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DIRECT DEBIT PROGRAM NOTICE

In our on-going efforts to ensure that IKO Community Management is keeping up with the most current, efficient and secure software platform by implementing the most modern tools available, IKO will be transitioning to a web-based accounting software at the beginning of 2018 that will provide upgraded services that we feel are necessary to deliver effective accounting, management and communications to our communities.

You are receiving this notice to advise you that, as of December 31, 2017, IKO will no longer process your assessment through the Direct Debit program that you are currently utilizing to pay your assessments. The new method, outlined in this packet, will eliminate IKO as the "middleman" because you will set your recurring assessment payments up directly through your association's bank. This service is still **FREE OF CHARGE** to you (unless you use a credit card).

What you will need to do is go to one of the following websites to set up your recurring monthly payments through the association bank, before your January 1, 2018 assessment is due:

<http://www.mutualofomahabank.com/community-associations/makepayment>

or

www.ikocommunitymanagement.com

In order to guide you through this process, please review carefully the attached documents: "**Attention All Homeowners**" contains information that is needed to set up your payments so they are posted to the correct account, and "**Step-by-Step Instructions**" walk you through setting up an Online Payment.

If you have any questions, you can email tjohnson@ikocommunitymanagement.com or rgrimes@ikocommunitymanagement.com

Thank you, in advance, for your attention to this information packet.

Sincerely,

Ruth Grimes
Chief Financial Officer
IKO Community Management

IKOCOMMUNITYMANAGEMENT.COM



Step-by-Step Instructions to make Online Payments to HOA Assessments

Web site: <http://www.mutualofomahabank.com/community-associations/makepayment> OR

Go to: www.ikocommunitymanagement.com

Make a Payment:

- By E-Check (No additional fee)
- By Credit Card (Additional fee of \$14.95 per payment)

Click: **Pay by E-check**

1. REGISTER

Click: **Create an Account:**

PERSONAL INFORMATION

- User Name, Tittle, First name, Last name

CONTACT INFORMATION

- E-mail Address, Phone #, Work #, Cell # (If no home phone # enter your cell # again)

MAILING ADDRESS

- Address, City, State, Zip Code, Country

SECURITY QUESTIONS

- Security Question 1 = Answer:
- Security Question 2 =Answer:

PASSWORD

- Password: (Must have upper case, lower case, numeric and symbol)
- Confirm Password

Click: **Register**

Welcome Community Association Banking

- My Profile
- Property/Properties
- Payment Accounts
- One-Time Payment or Manage Scheduled Payment(s)
- Click **Property/Properties**

2. NEW PROPERTY

- Type: (Please Select) Association
- Property Address, Property State, Property Zip
- Management ID: 7099
- Management Company – (It will generate)
- Association ID (refer to payment instruction)
- Association Name – (It will generate)
- Property Account number (refer to payment instruction)

Confirmation

Very important! YOU MUST click the BOX under the word “Confirmation” before you click save

Click: **Save**

3. MANAGE PAYMENT ACCOUNTS

- Type: Checking
- Bank Routing Number: (xxxxxxxxxx)
- Bank Name (It automatically will generate after is saved)
- Account Number: (xxxxxxxxxx), Confirm Account Number
- Account Holder Name

Click if: **SAME AS MAILING**

Click: **Save**

4. MANAGE SCHEDULED PAYMENTS

Add Scheduled Payments

- Property: Drop down
- Account: Drop down
- Amount: 0-10,000.00 (enter the amount to pay)

Total: (it will generate)

- Frequency: Select frequency: Monthly, Quarterly, Semi-Annually, Annually

Start on: 01-05-2018

End on: 12-20-2020 (maximum of 36 occurrences; or you can choose your own end date)

Click: **Continue**