

# SETTING UP ACH PAYMENTS

Association payments can be made by check or through the Management firm Portal.

Payments are registered immediately when using the portal. A confirmation email is sent to you of the received payment.

Setting up access Monthly Dues Payments on the Portal:

1. Email Rhoberta Paz at Huntington West Properties, [rhoberta@huntingtonwest.com](mailto:rhoberta@huntingtonwest.com). She will email you an invitation to set up your account.

**a. Activate your portal**

- i. An email has been sent to you to activate your portal
- ii. Please check your spam and junk folder if it is not in your inbox
- iii. Once received click the “Activate Now” link within the email
- iv. You will need to create a password for your portal
- v. Once you have created the password it will automatically log you in

**b. Make a one-time payment**

- i. Access Portal – <https://hwp.appfolio.com/connect>
- ii. Click on “Pay Now”
- iii. Choose payment option: “eCheck” is free, “Credit or Debit Card” there is a convenience fee
- iv. Manually enter the dollar amount in the section titled “how much of your balance do you want to pay”
- v. Click “Continue”
- vi. Click on the saved account or provide new banking account information
- vii. Click “continue”
- viii. Verify the information for the payment
- ix. Click “make this payment now”

**c. Set up Automatic Payment**

- i. Access Portal – <https://hwp.appfolio.com/connect>
- ii. Click on “Set up Autopay”
- iii. Choose payment option: “eCheck” is free, “Credit or Debit Card” there is a convenience fee
- iv. Give the payment a name (this is for you records only)
- v. Click “Fixed amount, Every Month”
- vi. Manually enter the HOA dues amount
- vii. Pick the start date of your autopay
- viii. Select the saved account or enter new banking account information
- ix. Click “Create Autopay”