

# HOW TO SETUP AUTOMATIC PAYMENTS

Homeowners can setup automatic payments through the online Portal at <https://portal.commoninterest.com>. If you do not have a login to the Portal, contact the General Manager.

To start, on the Dashboard page for the Portal, click the green **“Make A Payment”** button:

be assigned to the appropriate staff and will be tra records. You can check the status of your inquire only, please call 866-673-5414.

The future assessments listed below are based on

## Payments

**ACCOUNT BALANCE**

**\$0.00**

**Make A Payment**

## Open Issues

There are no Open Issues found.

**Submit A New Request**

On the next page, click **“Pay Here”**

**Current Balance** **\$0.00**

Current Balance \$0.00

Account #: [REDACTED]

Association: Cowell Homeowners Association,

**Pay Here**

# COWELL HOMEOWNERS ASSOCIATION, INC.

4498 Lawson Ct • 925-687-9961 • [businessoffice@walnutcountry.com](mailto:businessoffice@walnutcountry.com) • [www.walnutcountry.com](http://www.walnutcountry.com)

On the next page, click **"Make Payment"** where your account is listed:

For one-time or recurring Credit/Debit/ACH payments, click on the "Make Payment" link below and you will be directed to a secure third-party website. There you can make payments that will be applied directly to your Association's account. Please be advised there is a small convenience fee charged for this service.

Account	Property	Balance	
[REDACTED]	[REDACTED] Court Concord, CA 94521 at Cowell Homeowners Association, Inc.	\$0.00	<a href="#">Make Payment</a>

This will then take you to Zego, a third-party payment processing company's website.

**If this is your first time setting up or making a payment, you will first need to add your checking account. If you have already added your payment information, you can skip this step.**

Click **"Menu"** at the top left of the page:

**Menu** ←


## Your Payments Summary

Make your property payments with Zego. Pay now with one-time payments or set up an auto payment to repeat payments y

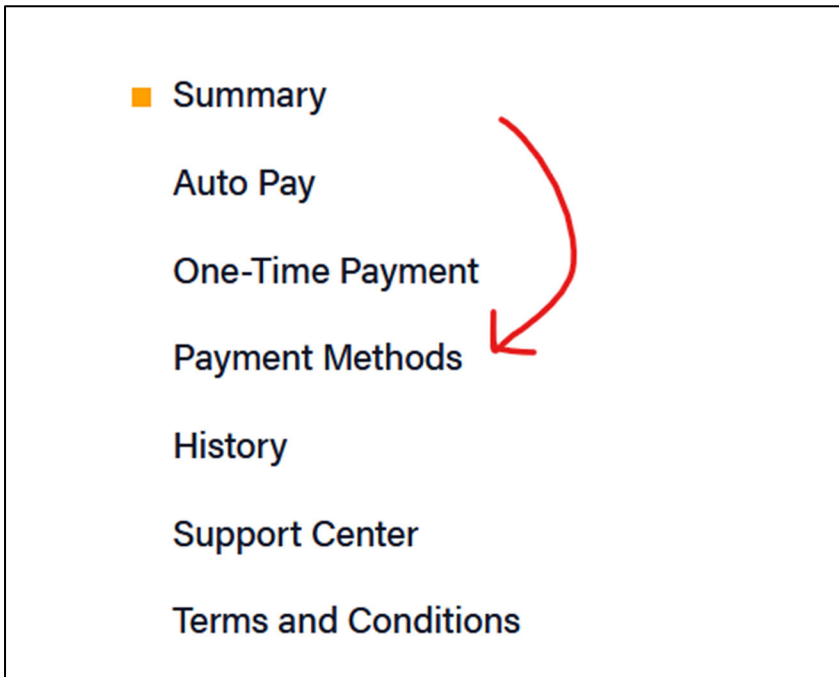
Charge Details For:

**Cowell Homeowners Association**

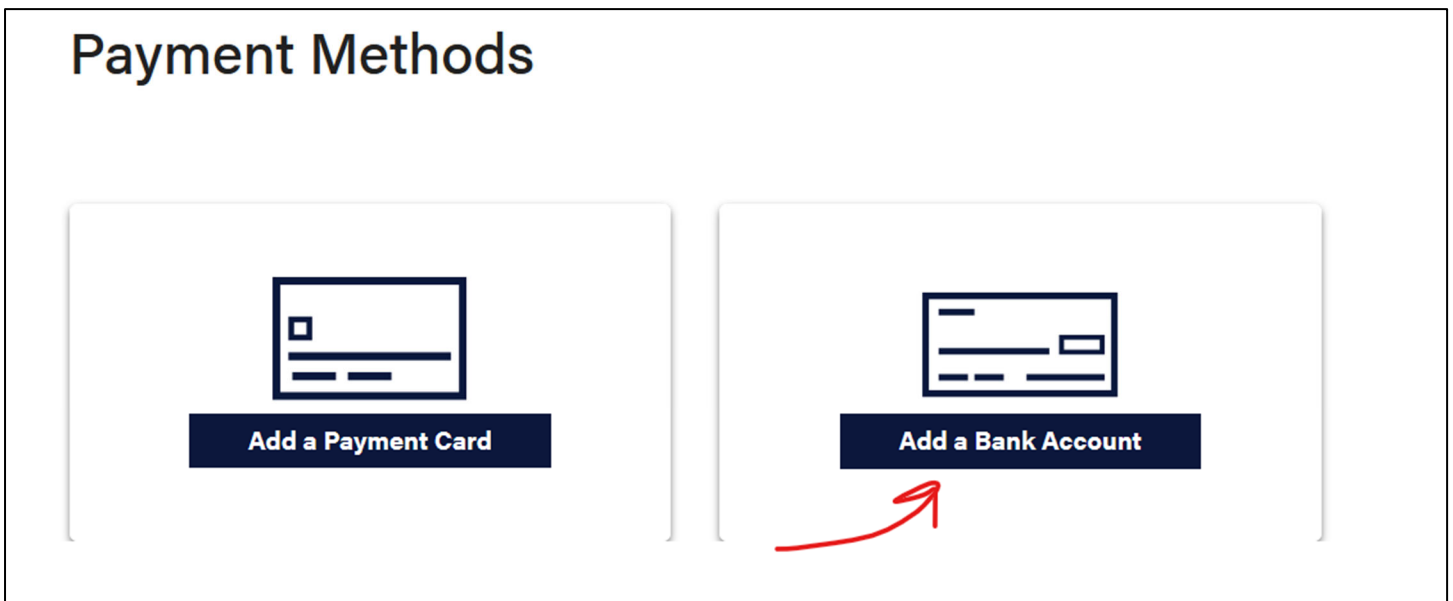
**Let's make a payment**



A menu will appear with several options. Click **“Payment Methods.”**



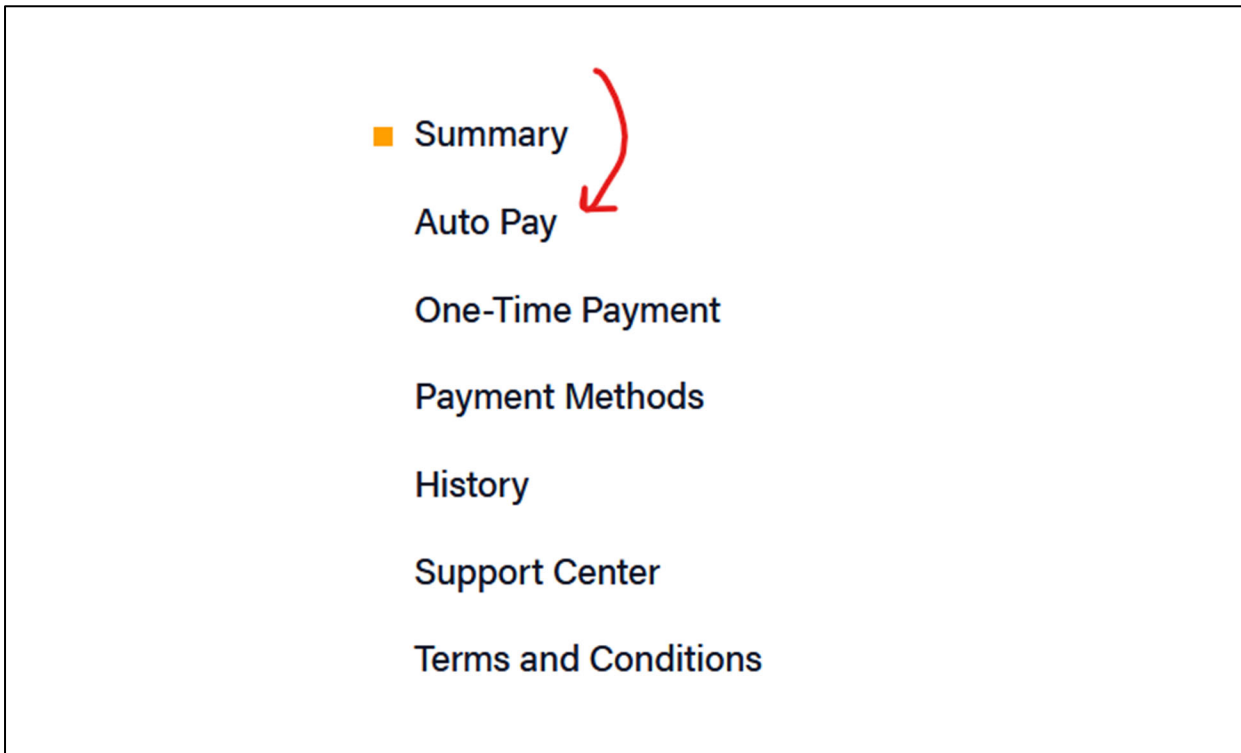
Select **“Add a Bank Account”**:



Enter your bank information on the next page and click **Add**. Zego charges a \$.50 fee when using your checking account to make payments.

**Now that you have added your bank information into the system, you can setup your automatic payments.**

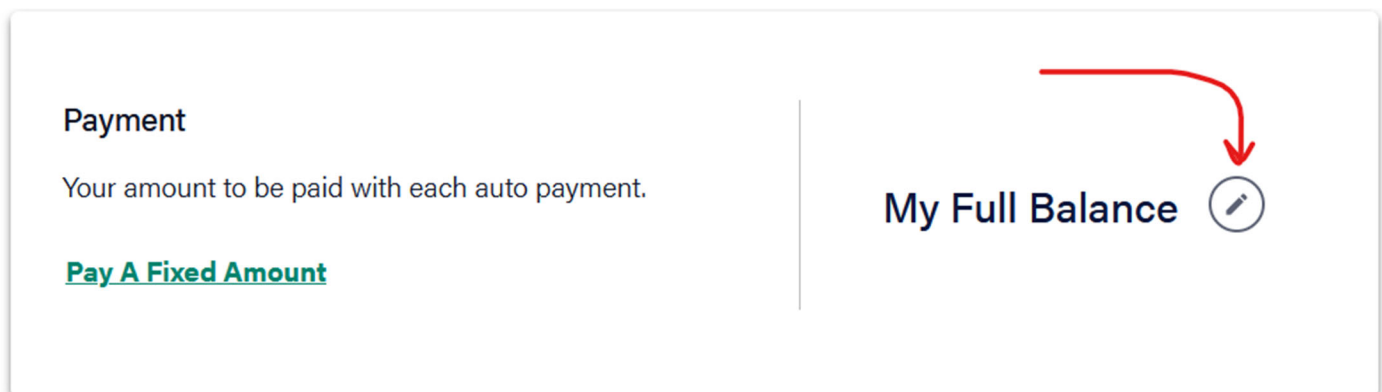
Click “Menu” at the top left of the page and then select “Auto Pay”:



Click the “Plus” button on the bottom right of the page that looks like this:



Select “My Full Balance” (click the pencil icon):



# COWELL HOMEOWNERS ASSOCIATION, INC.

4498 Lawson Ct • 925-687-9961 • [businessoffice@walnutcountry.com](mailto:businessoffice@walnutcountry.com) • [www.walnutcountry.com](http://www.walnutcountry.com)

On the next page, type in a “Max Amount”. **This is the maximum payment amount the Auto Pay system will allow.** We recommend choosing a higher amount than the current monthly assessments, so that if the assessment amount goes up, your auto pay will adjust automatically and the payments will process. If the payment amount exceeds the number you choose here, the auto pay will not go through, so we would recommend a larger number than the current dues. We might recommend setting this number to something around \$130 or \$150, to be safe. Note that if the HOA assessments increase beyond the number you have selected, you will need to setup a new auto pay. **Click “Continue” on the bottom right of the page.**


**Payment**

Set a max amount for your auto pay. If an auto pay is more than this max your entire payment will not be paid.

**cancel**

**Max Amount**  
\$

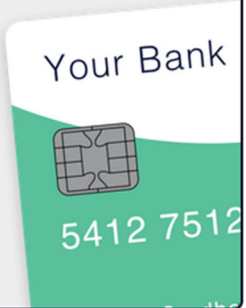
On the next page, click “Continue with Current” if the bank account you added is displayed:

**Current Payment Method**  
  
Bank Account   
Fee: \$0.50  
  
**Continue With Current**

**Quick & Easy Payments**  
When using debit  

- ✓ Realize faster payment processing
- ✓ Reduce late and returned payment fees

**Set Up Debit Card**



Then select the frequency (monthly, quarterly, annually, or biannually) as well as the date of the first payment:

**Schedule**

**Frequency**

**First Payment**

**Last Payment**

The next page will review your auto pay selections:

# COWELL HOMEOWNERS ASSOCIATION, INC.

4498 Lawson Ct • 925-687-9961 • [businessoffice@walnutcountry.com](mailto:businessoffice@walnutcountry.com) • [www.walnutcountry.com](http://www.walnutcountry.com)

<b>Autopay Start</b> 01/10/24	<b>Recipient</b> Cowell Homeowners Association Common interest management services - vantaca	<b>Next Payment</b> 01/10/24
<b>Autopay End</b> Indefinite		Auto Pay ACH Fee
<b>Frequency</b> Monthly		My Full Balance \$0.50
<b>Max Amount</b> \$150.00	<b>Account Info</b> [REDACTED]	<b>Total</b> <b>My Full Balance + \$0.50</b>

If everything looks good, click “Save Auto Pay” at the bottom right of the page:

<b>Back &amp; Edit</b>	<b>Save Auto Pay</b>
------------------------	----------------------

That's it! If you need to make any changes to this autopay (like change the payment date), you will need to **remove it** from the system and then setup a new autopay using the same steps as listed above.

If you have any questions, please contact the General Manager at 925-687-9961.