Making Online Payments

Setting Up an Online Payment User Account

An online account through **Alliance Association Bank** (the bank your association uses) allows you to retain a payment history, schedule payments, and enter less information each time.

This is a separate account from your web portal account, and required if you would like to set up scheduled or recurring online payments.

Part 1: Creating the User Account

1. Visit the All In One Alliance Association Bank page via "Make A Payment" button on allinonemgmt.com.
2. Select "Setup Account" under the New Users section.
3. Fill in all required fields including First Name, Last Name, Email, Phone.
4. Create a password.
5. Read and accept the website Terms and Conditions and select "Setup Account".

Part 2: Adding a Property

1. Select "My Properties" from the home page dashboard or Menu dropdown.
2. Properties can also be added from the Setup Scheduled Payments page by selecting "+ Add a Property" under the Select a Property section.
3. Fill in the Management Company ID, Association ID and Property Account Number for the property.
4. Create a nickname for the property (if desired).
5. Select "Add Property".

Part 3: Adding a Payment Method

1. Select "Payment Methods" from the home page dashboard or Menu dropdown
2. Payments can also be added from the Setup Scheduled Payments page by selecting "+ Add a Payment Method" under the Select a Payment Method section.
3. Select Checking or Savings account and fill in the Name, Routing #, and Account #.
4. Select "Add Payment Method".

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Setting Up Scheduled Payments

To set up scheduled payments, you must be logged into your Alliance Association Bank online account. Follow the steps on the **Online Payment User Account flyer** to set this up and log into your account prior to following these instructions on setting up your scheduled payments.

1. Select “Setup Scheduled Payments” from your Alliance Association Bank account home page dashboard or Menu dropdown.
2. Select or add the property you want to schedule a payment for.
3. Select or add the payment method to use.
    a. Scheduled payments can only be made via eCheck. For card payments, refer to the “One Time Payment with Debit or Credit Card” instructions.
4. Enter the fixed payment amount.
    a. Please ensure the payment amount is sufficient to keep your property account current.
5. Select the payment frequency
6. Select the first scheduled payment date and a scheduled end date (if desired)
    a. You may want to reset your scheduled payments at the start of the year to check your payment coupons for any changes and adjust your fixed payment amount.
    b. In most cases, payments will process within 1-2 business days of the scheduled payment date but may take up to 4 business days to be completed.
7. Select “Review Payment”.
8. Confirm your payment details are correct and select “Authorize and Submit”.
9. You can view your most recent paid and next scheduled payment on the home page dashboard.
    a. You will receive email notification upon scheduling a new payment as well as a courtesy reminder 10 days prior to the date of the scheduled payment.

Making Online Payments

One Time Payment (Via Online Account)

1. Select "Make Payment" from your Alliance Association Bank account home page dashboard or Menu dropdown.
2. Select or add the property you want to make the one-time payment for.
3. Select or add the payment method to use.
    a. One Time payments through your account can only be made via eCheck. For card payments, refer to the "One Time Payment with Debit or Credit Card" instructions.
4. Enter the desired payment amount.
5. Select the desired payment date.
    a. Payments must be received by 8:00pm EST to begin processing on the same day as the payment submission. In most cases, payments will process within 1-2 business days of the payment date but may take up to 4 business days to be completed.
6. Select "Review Payment".
7. Confirm your payment details are correct and select "Authorize and Submit".
8. You can view your most recent paid and next scheduled payment on the home page dashboard.
    a. You will receive email notification upon scheduling a new payment as well as a courtesy reminder 10 days prior to the date of the scheduled payment.

Making Online Payments

eCheck Payment Without an Online Account

Please note: an additional bank processing fee applies to one-time eCheck payments without an Alliance Association Bank account.

1. Visit the All In One Alliance Association Bank page via "Make A Payment" button on allinonemgmt.com.
2. Locate and click the "eCheck Payment" button under "One Time Payment".
3. Fill in all required fields including First Name, Last Name and Email.
4. Fill in the Management Company ID, Association ID and Property Account Number for the property. You can find this information on your assessment coupon or at the bottom of this email.
5. Accept the website Terms and Conditions and select "Continue to Payment Information".
6. Select Checking or Savings account and fill in the Name, Routing # and Account #.
7. Enter the desired payment amount.
    a. One-time eCheck payments made outside of your account cannot be scheduled to pay on a future date.
    b. Payments must be received by 8:00pm EST to begin processing on the same day as the payment submission. In most cases, payments will process within 1-2 business days of the payment date but may take up to 4 business days to be completed.
8. Select "Review and Finalize Payment".
9. Confirm your payment details are correct and select "Authorize and Submit".
    a. You will receive an email notification upon submitting your payment.

Making Online Payments

One Time Payment with Debit or Credit Card

Please note: an additional bank processing fee applies to all credit/debit card payments.

1. Visit the [All In One Alliance Association Bank page]() via "Make A Payment" button on [allinonemgmt.com]().
2. Locate and click the "Debit/Credit Card Payment" button under "One Time Payment".
3. Confirm notification of third-party processing and associated fees by selecting "Proceed".
4. Fill in the Management Company ID, Association ID, Property Account Number and Email to search for the property. You can find this information on your assessment coupon or at the bottom of this email.
    a. If multiple properties are displayed, select the property to make a payment for.
5. Fill in required fields including First Name, Last Name, Email and Mobile Phone.
6. Create a 4-digit pin number and select "Continue"..
7. Enter Payment Amount and select "+ Add a Payment Method"..
8. Fill in required fields including Cardholder Name, Card Number, Expiration Date. and Zip Code.
9. Select "Save Payment Method".
10. Enter CVV and select "Next – Review Payment".
11. Confirm payment total including the associated fees and select "Confirm".
    a. You will receive email notification upon submitting your payment.