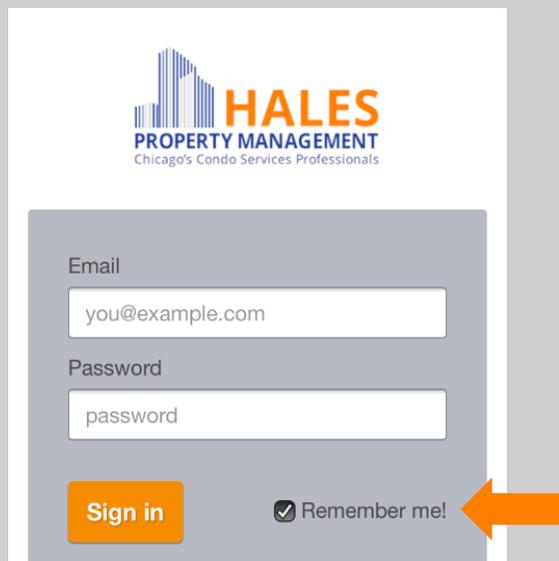




## Web Portal Login and Set-up/Update Onetime or Recurring Payment(s) Instructions

1. Open up your web browser and visit: <https://www.halesinc.com>. Select [resident login](#) located in the upper left corner. The direct link is: <https://halesinc.com/login>. Next, fill in your login credentials. Don't forget to select "Remember me!"



2. Once logged into your account, click "Make payment" to set up a recurring or onetime payment. Click "Payment- by *username*" if updating an existing payment and skip to step 5. Note your *username* is your name and last 4 digits of your checking account.

Payments

Messages

Owed: **\$340.00**

[Make payment](#)

[Contact us](#)

**Scheduled payments**

2/5/2017	<span style="color: #0056b3;">⌚</span> <b>Payment – by</b> *****2001 <small>Payment recurs monthly</small>	\$340.00
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Balance:

\$340.00

[Make payment](#)

**Transactions history** [✉ Email statement](#)

Date	Memo	Amount	Balance
2/1/2017	Charge – Cable/Internet Reimbursement	\$15.00	\$340.00
2/1/2017	Charge – Association fees	\$325.00	\$325.00
1/5/2017	Payment – Recurring Assessment payment	(\$340.00)	\$0.00

**Account information**

Account

Payment is due by the 1st of the month. A one time late fee of \$25.00 will be charged on the 16th of each month. No late fee will be charged if outstanding balances are less than \$100.00.

- To set up your one time or recurring payment, fill in your personal checking or savings account information. The default Frequency for your payment will be **“One Time Payment”**. Select this option to make a onetime payment or **“Monthly”** so your payments are processed automatically each month!
  - ❖ Please note, the name entered on this screen must match the name on your bank account exactly (i.e. include the middle initial in the first name field if applicable).

1 Payment info      2 Review payment      3 Receipt

Make a payment

Pay with  
eCheck

Pay this amount      On this date      Frequency  
\$340.00      01/31/2017      One time payment

Account owner name  
[First Name] [Last Name]

Account type  
Checking Savings

Routing number      Account number  
\*\*\*\*\*5017      \*\*\*\*\*2001      Help?

Save my Banking info for next time

Review

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- Click **“Review”** to go over your online payment one last time before clicking **“Done”** to finalize your online payment(s)!
- To continue modifying an existing recurring payment (see step 2), click the **“Edit payment”** button.

Payment scheduled for 2/5/2017, recurs monthly

\$340.00 Payment

\$340.00

Paid by  
From checking account  
Routing number — \*\*\*\*\*5017  
Account number — \*\*\*\*\*2001

Done      Edit payment

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- Modify the payment amount to reflect your new assessment and click the **“Review”** button.

1
2
3  
Payment info
Review payment
Receipt

Payment scheduled for 2/5/2017

Pay with  
**eCheck**

Pay this amount      On this date      Frequency

\$340.00      02/05/2017      Monthly ▼

Account owner name

Account type

Checking       Savings

Routing number      Account number

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7. Verify the payment is correct and click the “Set up payment” button.

1
2
3  
Payment info
Review payment
Receipt

Review payment

<p>\$340.00 Payment</p> <hr/> <p><b>\$340.00</b> Pay on 2/5/2017</p>	<p>Paid by</p> <p>From checking account</p> <p>Routing number — ****5017</p> <p>Account number — ****2001</p>
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By clicking the Send or Set up payment button, I authorize the above amount to be withdrawn from my account. If any electronic payment is returned unpaid by my bank or financial institution for any reason, I may be assessed applicable fees. If this is a lease payment, I am aware that signatories named on the lease are responsible for paying the lease.

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\*\*\*Note that clicking “Set Up Payment” will not actually make a payment at that time; it will only set up the payment for the next due date. Once you have updated your recurring payment, you can make a one-time payment to settle any existing balance by clicking on the “Make Payment” button on the home screen (see number 3 above). Make sure the amount is for your existing balance only, not including any upcoming scheduled payments.