<u>Setting Up Recurring Association Fee Payments Through Mutual of Omaha Bank</u>

The first time you visit the Mutual of Omaha Bank website, you will need to set up your own account, property and banking information. Once you have done this initial set up, on subsequent visits you will only need to log in to edit your account or banking information.

The initial set up will consist of 4 steps:

    Step 1: Registering on the bank website to create a login & username
    Step 2: Setting up your condominium property
    Step 3: Setting up your bank account information
    Step 4: Setting up the recurring/automatic payment

If you have any trouble getting started, please call Mutual of Omaha Bank's customer service line at 1-866-800-4656.

Step 1: Registering and Creating a Login & Username

1. Go to www.MutualofOmahaBank.com.

1. Under 'Make A Payment', click the dropdown box and select 'Pay HOA Assessment, Rent & Other Services', and click the green 'GO' button.
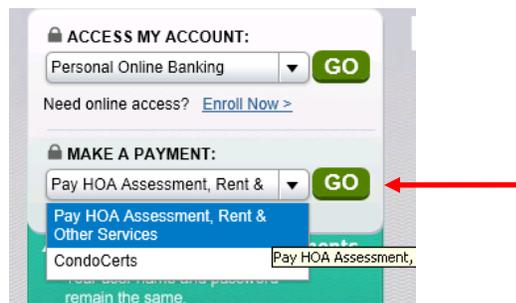
2. On the next screen, under 'Pay by eCheck', click 'Make a payment'.

3. On the next page, under 'Register', click 'Create an Account'.

4. Enter the information required to set up your account and click 'Register'.

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Step 2: Setting up your condominium property

1. From the 'Welcome to Community Association Banking' page, select 'Step 2: Manage Property/Properties'. Under New Property.

1. Click the 'New Property' button. Enter the following:
   - **Type**: Select '**Condominium**'.
   - **Property Address**: Enter the street address of the condominium.
   - **Property City, State & Zip**: enter the city, state & zip for the condominium.
   - **Management Company ID**: Enter **6005**.
   - **Association ID**: For Royal Orleans Condominium, Inc., this is **RY01**.
   - **Property Account Number**: Your 4-digit personal account number is ~~XX6X.X~~use your code
   - Check the confirmation box and click '**Save**'.

Step 3: Setting up your bank account information

1. From the 'Welcome to Community Association Banking' page, select 'Step 3: Manage Payment Accounts'.

1. Click the 'New Account' button and enter your bank account information. Click 'Save'.

Step 4: Setting up the recurring/automatic payment

1. Click 'Schedule Payments' at the top of the screen.

2. Click the 'New Payment' button.

3. Select your property and bank account from the drop down menus.

4. Enter the amount of your recurring payment (this is the amount of your monthly association fees).

5. Select the frequency of the payments (this should be monthly).

6. Choose a date you wish to start the recurring payment. This is the day of each month that your payment will occur. *NOTE: Your association fees are due on the first of the month and are considered late if not received before the 11th of the month, per **Royal Orleans Condominium, Inc.**'s late fee policy. If you elect to set up a recurring payment, make sure that the recurring payment date you select is within the grace period your condominium association allows or you will incur a late fee of $25.00.*

7. Choose an end date for the payments, or select a number of recurrences.

8. Click 'Continue'. Review the schedule of payments you have set up to make sure everything is correct and click 'Confirm Schedule'.

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