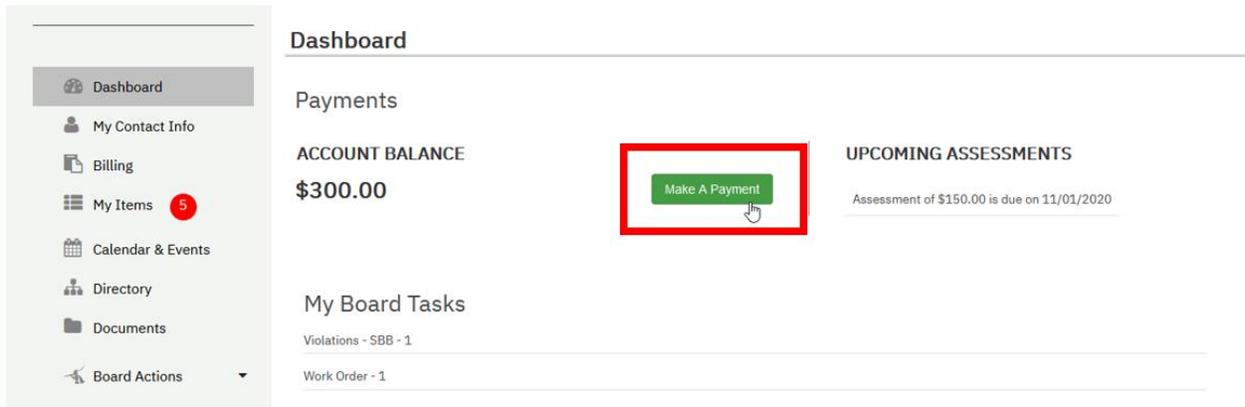


How to pay your assessment online

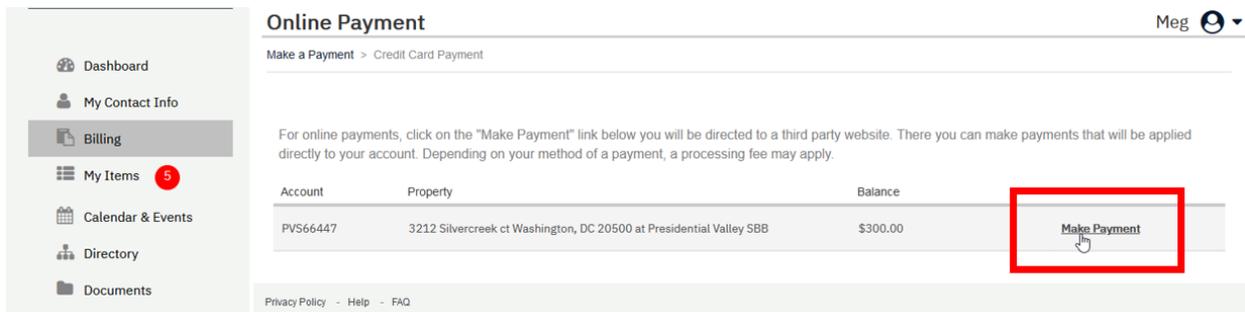
Step 1 – Login to your online account at <https://owner.sbbmanagement.com>.

Step 2 – Once you are logged in, click on the “Make A Payment” button on your Dashboard.



The screenshot shows the user's dashboard with a sidebar on the left containing navigation options: Dashboard, My Contact Info, Billing, My Items (with a red notification badge), Calendar & Events, Directory, Documents, and Board Actions. The main content area is titled 'Dashboard' and includes sections for 'Payments' (ACCOUNT BALANCE: \$300.00), 'UPCOMING ASSESSMENTS' (Assessment of \$150.00 is due on 11/01/2020), and 'My Board Tasks' (Violations - SBB - 1, Work Order - 1). A green 'Make A Payment' button is highlighted with a red box in the Payments section.

Next, click “Make Payment” next to the account you wish to pay. (If you own multiple properties, you may see multiple accounts.)



The screenshot shows the 'Online Payment' page with a sidebar on the left containing navigation options: Dashboard, My Contact Info, Billing, My Items (with a red notification badge), Calendar & Events, Directory, and Documents. The main content area is titled 'Online Payment' and includes a section for 'Make a Payment > Credit Card Payment'. Below this is a table with columns for Account, Property, and Balance. A single row is visible with Account PVS66447, Property 3212 Silvercreek ct Washington, DC 20500 at Presidential Valley SBB, and Balance \$300.00. A 'Make Payment' button is highlighted with a red box in the rightmost column of the table.

This will take you to Zego – our payment processor. You will now have the option to make a one-time payment or setup recurring payments.

Option 1: Make a one-time payment

STEP 3

–Your balance should be available. In the absence of one, you can manually input the amount you wish to submit a payment for in the ‘amount owed’ field. Click on ‘Make one-time payment’.



[Home](#) [One-Time Payment](#) [Recurring Payment](#) [Payment History](#) [My Payment Accounts](#) [My Profile](#)
[Support Center](#)

Property: Presidential Valley 317

Home

Account Number: 99910013

Make a Payment Now

Amount Owed: \$500.00  As of: 10/07/2020

Amount Owed: \$

As of: 10/07/2020

Recent Payment History

Trans #	Date	Amount	Status
There are currently no Payments			

Active AutoPays

STEP 4

- Choose your payment method and click 'Continue'. (Fees apply. Multiple payment options will be available)

Home **One-Time Payment** Recurring Payment Payment History My Payment Account Support Center

Property: Presidential Valley 317 One-T

Account Number: 99910013

① Amount ② Account ③ Review ④ Receipt

Payment for: **Amount owed** Payment Amount: **\$500.00**

Select a Payment Account

<input type="radio"/> <small>ACH</small> Bank Account	Standard Processing Payment posts in 3 business days	Express Pay Payment posts in 1 business day <input type="checkbox"/> \$14.95 Additional
---	--	--

STEP 5

- Fill out the payment method information required and click on 'Continue'.

Account Number: 99910013

① Amount ② Account ③ Review ④ Receipt

Payment for: **Amount owed** Payment Amount: **\$500.00**

Bank Account Details

Name on Account:

Bank Name: Account Type:

Routing Number (9 digits): ?

Account Number: ?

Confirm Account Number:

* All fields are required

STEP 6

- Review and click on 'Submit Payment'

Home **One-Time Payment** Recurring Payment Payment History My Payment Accounts Support Center

Property: Presidential Valley 317 One-Tin

Account Number: 99910013

① Amount ② Account ③ Review ④ Receipt

I, James Buchanan, confirm that the payment information below is correct and authorize Zego on 10-07-2020 to debit the account below for \$512.90.

[Previous](#) [Submit Payment](#)

Payment Amount	Edit	Payment Account	Edit
Amount owed:	\$500.00	Bank Name:	Chase
Fee:	\$12.90	Account Number:	#3456
Total:	\$512.90	Routing Number:	122100024
		Name on Account:	

Payment Recipient			
Property/Community:	Presidential Valley	City:	Washington
State:	DC	Zip Code:	20007

- Once you submit your payment, your transaction will show on your home page as processing.

ZEGO

Home **One-Time Payment** Recurring Payment Payment History My Payment Accounts My Profile Support Center

Property: Presidential Valley 317 Home

Account Number: 99910013

Zego support number: U.S. ONLY: 1-866-729-5327 (Select Option 1)

Make a Payment Now

Amount Owed: \$550.00 ⓘ As of: 10/07/2020

Amount Owed: \$

Notes:

[View All Payments](#)

Recent Payment History

Trans #	Date	Amount	Status
205465925	Oct 07 20	\$551.95	Processing

Active AutoPays

Amount	Account	Debit Day	Freq
Click here to set up a new AutoPay.			

[Make One-Time Payment](#)

Option 2: Make a recurring payment

STEP 3

- Go to the 'Recurring Payment' tab, and click 'create new autopay'

ZEGO

Home One-Time Payment **Recurring Payment** Payment History My Payment Accounts My Profile Support Center

Property:
Property Management Co:

AUTOPAY

Account Number: THT3605HCC

 **Create New AutoPay**

There are currently no AutoPays scheduled. Use the Create New AutoPay button to begin.

STEP 4

- Fill in the amount and click continue.

ZEGO

Home One-Time Payment **Recurring Payment** Payment History My Payment Accounts My Profile Support Center

Property:
Property Management Co:

Fixed AutoPay

Account Number: THT3605HCC

① Amount ② Schedule ③ Account ④ Review

Need Help?
[Click here for Support](#)

Amount Owed: \$119.00  As of: 03/03/2020
Amount Owed: \$ As of: 03/03/2020

 **Continue**

STEP 5

- Choose the start date for your recurring payment (Note: if you've already paid your dues for the month, you need to select a future date. This will be the day your recurring payment will process moving forward)
- Choose your frequency (how often the auto-pay should run)
- Keep the 'Indefinite' box checked off if you do not have an end date, or uncheck it and select the final payment month and year. Click 'Continue'.

ZEGO

Home One-Time Payment **Recurring Payment** Payment History My Payment Accounts My Profile Support Center

Property:

Property Management Co:

Fixed AutoPay

Account Number: THT3605HCC

① Amount

② Schedule

③ Account

④ Review

Payment Start Date: *

03/04/2020



Payment Frequency: *

Monthly



Final Payment Month/Year: *

Indefinite



Fields marked with an asterisk (*) are required.

Previous

Continue

STEP 6

- Choose your payment method (If you don't have a saved payment method in your account, you will need to add a payment method first.)

STEP 7

- Review and click on 'schedule autopay'

Account Number: THT3605HCC

① Amount

② Schedule

③ Account

④ Review

Need Help?

[Click here for Support](#)

I, _____, confirm that the payment information below is correct and authorize Zego on 03-03-2020 to set up the AutoPay (automatic recurring payment) with the details below. I understand I am responsible for canceling my AutoPay when I am moving from my Property.

Previous

Schedule AutoPay

Payment Amount

[Edit](#)

Payment Account

[Edit](#)

Amount Owed: \$119.00

Bank Name: Chase

Total: \$119.00

Account Number: #1234

Routing Number: 322271627

Name on Account:

- You can view, skip, edit or cancel the autopay on your account by going to your 'Recurring Payment' tab.

ZEGO

Home One-Time Payment **Recurring Payment** Payment History My Payment Accounts My Profile Support Center

Property:
Property Management Co: AUTOPAY

Account Number: MM33128SSF

Create New AutoPay

Fixed Amount AutoPay

Status	Start Date	End Date	Debit Day	Frequency	Account	Amount	
Active	Apr 2020	Indefinite	1	Monthly	PNC #6118	\$124.00	Skip Edit Cancel

