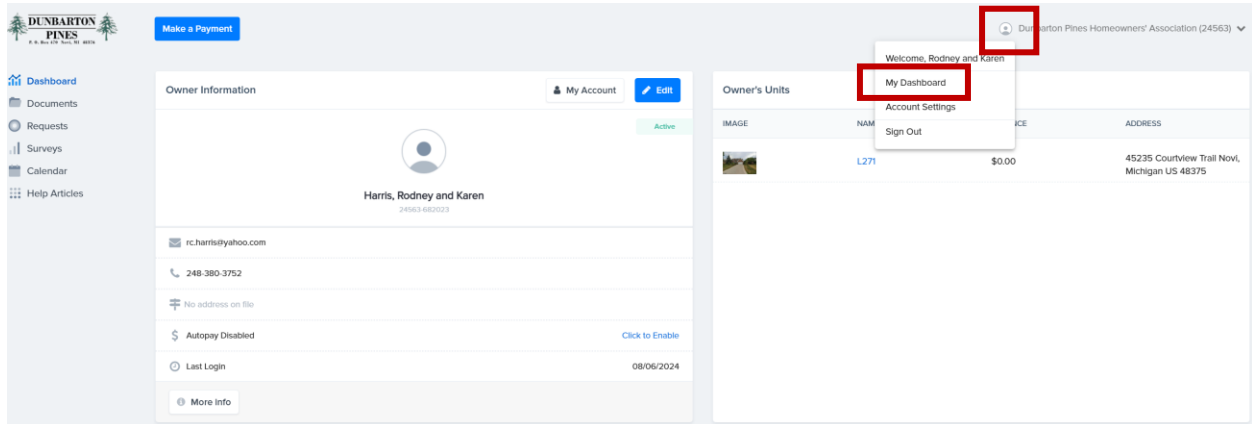
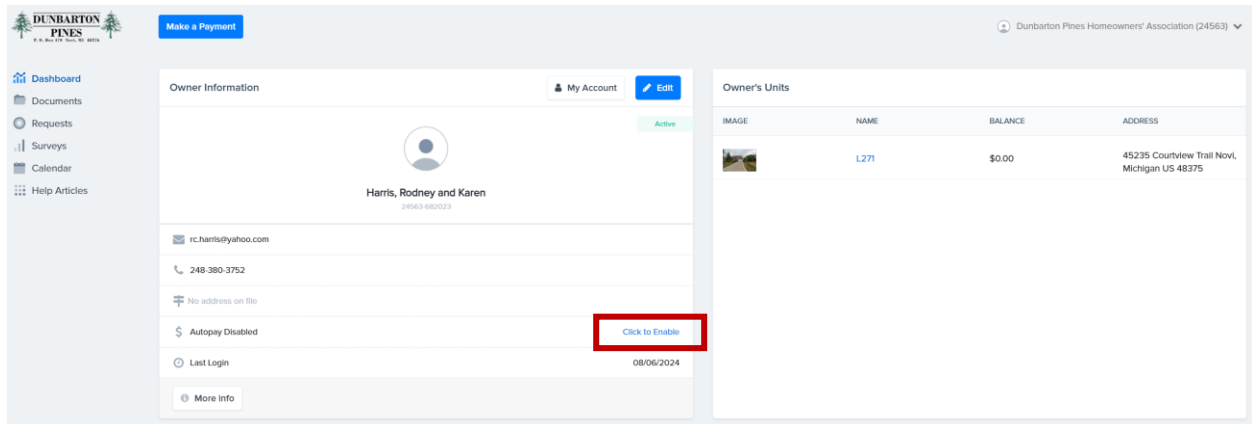


How to Change Autopay and Autopay Maximum Amount

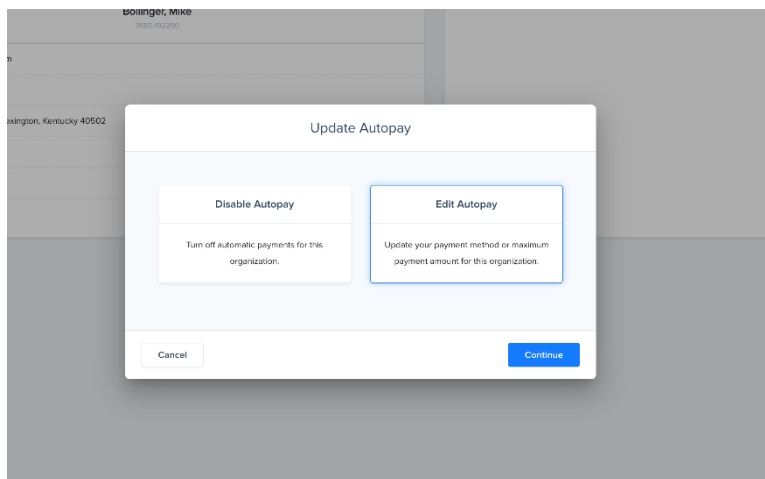
1. Login to your Owner's Portal <https://app.payhoa.com/>
2. Click on the circle person icon in top right corner of first screen
3. Click on "My Dashboard"



4. Next to Autopay Enabled / Disabled, click on dollar amount or "Click to Enable"



5. Either initiate Autopay (if you haven't used yet) or click on Edit Autopay



How to Change Autopay and Autopay Maximum Amount

6. Select the payment method and new maximum amount

ington, Kentucky 40502

Edit Autopay for PayHOA Demo

PAYMENT TYPE: * -- Select One --

MAXIMUM AUTOPAY AMOUNT: *

Please indicate the maximum amount you authorize to be auto-paid on your behalf. Processing fees will not be included in the monthly maximum amount.

\$ 0.00

Cancel

✓ Save autopay settings

7. Click "Save Autopay Settings"