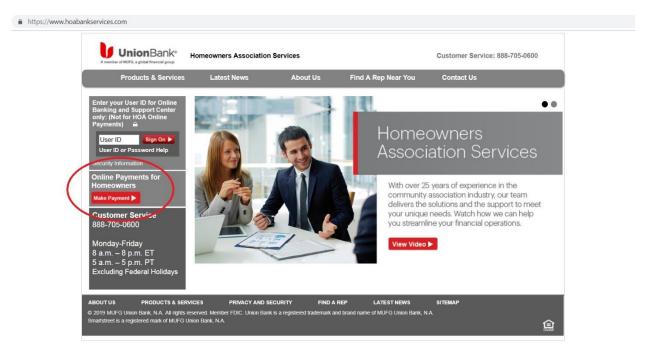
If you are a Rental Tenant please follow the instructions below:

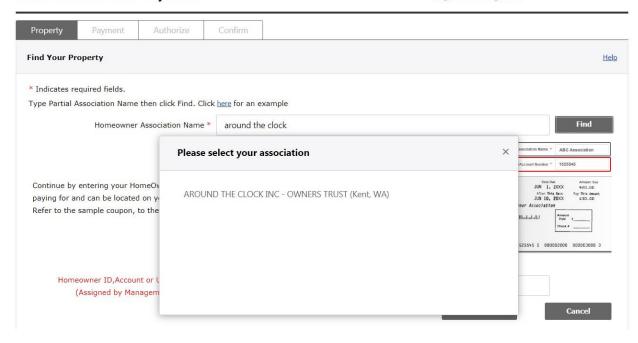
Please go to the following website:

WWW.HOABANKSERVICES.COM



Please select the "Make Payment" option on the left hand side of the screen

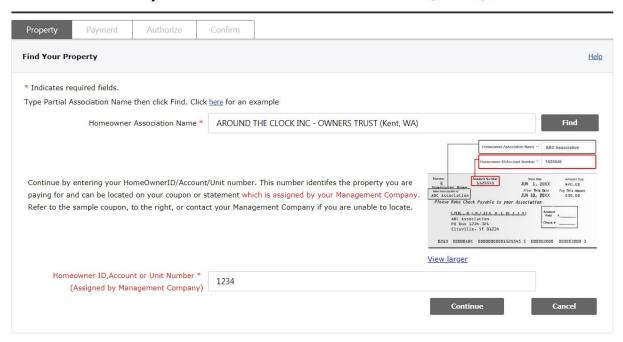
- 1. One-time payment as a guest:
 - a. You have the option of making a one-time payment as a guest using a credit card or Echeck
 - i. Please note there an additional service fee of \$14.95 to use a credit card for payment
 - ii. There are no additional fees for using the Echeck payment method. Echeck uses your bank routing and checking account numbers to issue an electronic check for payment
- For Rental Tenants your association will be "AROUND THE CLOCK INC OWNERS TRUST (KENT, WA)" Please type all or part of that name into the search bar and select find



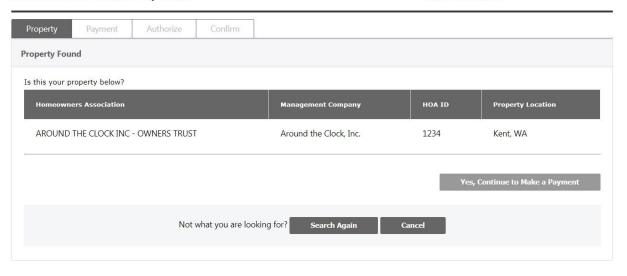
Please enter in your Homeowner ID number, If you do not know what your homeowner ID is
please call our office and one of our staff can provide you with that information. Please select
continue after entering your homeowner ID

Make a One-Time Payment

Sign-in or Register



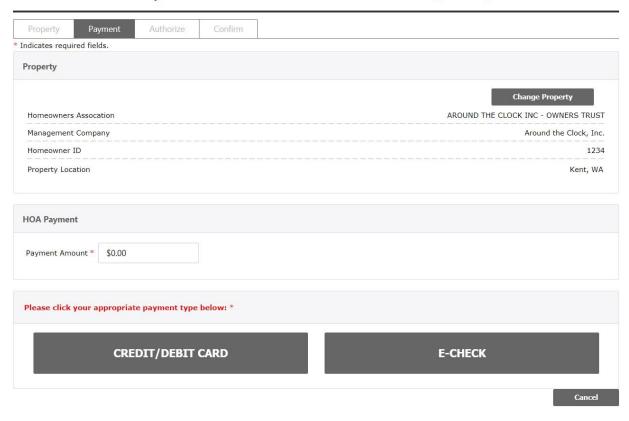
4. Confirm that the information is correct, if it is please select "yes, continue to make a payment"



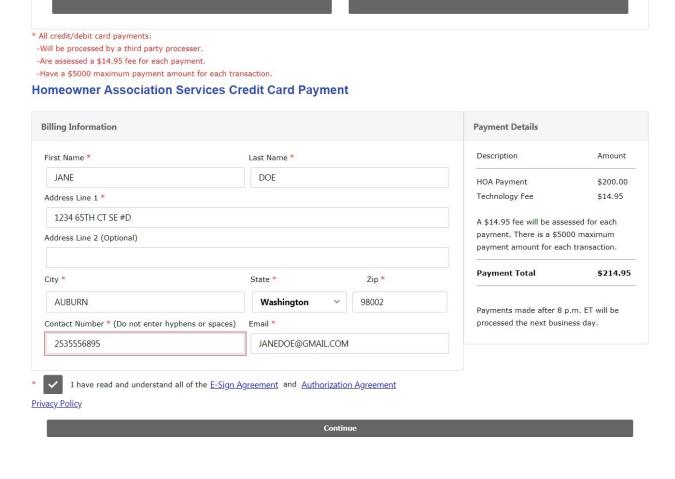
5. Please enter in the amount you wish to pay and select your type of payment

Make a One-Time Payment

Sign-in or Register



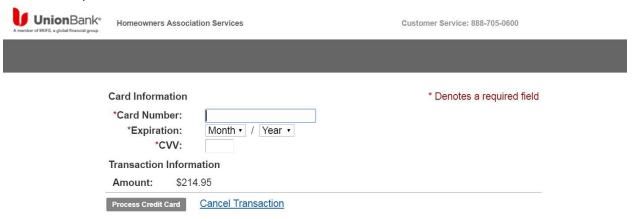
6. If paying with a credit card you will need to enter the following information, check the box stating "I have read and understand all of the E-sign agreement and Authorization Agreement", click continue



E-CHECK

7. Enter your Credit Card information and select "Process Credit Card"

CREDIT/DEBIT CARD



Sign in or Register

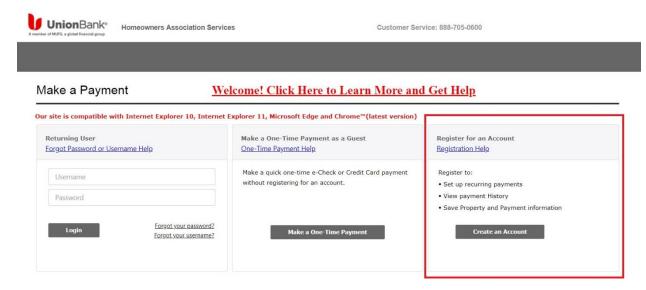
- 8. Sign in or Register:
 - a. The second option you have is to sign in/register to make a payment
 - i. You can set up one time or recurring payments
 - ii. Recurring payments must use Echeck payment method
 - iii. One-time payments can be made with a credit card or Echeck
 - b. Please note there an additional service fee of \$14.95 to use a credit card for payment

Make a One-Time Payment

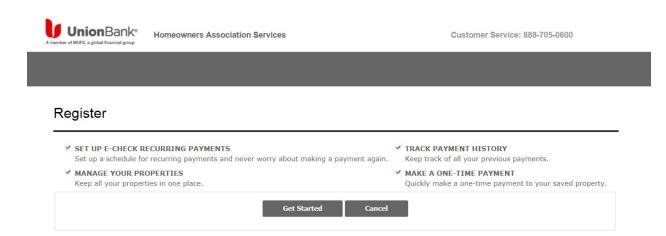
Sign-in or Register

Property Payment Authorize Confirm

9. To register please select "Create an Account"



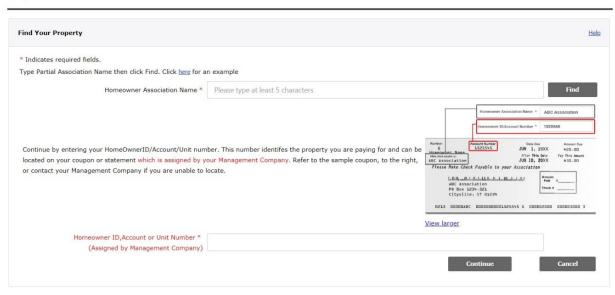
10. Select Get started



11. Please find your Association, you will do so by typing the association name in the search box and clicking find. Please enter in your Homeowner ID number, If you do not know what your

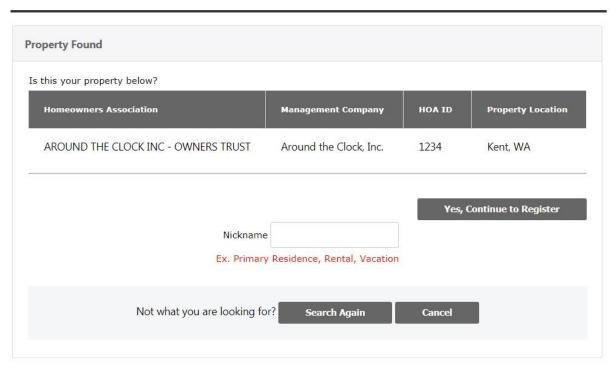
homeowner ID is please call out office and one of our staff can provide you with that information. Please select continue after entering your homeowner ID

Register



12. Verify the information is correct and select "yes, continue to register"

Register

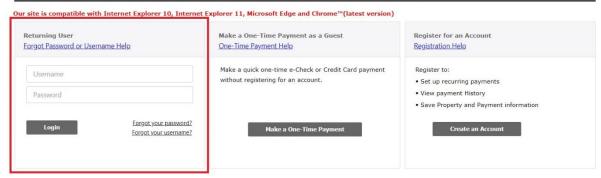


13. Please complete the person information, Login ID, and Password sections. Check the box stating "I have read and understand all of the E-sign agreement and Authorization Agreement", click register

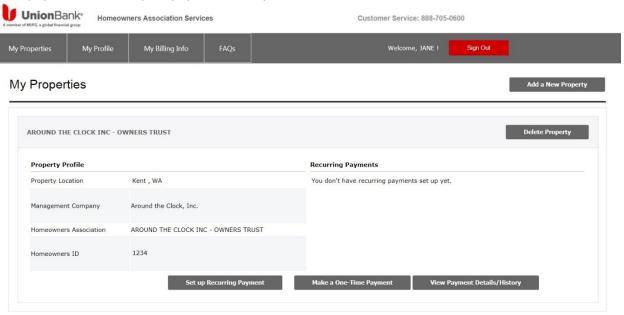
Register

Property			
			Change Property
Homeowners Assocation			AROUND THE CLOCK INC - OWNERS TRUST
Management Company			Around the Clock, Inc.
Homeowner ID			1234
Property Location			Kent, WA
Personal Information			
Email Address *			
JANEDOE@YAHOO.COM			
First Name *		Last Name *	
JANE		DOE	
Address Line 1 *			
12345 SE 67TH PL			
Address Line 2 (Optional)			
City *	State *		Zip *
Kent	Washington		98032
Home Phone (Do not enter hyphens or spaces)		Work Phone (Do not enter hyphens or spaces)	
2535558456			
Login ID			
Login ID *			
JANEDOE16		Your login ID should meet the following requirements:	
			naracters or numbers in length cial characters may NOT be used: ' , / \ ; % # \$ ^ * & "
Password			
Password *			
			Your password should meet the following requiremer • At least 1 or more Upper Case Letters (A-Z)
Confirm Password *			At least 1 or more Lower Case Letters (a-z)
			 At least 1 or more Numbers (0-9) Must be at least 8 characters/numbers in length
*	erstand all of the <u>E-Sign Agreement</u>	and Authorization Agreement	Password Strength: Very Secure
I have read and unde			

14. Please enter your username and password and click "login"

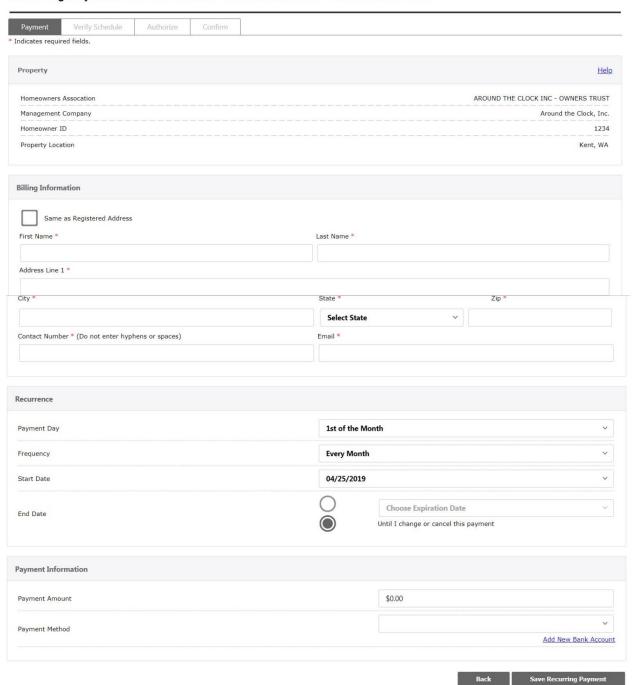


15. Verify your account information is correct, you can select to set up recurring payments, one-time payments, or view your payment history

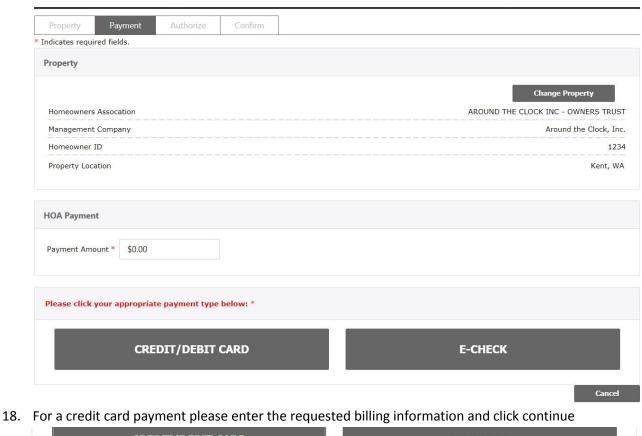


16. For recurring payments please enter in the requested information and click "save recurring payment"

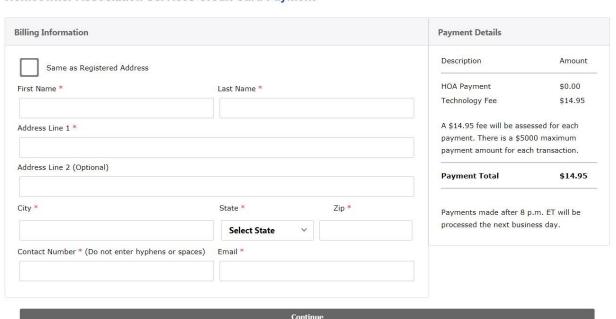
Recurring Payment for the AROUND THE CLOCK INC - OWNERS TRUST



17. For a one-time payment please enter the amount you want to pay and select payment type







19. For Echeck payments please enter the requested billing information and click submit payment

All fields required unless noted otherwise

Billing Information	
Same as Registered Address	
First Name *	Last Name *
Address Line 1 *	
Address Line 2 (Optional)	
City *	State * Zip *
Contact Number * (Do not enter hyphens or spaces)	Select State ∨ Email *
Payment Information	
Payment Method *	~
	Add New Bank Account Cancel Submit Payment