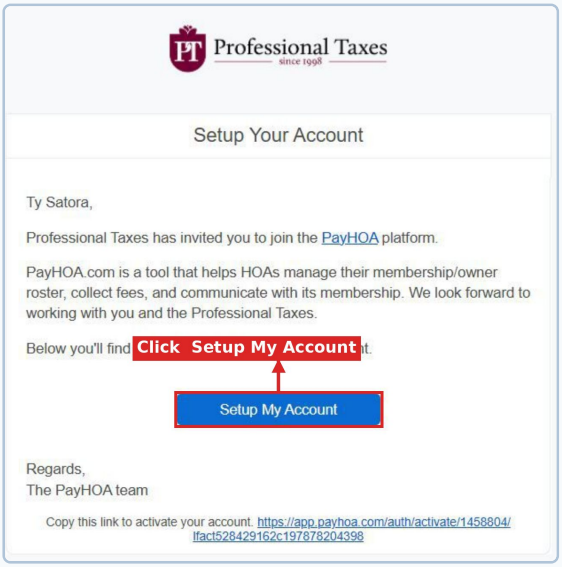
PayHOA Autopay Setup Guide

Follow these 8 steps to set up your account and enable Autopay on the PayHOA platform.

Step 00 — Open Your Email

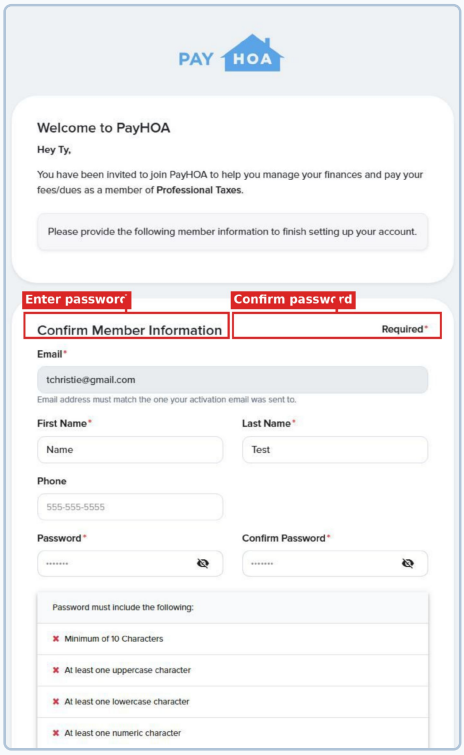
Check your inbox for the PayHOA invitation email from **Professional Taxes**. Open the email and click the blue **Setup My Account** button to begin the account setup process.



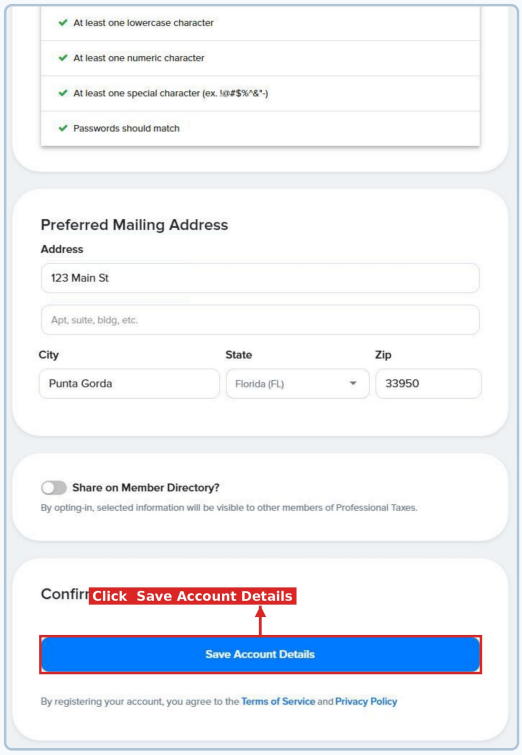
Step 01 — Set Your Password and Save Account Details

On the account setup page, enter a secure password and confirm it. Review your contact information to make sure it is correct. When finished, scroll to the bottom and click the blue **Save Account Details** button.

Enter password & confirm member info



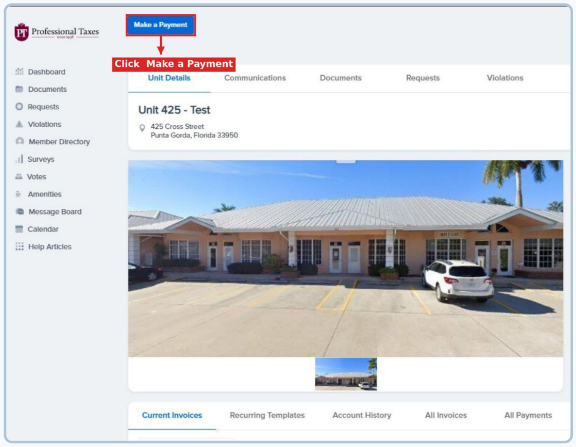
Scroll down & click Save Account Details



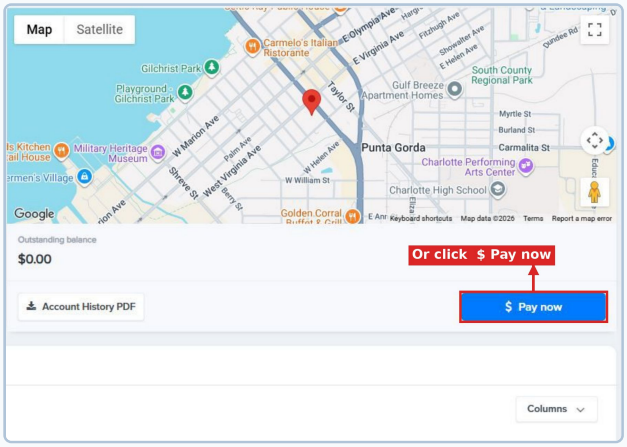
Step 02 — Initiate a Payment

Once logged into your dashboard, access the payment screen using either option below:

Option A — Top navigation button

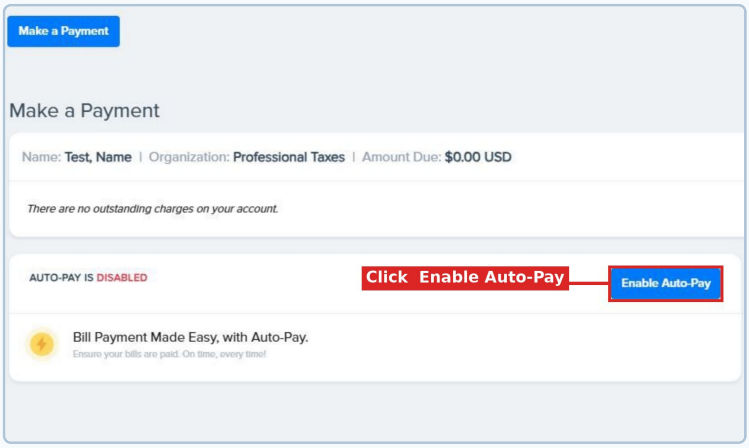


Option B — Balance summary button



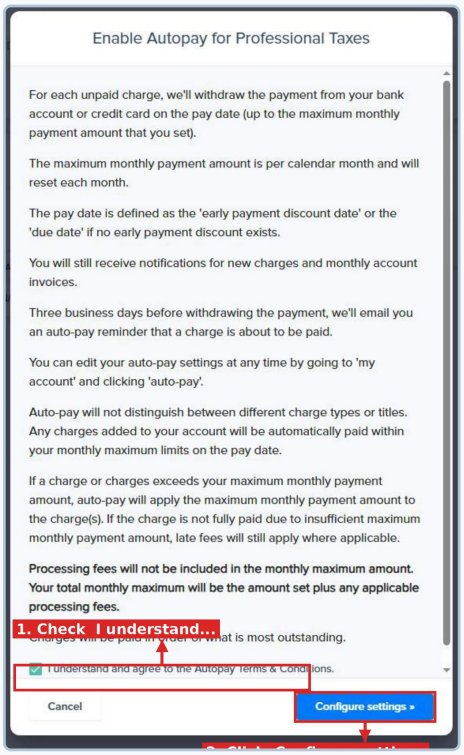
Step 03 — Enable Auto-Pay

On the payment screen, locate the **AUTO-PAY IS DISABLED** section. Click the blue **Enable Auto-Pay** button on the right side of that row.



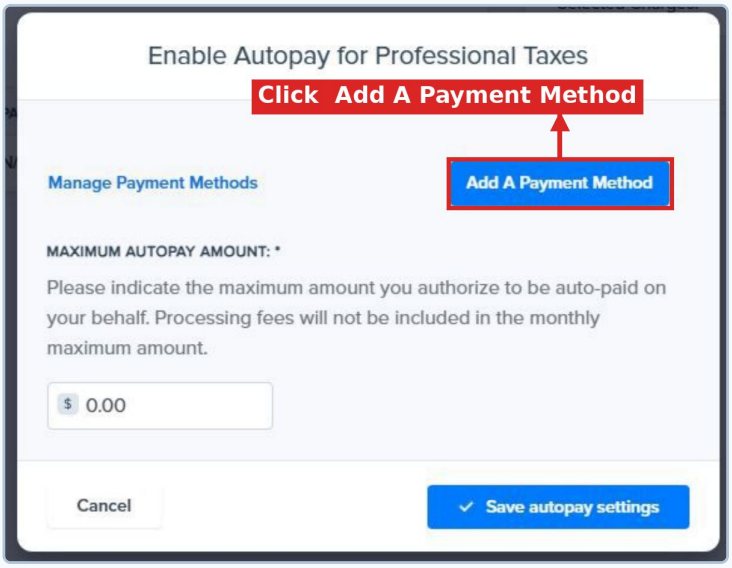
Step 04 — Accept the Terms

Read the Autopay terms and conditions. Check the box labeled **"I understand and agree to the Autopay Terms & Conditions"**, then click the blue **Configure settings** button.



Step 05 — Add a Payment Method

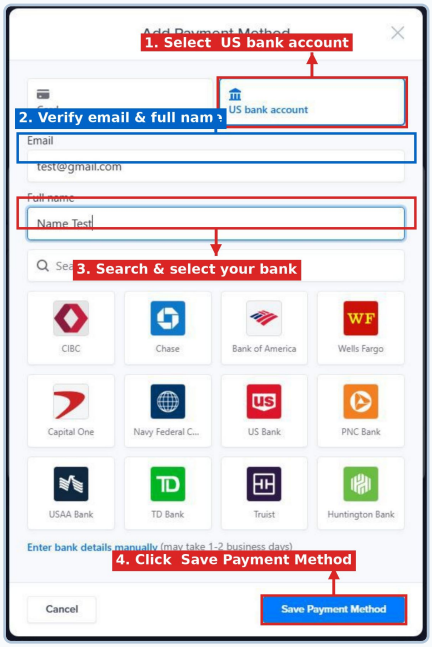
You will now see the Autopay configuration window. To connect your bank account, click the blue **Add A Payment Method** button.



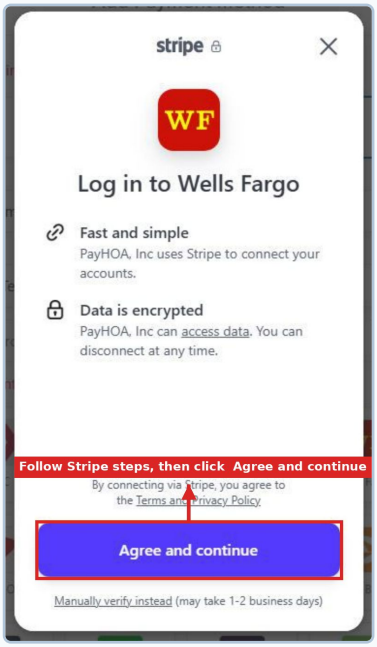
Step 06 — Connect Your US Bank Account

Select the **US bank account** tab. Verify that your email and full name are correct. Search for and select your bank from the grid, then click **Save Payment Method**. You will then be guided through a secure bank validation process via the **Stripe** system. Follow the on-screen prompts and click **Agree and continue** when finished.

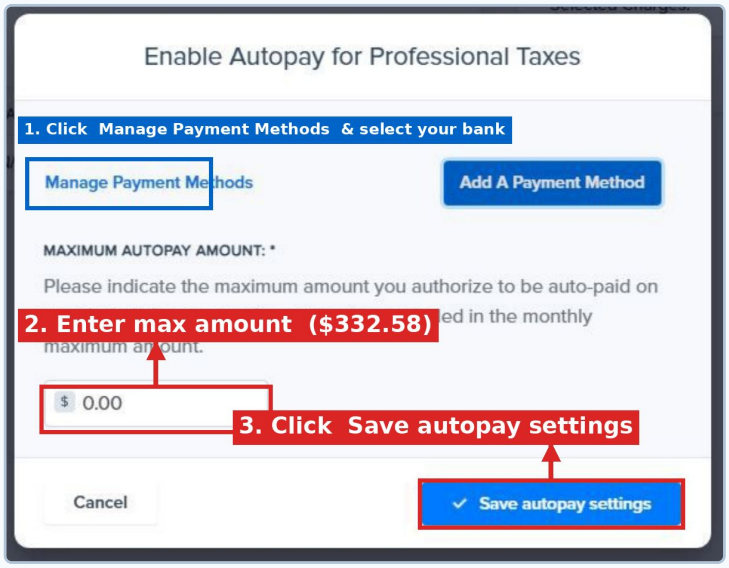
Select bank & save payment method



Stripe bank validation — Agree and continue



Step 07 — Set Maximum Autopay Amount

Click **Manage Payment Methods** and select the bank account you just added. Enter your **Maximum Autopay Amount**, then click the blue **Save autopay settings** button.

> ***Important:*** *The system labels this field "monthly maximum amount," but Autopay only pulls funds* ***on your actual due date*** *— whether quarterly, yearly, or monthly. Enter an amount that covers your full quarterly HOA dues:* ***$332.58****.*