

## Make a Payment: Homeowner

The screenshot displays the townsq app interface. On the left is a navigation menu with categories: COMMUNICATION (Home, Residents, Groups, News & Events, Requests, Messages, Forum, Polls) and OPERATIONS (Package control, Access Control, Shift logs). Below these are TOOLS (Reservations) and a MORE OPTIONS button. The main content area is titled 'Your Community' and shows several polls: 'Club house paint' (03/26/2019) by KTM Novi Promoter Boardmember, 'Which date would you be able to attend our Summer Picnic?' (03/14/2019) by Lisa BoardMember, and 'Barn Color' (03/13/2019) by KTM Novi Promoter Boardmember. An 'Inbox' section shows an 'ASSIGNMENTS' entry for 'Dog Park' (04/03/2019) which is 'In Progress'. A user profile menu is open for 'George Cooper' (Hillwood Demonstration), with options: Edit profile, Occupants, and Accounts. The 'Accounts' option is highlighted with a red box. A green callout bubble with the number '1' and the text 'Click your profile and select Accounts' points to the profile menu.

1

Click your profile and select **Accounts**

# Make a Payment: Homeowner

The screenshot displays the townsq homeowner portal. At the top left is the townsq logo. At the top right, the user's name "George Cooper" and address "Hillwood Demonstration" are shown. The main content is divided into two sections: "Accounts" on the left and a detailed account view on the right.

**Accounts List:**

- 5 Carroll Boulevard (CURRENT BALANCE: 0)
- 107 South Meadows Lane (CURRENT BALANCE: 33.58) - This account is highlighted with a red border.

**Account Detail View (5 Carroll Boulevard):**

5 Carroll Boulevard (CURRENT BALANCE: 0)

Please be advised that online balances may not reflect upcoming assessments due and should not be used for resale processing. Please pay the balance reflected on your most recent billing statement or coupon book. For final payoff amounts, please contact your management company.


ACCOUNT	LAST PAYMENT OF	RECEIVED ON
1004102	\$ -	-


**Callout Box:**

2 If there are multiple accounts, select the desired one

**Buttons:** "Add account" (green)


# Make a Payment: Homeowner






**George Cooper**  
 Hillwood Demonstration

### Accounts




**5 Carroll Boulevard**
CURRENT BALANCE **0**



**107 South Meadows Lane**
CURRENT BALANCE **33.58**

Add account





**107 South Meadows Lane**


CURRENT BALANCE **33.58**

Please be advised that online balances may not reflect upcoming assessments due and should not be used for resale processing. Please pay the balance reflected on your most recent billing statement or coupon book. For final payoff amounts, please contact your management company.

ACCOUNT	LAST PAYMENT OF	RECEIVED ON
2159218	\$ 52	5/31/2019



Recurring Charges


Make a payment


**Jul 2019**


BALANCE

	TYPE	REFERENCE	COMMENTS	
<b>1st</b>	01	Monthly		


**Jun 2019**

BALANCE

	TYPE	REFERENCE	COMMENTS	
<b>1st</b>	01	Monthly Charges	Recurring Charges: 06/01/2019	<b>\$51.94</b>


**May 2019**

BALANCE

	TYPE	REFERENCE	COMMENTS	
<b>31st</b>	LB	777777	Lock Box: 05/31/2019	<b>-\$52</b>
<b>2nd</b>	LB	777777	Lock Box: 05/02/2019	<b>-\$52</b>

3

Click Make a payment

## Add Payment Method: Homeowner

townsq

George Cooper  
Hillwood Demonstration

ACCOUNTS

5 Carroll  
CURRENT

107 South  
CURRENT

CURRENT BALANCE 33.58

Before we can process a payment you need to first set up a payment method.

+ Add

4 Click Add



Make a payment

Charges	COMMENTS	BALANCE
Recurring Charges: 07/01/2019		\$51.94
		BALANCE \$33.58
Recurring Charges: 06/01/2019		\$51.94
		BALANCE -\$18.36
Lock Box: 05/31/2019		-\$52
Lock Box: 05/02/2019		-\$52

# Add a Credit Card Payment Method: Homeowner

Add payment method ×


Please, follow the payment instructions below.

-  Credit card ➤
-  Bank account ➤

**5** Select **Credit card** OR **Bank account**. If adding a credit card, proceed to step 6 to the right. If adding a bank account, [click here](#)

Add payment method ×

Please, follow the payment instructions below.

-  Credit card
-

We perform a \$0 or \$1 pre-authorization to validate your credit card details. Although this pre-authorization is instantly canceled, your financial institution may display it on your account for a short period of time.


**6** Enter card number, expiration date, CVC, and zip code

**7** Click **Add payment**

# Make a Credit Card Payment: Homeowner

### Add payment method

Please, follow the payment instructions below.



Your payment method has been successfully added to your account.

[Go to Account payment](#)

**8** Click **Go to Account payment**

**TIP:** If you wish, you can set up **Autopay** and/or set up additional **Payment methods**.

### Make a payment

Please, follow the instructions below.

**One-time payment**  
A payment that processes just once.

[Make a payment](#)

**Autopay**  
A payment that processes on a set schedule.

[Manage autopays](#)

**Payment methods**  
Add or remove a payment method.


[Manage payments](#)

**9** Click **Make a payment**

# Make a Credit Card Payment: Homeowner

### Make a payment ×

Please, follow the payment instructions below.



ACCOUNT DETAILS
PAYMENT METHOD
CONFIRM PAYMENT

---

<b>ACCOUNT</b>	<b>BALANCE</b>
2159218	\$ 33.58

**Payment (USD)**

\$
33.58


Please be advised that online balances may not reflect upcoming assessments due and should not be used for resale processing. Please pay the balance reflected on your most recent billing statement or coupon book. For final payoff amounts, please contact your management company.

Cancel
Continue

**10** Enter the payment amount, and click **Continue**

### Make a payment ×

Please, follow the payment instructions below.



ACCOUNT DETAILS
PAYMENT METHOD
CONFIRM PAYMENT

---

**Choose payment method:**

Visa

..... 4242

---

Bank account

.....6789

+ create a new payment account.

Cancel
Continue

**11** Select **payment method**, and click **Continue**

## Make a Credit Card Payment: Homeowner

### Make a payment

Please, follow the payment instructions below.

1 ..... 2 ..... 3

ACCOUNT DETAILS      PAYMENT METHOD      CONFIRM PAYMENT

VISA Visa ..... 4242

Payment amount      \$ 33.58  
 Convenience fee      \$ 4.13

I, **George Cooper**, confirm that the payment information is correct and per the [Terms and Conditions](#) authorize ATGPay to debit the amount of \$ 37.71 from my credit card ending in 4242. Payments typically process in 1-2 business days.

Cancel      **Continue**

12

Confirm information, authorize payment, and click **Continue**

### Make a payment

Please, follow the payment instructions below.

**Your payment has been successfully processed.**

Please retain the information below for your records.

VISA Visa ..... 4242

Payment date      8/7/19  
 Payment amount      \$ 37.71

Confirmation code  
 ch\_1F4uhFAo...7wQwvoJmnC2gR

**Go to Account payment**

Confirmation that payment was successfully processed.


**TIP: Save the Confirmation code for your records.**




# Add a Bank Account Payment Method: Homeowner

Add payment method ×

Please, follow the payment instructions below.

 Credit card >


 Bank account >

**5**

Select **Credit card** OR **Bank account**. If adding a bank account, proceed to step 6 to the right. If adding a credit card, [click here](#)

Add payment method ×

Please, follow the payment instructions below.

 Bank account

Account holder name  
George Cooper

Account type  
Individual

Routing number 110000000	Re-enter routing number 110000000
Account number 000123456789	Re-enter account number 000123456789

**6**

Enter requested data (all fields required)

**7**

Click **Add payment**


Add payment

# Make a Bank Account Payment: Homeowner

### Add payment method

Please, follow the payment instructions below.

**TIP:** If you wish, you can set up **Autopay** and/or set up additional **Payment methods**.



Your payment method has been successfully added to your account.

[Go to Account payment](#)

**8** Click **Go to Account payment**

### Make a payment

Please, follow the instructions below.

**One-time payment**  
A payment that processes just once.

[Make a payment](#)

**Autopay**  
A payment that processes on a set schedule.

[Manage autopays](#)

**Payment methods**  
Add or remove a payment method.


[Manage payments](#)

**9** Click **Make a payment**

# Make a Bank Account Payment: Homeowner

### Make a payment ✕

Please, follow the payment instructions below.



ACCOUNT DETAILS    PAYMENT METHOD    CONFIRM PAYMENT

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ACCOUNT 2159218	BALANCE \$ 33.58
--------------------	---------------------

Payment (USD)

\$
33.58


Please be advised that online balances may not reflect upcoming assessments due and should not be used for resale processing. Please pay the balance reflected on your most recent billing statement or coupon book. For final payoff amounts, please contact your management company.

Cancel
Continue

**10** Enter the payment amount, and click **Continue**

### Make a payment ✕

Please, follow the payment instructions below.



ACCOUNT DETAILS    PAYMENT METHOD    CONFIRM PAYMENT

---

Choose payment method:

Visa  
..... 4242

---

Bank account  
.....6789

[+ create a new payment account.](#)

Cancel
Continue

**11** Select **payment method**, and click **Continue**


# Make a Bank Account Payment: Homeowner

**Make a payment** ✕

Please, follow the payment instructions below.

1 ..... 2 ..... 3

ACCOUNT DETAILS      PAYMENT METHOD      CONFIRM PAYMENT

 Bank account .....6789


Payment amount	\$ 33.58
Convenience fee	\$ 4.13
Cash discount	-\$ 1.18

I, **George Cooper**, confirm that the payment information is correct and per the [Terms and Conditions](#) authorize ATGPay to debit the amount of \$ 36.53 from my bank account ending in 6789. Payments typically process in 1-2 business days.

**12** Confirm information, authorize payment, and click **Continue**


**Make a payment**

Please, follow the payment instructions below.



**Your payment has been successfully processed.**

Please retain the information below for your records.

 Bank account .....6789

Payment date	8/7/19
Payment amount	\$ 36.53

Confirmation code  
py\_1F4vCKAp...7wQwvVCm4RmkL

Confirmation that payment was successfully processed.

**TIP:** Save the **Confirmation code** for your records.