

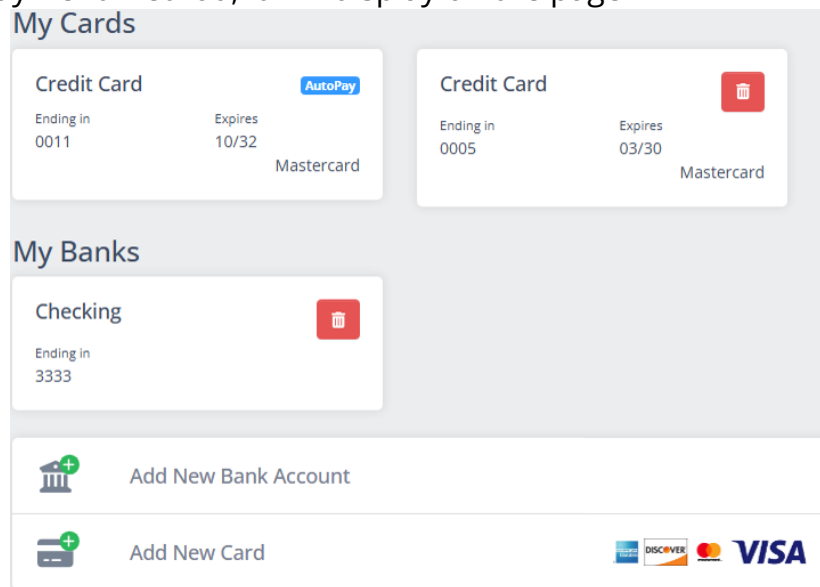
Online Payment Options

Below are the different payment options that may be available for your association in the Resident Portal

Log in to your Resident Portal Account (<https://resident.snaphoa.com>).

Add Payment Method

1. Expand the Financial tab and select Payment Options. If you have previously added a Payment Method, it will display on the page



2. Select Add New Bank Account to add a bank account as a payment method

Holder Name Greg Tantum	Type Select...
Routing Number	Account Number
Repeat Routing Number	Repeat Account Number
<input type="button" value="X Cancel"/>	<input type="button" value="+ Add Payment Method"/>

3. Select Add New Card to add a credit card as a payment method

Name on Card Greg Tantum	
Card Number 1234 1234 1234 1234	Expiration Date MM/YY
CVV/CVC CVV/CVC	Billing Zip Code 5 Digit Zip Code
<input type="button" value="X Cancel"/>	<input type="button" value="+ Add Payment Method"/>

4. The Payment Methods you've added will now be options when you make a One-Time Payment or setup Automatic Payments.

One-Time Payments

1. Expand the Financial tab and select Make a Payment
2. In the Recent Payments box, you will see payments made within the last 60 days

Recent Payments (Last 60 Days)

[View All Payments](#)

Date	Status	Method	Amount	Fee	Total	Reference Id
09/11/2025 12:00 am	Approved	Check	\$-346.00	\$0.00	\$-346.00	Check # 897219925
08/06/2025 12:00 am	Approved	Check	\$-346.00	\$0.00	\$-346.00	Check # 893672727

Showing 1 to 2 of 2 rows

3. In the Select Your Payment Method box, you will either see the options to add a new Credit Card, Bank Account, or previously used payment methods.

1. Select Your Payment Method

Checking account ending in 0342

New Credit Card

New Bank Account

- a. Selecting an existing payment method will prompt you to enter the date you would like the payment to process and the amount. You will then Review Payment then approve on a Confirmation page.
 - i. The Payment Date defaults to "today", but you can select any date in the future.
 - ii. The Payment Amount defaults to your current balance, but you can enter in any amount up to the Max Payment amount listed.

1. Select Your Payment Method

Checking account ending in 0342

New Credit Card

New Bank Account

2. Your Payment Details

Payment Date

Payment Amount Max Payment: \$20,000.00

Current Balance: \$0.00

Convenience Fee

Total Payment

- b. Adding a new payment method will take you to a page where you can add your credit card or bank account information. After you complete this, you will go back to the Make a Payment page and follow the steps in 5a.

Set Up Automatic Payments

- 1. Expand the Financial tab and select Manage AutoPay. You will see your previously added Payment Options as well as have the ability to add a new Credit Card or Bank Account

1. Select Your Payment Method

<input type="radio"/>	Checking account ending in 3333	
<input type="radio"/>	mastercard ending in 0011	Expires 10/32
<input type="radio"/>	mastercard ending in 0005	Expires 03/30
<input type="radio"/>	New Credit Card	
<input type="radio"/>	New Bank Account	

- 2. Select the Payment Method you would like to use for Automatic Payments.
- 3. Set which date you would like your Automatic Payment to process each month

1. Select Your Payment Method

<input checked="" type="radio"/>	Checking account ending in 3333	
<input type="radio"/>	mastercard ending in 0011	Expires 10/32
<input type="radio"/>	mastercard ending in 0005	Expires 03/30
<input type="radio"/>	New Credit Card	
<input type="radio"/>	New Bank Account	

2. Your Options

Date To Run On 1st of the Month

First Run Date 10/1/2025

Convenience Fee No Fee

Amount Full Balance

[Set Up AutoPay](#)

By selecting this option, I authorize Orchard Hills Community to charge my preferred payment method for my current total balance owed, and future balances when due to the association. I agree to pay associated convenience fees, if any, based on the payment method I select. I understand that this Auto Payment authorization can be canceled at any time by going to 'Manage AutoPay' and choosing the 'Cancel' option.

- a. If you select a day of the month that has already passed and you have a balance currently on your account, you will be given the option to also pay off your current balance.

You have a current balance of \$616.73.

The autopay will not start until 7/3/2022.

If you do not pay your balance before the due date then you may incur late charges.

- Pay \$616.73 Today!
- Do not process a one time payment today

[Set Up AutoPay](#)

4. Select Set Up AutoPay.
 - a. By selecting Set Up AutoPay, you agree to the following: *By selecting this option, I authorize Orchard Hills Community to charge my preferred payment method for my current total balance owed, and future balances when due to the association. I agree to pay associated convenience fees, if any, based on the payment method I select. I understand that this Auto Payment authorization can be canceled at any time by going to 'Manage AutoPay' and choosing the 'Cancel' option.*
5. After reviewing your AutoPay information, select Approve AutoPay.

Confirm AutoPay

Please confirm the information is correct for your new automatic payment.

Payment Method VISA	Visa ending in 4251	AutoPay Summary	
		Start Date	7/1/2022
		Frequency	Monthly
		End Date	Until Canceled
		Convenience Fee	\$2.00 Flat Fee
		GRAND TOTAL	Balance Owed
<small>By clicking 'Approve AutoPay', I authorize my Payment Method to be charged the Total Amount owed plus the \$2.00 Flat Fee convenience fee and agree to Terms and Conditions.</small>			
		<input type="button" value="✓ Approve AutoPay"/>	<input type="button" value="✕ Cancel"/>

- a. You may view the Terms and Conditions for the online payment processor [here](#).
6. Your payments will now process each month on the day selected.

Modify Payment Method of AutoPay

1. Expand the Financial tab and select Manage AutoPay. You will see your current AutoPay configuration.

Active

Details

Amount	\$0.01
Payment Date	6th of the Month
End Payment Date	Until Canceled
Frequency	Monthly
Payment Created On	9/24/2025

Payment Method

mastercard (0011)

2. Click Edit to modify what payment method is used for AutoPay.
3. Select your preferred Payment Method and click Change Payment.

Select Your Payment Method

	Checking account ending in 3333	
	mastercard ending in 0011	Expires 10/32
	mastercard ending in 0005	Expires 03/30
	New Credit Card	
	New Bank Account	

Convenience Fee: 3.25%

[Change Payment](#) [X Cancel](#)

By clicking 'Change Payment', I authorize my Payment Method selected above to be charged the my full balance owed plus any convenience fee and agree to [Terms and Conditions](#).

4. Your new Payment Method will be used moving forward.

Modify AutoPay Processing Day

To modify the day that your payment processes, you will need to Cancel your AutoPay and then reconfigure your AutoPay.

Cancel AutoPay

1. Expand the Financial tab and select Manage AutoPay. You will see your current AutoPay configuration.

	Details	
	Amount	\$0.01
	Payment Date	6th of the Month
	End Payment Date	Until Canceled
Cancel AutoPay	Frequency	Monthly
	Payment Created On	9/24/2025
	Payment Method	
	mastercard (0011)	Edit

2. Select Cancel AutoPay.
3. Select Cancel AutoPay to confirm your cancellation.

Are you sure you want to cancel your automatic payment?
You will no longer be debited your account balance every month and you will need to make manual payments.

[← Go Back](#) [X Cancel AutoPay](#)

4. Your AutoPay will be canceled moving forward.