

## ONLINE PAYMENT INSTRUCTIONS

Visit our website [www.goodwintx.com](http://www.goodwintx.com) to login to your HOA account and view your statement and payment options. Once you are on the website, you will select your community from the drop down box on the bottom left hand side of the screen, select "go" to open your community's homepage, and then select the blue login button on the left.

Enter your login credentials and click the arrow. All of your account information is listed on the left side of the screen and all of your community information and contact forms listed on the right side. Tabs are located on the top to view more detailed information.

Information Account Detail e-Payment User Profile

### Pay With Your Checking Account!





**IMPORTANT!!! To sign up for automatic draft ("ACH") of your assessments, click on the green button with the + symbol and enter your bank information.**

Notice about ACH: I hereby authorize Goodwin Management, Inc., to initiate electronic debit entries or effect a charge by any other commercially accepted practice to my/our bank account indicated at the financial institution identified in this authorization. I/we authorize and request said financial institution to honor the debit entries initiated by Goodwin Management, Inc. on behalf of my/our account.

I/We acknowledge that the origination of ACH transactions to my/our account must comply with the provisions of United States law and the terms and conditions available on this site. By selecting the "ADD" button and the subsequent "OK" button, I acknowledge that I have read and agree to all the terms and conditions for ACH debit transactions.

The debit will occur on or about the 5th day of the month or on the first business day following the 5th of the month. This authorization shall remain in full force and effect until I notify you of its termination in such time and in such manner as to afford you a reasonable opportunity to act on it.

**Disclaimer: ACH payments setup after the last day of the month will not take effect until the following payment cycle. Owner consent is required to withdraw any outstanding balance or additional funds. Please email questions or concerns to [info@goodwintx.com](mailto:info@goodwintx.com)**

 Add  Credit Pay  echeck Check Pay  Help

**Account Detail** - Real time account balance information

**E-payments** - Online payment options:

**To Setup Automatic Draft (ACH):** 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 5<sup>th</sup> of the following assessment period.**

**To cancel your ACH draft simply hit delete and ok.**

**To Pay by Credit Card or E-Check:** you will simply select the corresponding icon. After selecting your payment option you will be 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