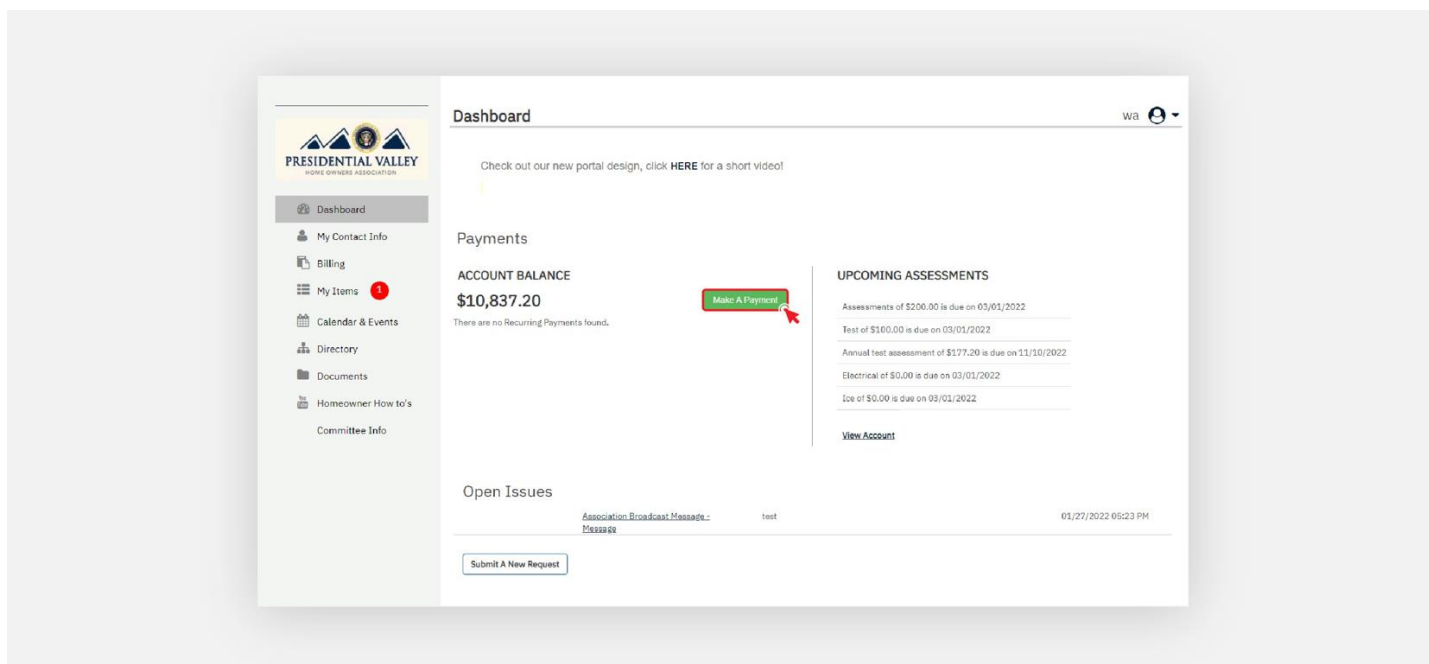


Auto-Draft Payment Instructions

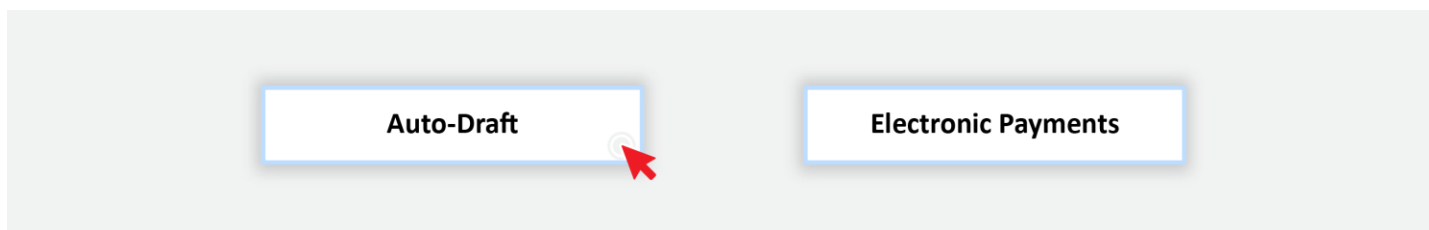
(3 Easy Steps)

1. From your Dashboard, select the Green **'Make A Payment'** button.

If your balance is in (parentheses), good news – you have a pre-paid balance on your account! Verify the credit in your account ledger (return to the Dashboard and click on View Account). You may **Submit a Request** in the portal if you wish the credit balance to be refunded to you.



2. On the next page, scroll down to the payment options buttons. Select **'Auto-Draft'**.



NEVER MISS A PAYMENT!

**We offer many convenient electronic methods to pay your community's assessments!
Read below to determine which is best for you.**

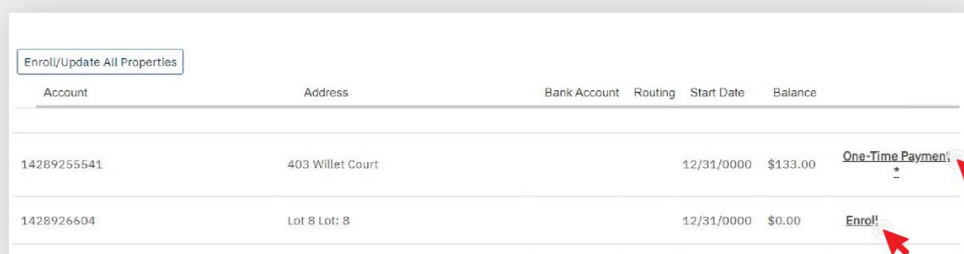
Auto-Draft payments (ACH) are dependable, simple and secure and free of charge! - no more lost or delayed check payments! Once enrolled, CAMS will electronically withdraw funds from your bank account for assessment payments. Auto-Draft payments are processed automatically on the 10th of the month for assessments that are billed on the 1st.

- **GOOD NEWS:** The Auto-Draft amount will automatically update if your association's assessment amount should change in the future - set it and forget it!
- If you wish to make changes or to un-enroll, any changes to Auto-Draft enrollment must be made in the portal (or in writing) and must be submitted at least 10 business days prior to the draft date to ensure compliance with banking regulations.

3. On the next page, scroll until you see your account(s). If there is bank account info under 'Bank Account' & 'Routing' the account is already enrolled. No further action is needed.

If the Bank information is blank, your account is not enrolled for Auto-Draft payments.

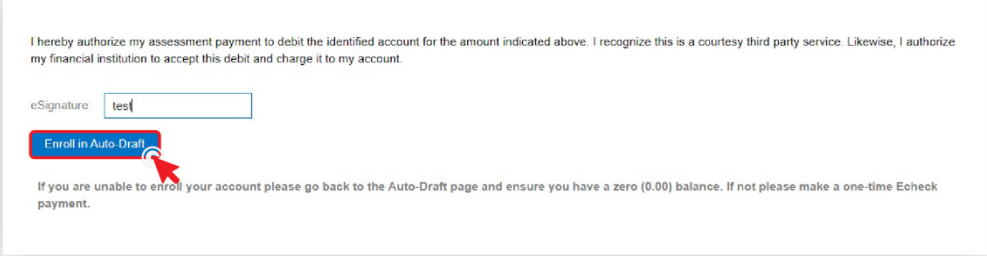
*To enroll, the balance must be \$0.00. If your account has a balance, select 'One-Time Payment' and click on Electronic Payments where you can pay your outstanding balance prior to proceeding with your Auto-Draft enrollment, or you may submit the **Auto-Draft Enrollment with prior balance form** to authorize a one-time draft payment of the current balance AND enrollment for future payments on one form – STOP Here if you submit this form.*



| Account | Address | Bank Account | Routing | Start Date | Balance | |
|-------------|------------------|--------------|---------|------------|----------|------------------|
| 14289255541 | 403 Willet Court | | | 12/31/0000 | \$133.00 | One-Time Payment |
| 1428926604 | Lot 8 Lot: 8 | | | 12/31/0000 | \$0.00 | Enroll! |

1. When your account has a \$0 balance, you are ready to enroll directly in the portal so that future amounts will be drafted automatically from your designated bank account.
2. Select 'Enroll' next to the account* that you would like to set up for Auto-Draft
**(if you have multiple accounts that have been linked in the system, you will see them listed on this screen)*
3. Enter your bank account information (money market accounts cannot be used). Make sure to select a Start Date that matches the Assessment date and month of your next upcoming assessment e.g. January 1st. *Note that the payment will always be drafted on the 10th day of the month regardless of the day you select.*

After entering all info and eSignature (***type your name to eSign***), select **Enroll in Auto-Draft**. After waiting 5-10 seconds, a small green window will pop up to confirm your enrollment. And presto, you are done!



I hereby authorize my assessment payment to debit the identified account for the amount indicated above. I recognize this is a courtesy third party service. Likewise, I authorize my financial institution to accept this debit and charge it to my account.

eSignature:

Enroll in Auto-Draft

If you are unable to enroll your account please go back to the Auto-Draft page and ensure you have a zero (0.00) balance. If not please make a one-time Echeck payment.

Assessments are always billed on the first of the month, however, your payment is drafted around the 10th of the month, therefore **we do not send billing statements** to owners who pay via Auto-Draft. You may view your account transactions and print a statement of your account when you log in to the Owner Portal at <https://portal.camsmgt.com/>

In the event you need to cancel your automatic draft or change your banking information for automatic draft, we must be notified prior to the 1st day of the month of your Association's billing cycle. If your request was sent after the 1st of the month and we are unable to process your change before the draft on the 10th of the current month, your request will go into effect for the following month.

The draft amount will automatically update according to your Association's yearly budget. Set it and forget it!

If your property is sold, the Auto-Draft will automatically stop when we are contacted by the attorney to issue the resale disclosure forms. You will receive an email letting you know that a 'Closing Hold' has been placed on your account and that the settlement statement has been sent to the closing attorney therefore no further payments will be drafted, and no late fees will be charged.

Learn about all payment options on our website at

www.camsmgt.com/homeowners/make-a-payment

To access the Owner portal, view Portal Registration instructions, reset your password or sign in to your account, go to <https://portal.camsmgt.com/>