

# MutualPay<sup>SM</sup>

## PROPERTY PAY

Save time. Easily set up a flexible schedule for community association payments in Property Pay.

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

### CREATE A PAYMENT SCHEDULE

- Go to [mutualpaypropertypay.com](https://mutualpaypropertypay.com)
- Select the Sign Up button to register
- Review and agree to the Terms & Conditions by selecting Yes

### CONTACT DETAILS

- Enter your contact information
- Select Next

### REGISTER YOUR PROPERTY

- Enter the required property information, you can register your account via the property IDs
- Select Find My Property
- Select Register Property, then Continue

### CREATE AN ACCOUNT

- Create an account – create your user name, password and security questions
- Select Create Account
- Select Continue, for your security, after creating an account, you will be asked to log in using your newly created user name and password

### WALLET & PAYMENT DETAILS

- Select Make a Payment
- Select Next to add a payment method to your wallet
- Select either Add Card or Add Bank Account
- Enter your payment information
- Select Add Card or Add Bank Account

### CREATE A PAYMENT SCHEDULE

- Select Make a Payment
- Select Schedule Payments
- Enter the schedule details
- Select Continue button

### VERIFY PAYMENT SCHEDULE

- Review your payment schedule summary
- If you need to make a change, select Back
- Select Create Schedule

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

- Option to print the confirmation or edit the schedule
- Select OK to complete your schedule
- Your payment schedule is viewable on the property page

### 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

**Payments submitted prior to 8:00 p.m. 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](mailto:service@mutualpaypropertypay.com)

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PROPERTY PAY



## Welcome to MutualPay<sup>SM</sup> Property Pay

Pay your assessments, dues and other property-related fees quickly and conveniently.

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.

Sign Up

Login

Pay Now

### Sign Up - Please Enter the Following Information

First Name \*

Last Name \*

Email Address \*

Phone Number \*

USA (+1)

- Yes, I'd like to stay in touch with Mutual of Omaha Bank and agree to receive periodic email updates and offers. I understand I can unsubscribe at any time.

Cancel

Next

\* Indicates required field

### Enter Payment Information

Payment Method \*

[Add](#)

Schedule Name \*

Mutual Of Omaha Bank (6789)

Please note: you are making a payment through Mutual of Omaha Bank's proprietary ACH payment system.

Set up Schedule

Schedule Frequency \*

Monthly

Start Date \*

10/02/2019



Payments are processed Monday through Friday, excluding holidays. Payments submitted on weekends or holidays may be delayed.

Select End Date \*

No End Date

### Payment Methods

#### Cards

Would you like to [add a card?](#)

#### Bank Accounts [Add Bank Account](#)

Default Account

★ Mutual Of Omaha Bank (6789)