

MutualPaySM

PROPERTY PAY

Making a one-time payment through Mutual of Omaha Bank is now easier with our payment site, MutualPay Property Pay.

Payment options include check, Visa®, Mastercard®, Discover® and American Express®.

MAKE A PAYMENT

- Go to mutualpaypropertypay.com
- Select the Pay Now button
- Review and agree to the Terms & Conditions by selecting Yes

PROPERTY DETAILS

- Enter the required property information
- Select either Pay by eCheck or Pay by Card

PAYMENT DETAILS

- Enter your payment information
- Select the I agree check-box in the payment summary
- Select the Next button to continue

VERIFY PAYMENT

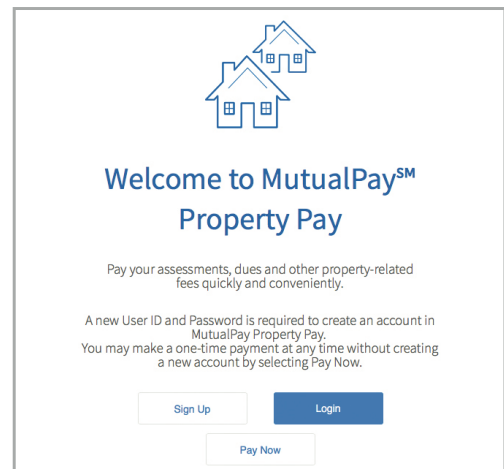
- Review your payment details
 - If you need to make a change, select edit to return to payment details or the property section
 - Select cancel to delete all the information and start over
- If all the information is correct, select the Submit Payment button

Next, you will see the Payment Confirmation, which includes:

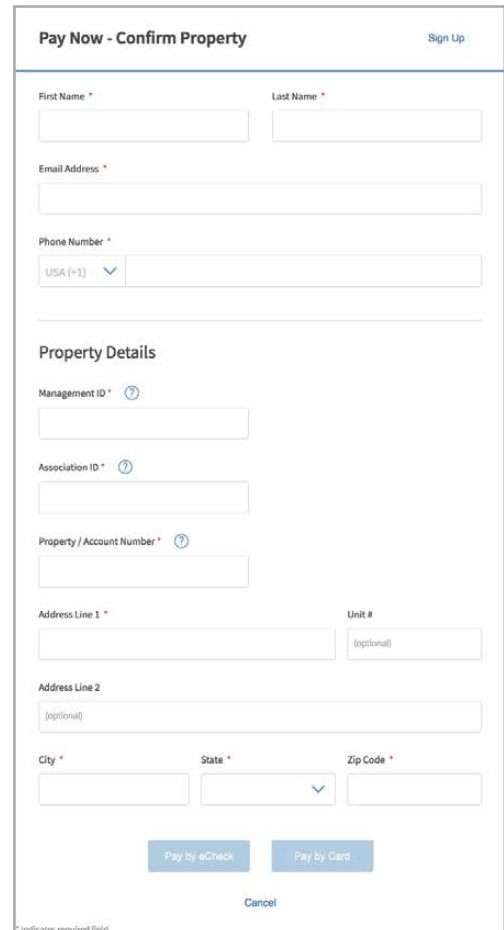
- Payment confirmation number
- Email address where the payment confirmation will be sent
- Option to print or cancel the payment, if needed

PAYMENT TIPS

- Select the help icon for more information on what is required for each field
- The payment summary lists the payment amount, convenience fees, if any, and a total amount paid



The screen features a logo of three houses at the top. Below it, the text reads "Welcome to MutualPaySM Property Pay". A sub-header says "Pay your assessments, dues and other property-related fees quickly and conveniently." Below that, a note states: "A new User ID and Password is required to create an account in MutualPay Property Pay. You may make a one-time payment at any time without creating a new account by selecting Pay Now." At the bottom, there are three buttons: "Sign Up", "Login", and "Pay Now".



The screen is titled "Pay Now - Confirm Property" with a "Sign Up" link in the top right. It contains several input fields: "First Name *", "Last Name *", "Email Address *", "Phone Number *" (with a dropdown for "USA (+1)"), "Property Details" section with "Management ID *", "Association ID *", and "Property / Account Number *", "Address Line 1 *" (with "Unit #" optional), "Address Line 2" (optional), "City *", "State *" (dropdown), and "Zip Code *". At the bottom are buttons for "Pay by eCheck", "Pay by Card", and "Cancel". A small asterisk at the bottom left indicates "* indicates required field".

Payments submitted prior to 8:00 pm CT Monday through Friday, excluding holidays, are processed the same day.

Our customer service team is available to assist users with navigating MutualPay Property Pay at 866-351-5646, option 1 or service@mutualpaypropertypay.com