



ASSESSMENT PAYMENT INSTRUCTIONS

ONLINE PAYMENTS

You may visit your WRMC Vantaca homeowner portal and select Make a Payment to be connected to the online payment system. How-To for making online payments starts on page 2.

- **ACH Recurring Payment** – You may have your assessments automatically deducted from your **checking account** every month on a fixed or variable schedule.
- **One-Time Payment**– You may make a **one-time payment with a credit or debit card or by ACH.**

If applicable, a bank service fee will be applied and charged at the time of payment. The bank service fee is per transaction and the bank service fee amount will be listed on the bank website.

PAYMENT BY OWNER USING ONLINE BILL PAY

If you currently use an online bill pay service through your bank, login to your bank's online service and **stop/delete** your existing payment profile. You will need to create a new payment profile that includes the following information:

Payee: (Insert Your HOA name)
c/o WRMC Processing Center
P.O. Box 94773
Las Vegas, NV 89193-4773

Memo/Account number: Property Account Number (example: ABC12345). ***This information is outlined in your statement.***

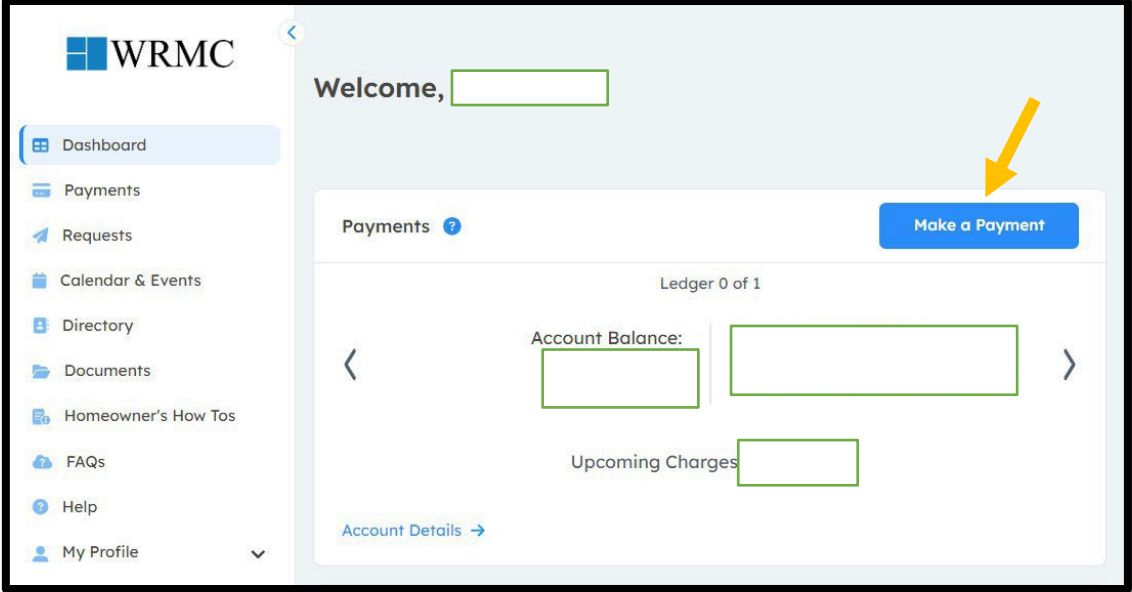
PAYMENT BY CHECK

Checks may be mailed to Alliance Association Bank lockbox at the address below. Please include your remittance statement with your payment in the provided to ensure your payment is correctly addressed and processed.

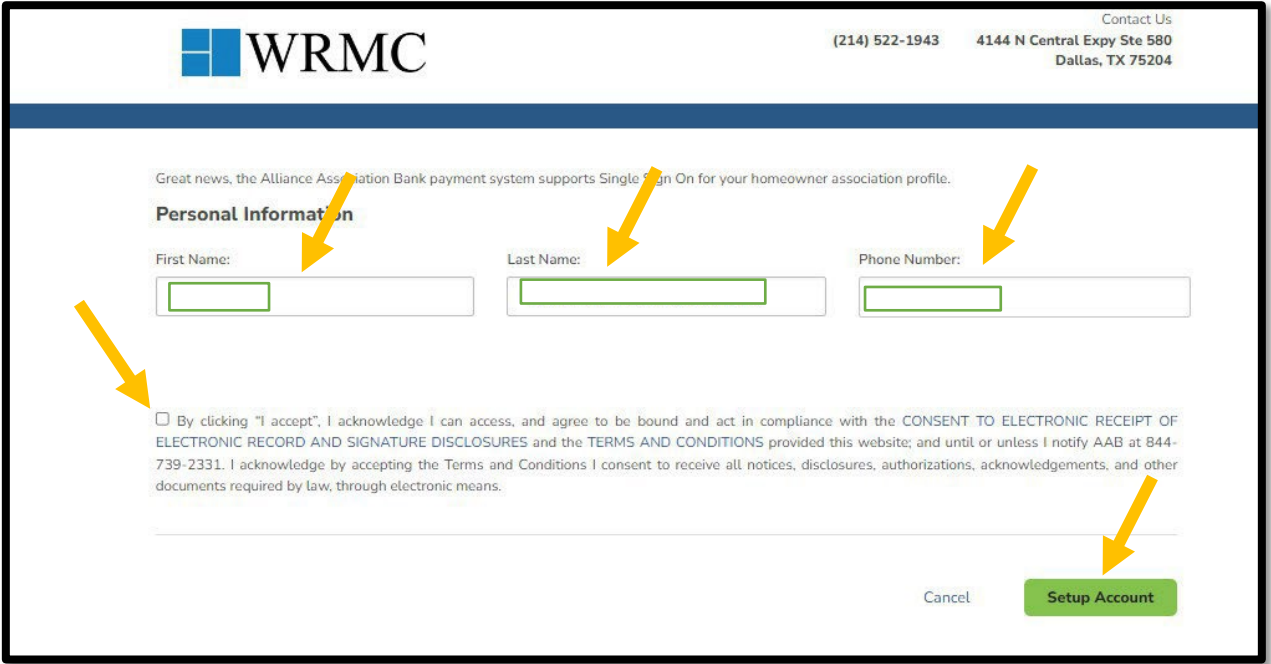
(Insert Your HOA Name)
c/o WRMC Processing Center
P.O. Box 94773
Las Vegas, NV 89193-4773

Instructions for Online Payments:

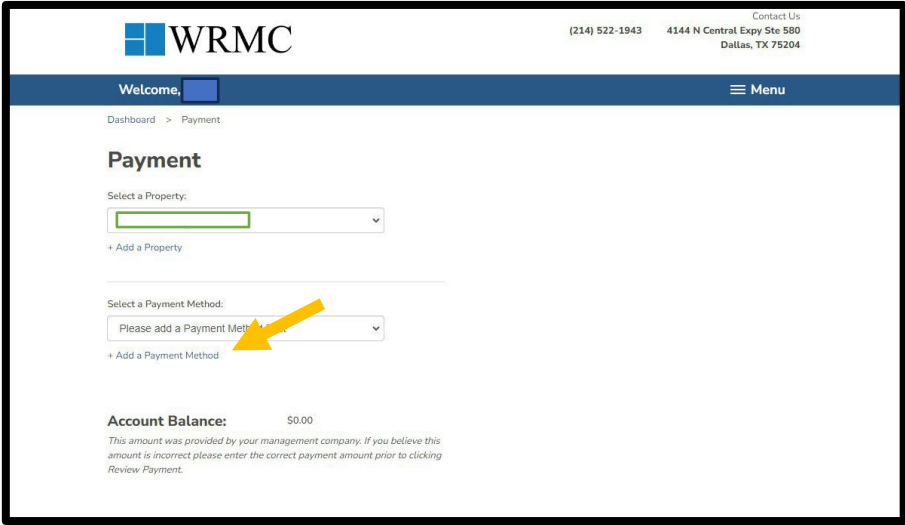
1. Select Make a Payment from your WRMC Vantaca Home dashboard.



2. Check to ensure your First Name, Last Name, and Phone Number populated correctly. If not, please edit the fields.
3. The Make a Payment page will require you to accept Terms and Conditions.
4. Select Setup Account to proceed to the payment page. **This is a one-time setup process only.**



- To add your bank account, please include your payment information by clicking Add Payment Method.



WRMC

(214) 522-1943 4144 N Central Expy Ste 580 Dallas, TX 75204

Welcome, [User Name] Menu

Dashboard > Payment

Payment

Select a Property:

+ Add a Property

Select a Payment Method:

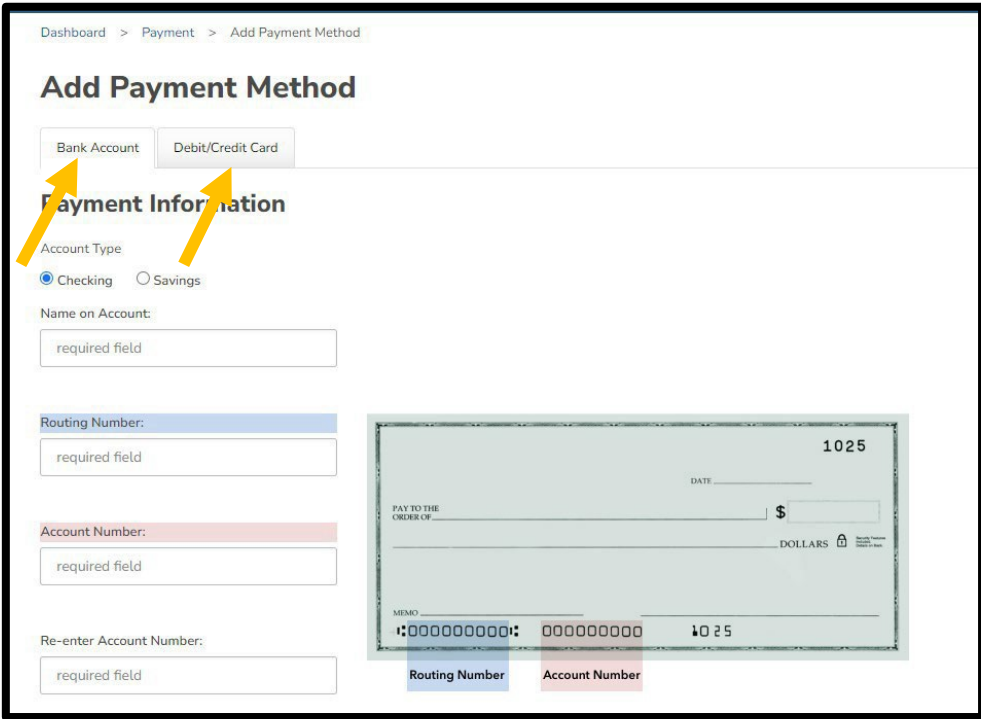
Please add a Payment Method

+ Add a Payment Method

Account Balance: \$0.00

This amount was provided by your management company. If you believe this amount is incorrect please enter the correct payment amount prior to clicking Review Payment.

- You can choose to pay by eCheck, credit card or debit card (third party fees may apply). Fill in the required fields based on the payment method you selected.



Dashboard > Payment > Add Payment Method

Add Payment Method

Bank Account Debit/Credit Card

Payment Information

Account Type

☒ Checking ☐ Savings

Name on Account:

required field

Routing Number:

required field

Account Number:

required field

Re-enter Account Number:

required field

1025

DATE

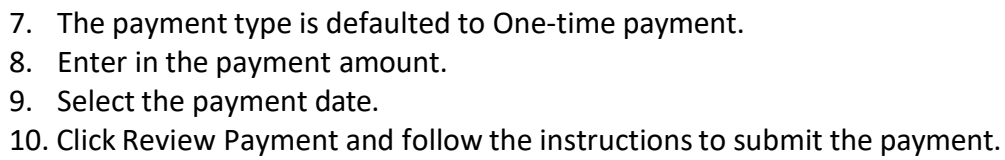
PAY TO THE ORDER OF \$

DOLLARS

MEMO

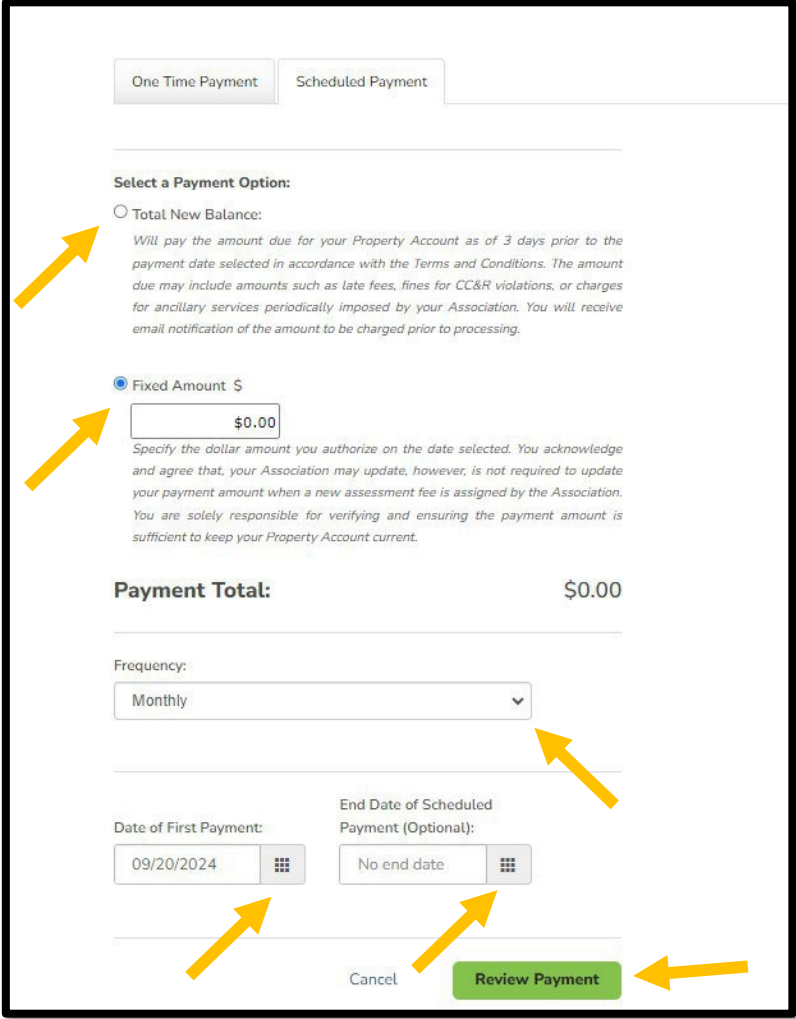
0000000000 00000000 1025

Routing Number Account Number



6565 N MacArthur Blvd, Suite 420 Irving, TX 75309 | (855) 435-4596 | www.worthross.com | info@worthross.com

11. To set up Scheduled Payments using your bank account, click Scheduled Payment.
12. Select the type of payment you would like to schedule. There are two options:
 - Total New Balance: The amount paid will be the amount due for your unit as of 3 days prior to the payment scheduled date. The amount may include charges for items other than the regular monthly assessment, such as utility charges, maintenance charges, fines, late fees, special assessments, etc.
 - Fixed Amount: Enter the dollar amount you wish to pay each month. This amount will not change from month-to-month and will not change automatically if your association has an assessment increase.
13. Select the frequency from the drop-down box.
14. Select the date of first payment.
15. Select the end date of the scheduled payments. This is optional. If no date is selected the scheduled payments will continue until you delete it.
16. Click Review Payment and follow the instructions to submit the payment.



The screenshot shows the 'Scheduled Payment' tab selected. Under 'Select a Payment Option:', the 'Fixed Amount' option is chosen with a radio button. A text box next to it shows '\$0.00'. Below this, the 'Payment Total:' is displayed as '\$0.00'. The 'Frequency:' dropdown menu is set to 'Monthly'. The 'Date of First Payment:' is set to '09/20/2024', and the 'End Date of Scheduled Payment (Optional):' is set to 'No end date'. At the bottom, there are 'Cancel' and 'Review Payment' buttons. Yellow arrows point to the 'Fixed Amount' radio button, the '\$0.00' text box, the 'Frequency' dropdown, the 'Date of First Payment' field, the 'End Date of Scheduled Payment' field, and the 'Review Payment' button.



17. If you own more than one property managed by WRMC, you can add them to your profile by hovering your mouse over menu and selecting Add Property.
18. Enter the required data and click Add Property.
19. To make a payment for the added property, from the Payment page select the property from the drop-down menu the following the instructions for making a payment.

A screenshot of the 'Add Property' web form. The form is titled 'Add Property' and has a breadcrumb trail 'Dashboard > Payment > Add Property'. It contains several input fields: 'Management Company ID (A)', 'Association ID (B)', and 'Property Account Number (C)', each with a 'required field' placeholder. Below these is an optional 'Property Nickname (optional)' field. To the right of the form is a preview of a check from 'John Smith' for '\$199.99' dated 'Jan 1, 2023', payable to 'HOMEOWNERS ASSOCIATION NAME'. The check includes a MICR line with the numbers '3028 000H0A 0000000000012345 SMITH0000000 19999 7'. Below the check preview, the form fields are repeated with labels: 'Property Acct Number (C)', 'Association ID (B)', and 'Management Company ID (A)'. At the bottom left is a '< Back To Dashboard' link. At the bottom right are 'Cancel' and 'Add Property' buttons. Three yellow arrows point to the 'required field' placeholders for the first three fields, and another yellow arrow points to the 'Add Property' button.

If you have a technical issue making an on-line payment, you can contact Alliance Association Bank at (844) 739-2331.

Sincerely,

The WRMC Team

CustomerCare@WorthRoss.com

(855) 435-4596