

# PROPERTY NAME

## PAYMENT OPTIONS

### Recurring E-Check & Credit Card

#### RECURRING E-CHECK

To begin, please visit

<http://www.imccharleston.com>

Getting started you will need the following information to make your payment:

**Management ID** for IMC Charleston is 7222

**Association ID** for *Property Name* is ###

**Account Number** – This is unique to you and your property(ies).

1. Click on “Create Account”
2. On the next screen, fill out all the requested information; *you will need your banking information for this step*. Once completed, you will now have created your own account. Click on, “PROCEED”.
3. You will then receive an email that you must open and click as instructed to verify your email address. Please do this immediately as the link does *expire* in 24-hours.
4. You will be taken to a page titled “**Email Verification**”. If all is in order you click “log-in” on this page and you will be taken to the Login screen. Fill in your email and password and Sign In. You will be asked one of your security questions. Just answer correctly and you will be taken to a screen titled “Member Dashboard.”
5. On the “Member Dashboard” click on “Add a Property”. You will be taken to the “Create Payment” screen. **This is where you will need the Management Company ID (7222), your Association ID (###), and your Account Number.** Complete this information, then pick your date, your frequency and fill in your payment amount. (**EXAMPLE:** *If you choose January 12 and a Frequency period of quarterly and an amount of \$\$\$\$ , your bank account will be drawn on for \$\$\$\$ on the 12<sup>th</sup> of every quarter beginning in January until you log back in and change something*). Now click “PROCEED” and you are finished.
6. You will receive a Confirmation Email, when your payment has been set up properly.

If you have already set up your eCheck and need to change or delete the payment, you will need to log in and delete the existing recurring payment and start fresh.

Once you reach the confirmation page, you will need to click “**Authorize Payment**” to complete the process.

A reminder email will be sent to you before your payment draws and an email confirmation when the payment has been made.

To make a one-time credit card payment, click on the credit card option on the home page. The process is straight forward. Convenience charges apply for using a credit card (3% of the amount being charged), for the payment; this is a bank fee, **not IMCC**.

**\*\*\*Please note:** *Recurring eCheck will only pay for your regularly scheduled regime fees/HOA fees. All special assessments and/or other fees charged during the year will need to be paid separately. These fees will not be captured by your quarterly recurring eCheck.*

**IMPORTANT:** You are responsible for updating your recurring eCheck amount if your regime fee/HOA fee increases.

Thank you for participating in this secure service. Please do not hesitate to contact the banks customer service center for help setting your online payments at 844-739-2331.