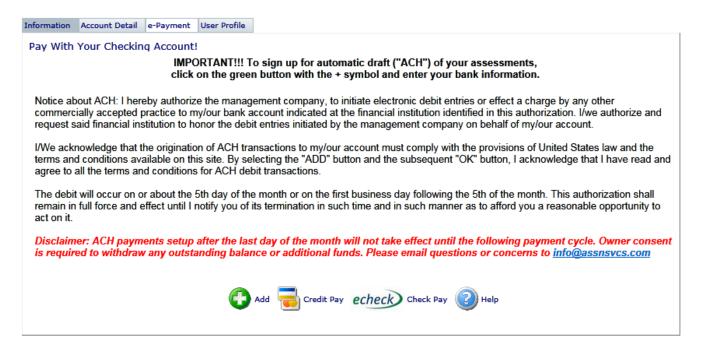
GOODWIN MANAGEMENT Customer Service: (855) 289-6007 info@assnsvcs.com www.goodwintx.com

Online Payment Instructions

To view account balance information and make online payments visit www.goodwintx.com, select your association from the drop down list on the bottom left hand side, and select "go" to open your community's homepage. Select the blue "Owner Login" button on the left of the screen to be taken to the residential login portal.

**If you are a first time user, select "Don't have an account? Click here to set one up." on the bottom of the screen and follow the prompts. You will need your account number to create an account, please email info@assnsvcs.com if you need this information. If you are a returning owner enter your login credentials and select "Log In".

Once you have logged into your account, your information is listed on the left side of the screen and your community information and contact forms listed on the right side. Tabs located on the top are to view more detailed information.



Account Detail - Real time account balance information

<u>E-payments</u> - Online payment options:

<u>To Setup Automatic Draft (ACH):</u> Select the green +Add button on the bottom left located under the e-Payment tab, click ok to the accept message and enter your banking information. Select save to ensure your information has been retained in our system.

To modify your current ACH information hit delete to clear the current information and reenter. Please be sure to hit save when you are done.

**NOTE: Your first draft will take place on or about the 5th of the following assessment period.

To Cancel Automatic Draft (ACH): Simply hit delete and then ok.

<u>To Pay by Credit Card or E-Check</u>: you will simply select the corresponding icon. After selecting your payment option you will redirected to the third party payment processor site. Please note credit pay and echeck payments are subject to a processing fee.

User Profile – Manage your email address and password