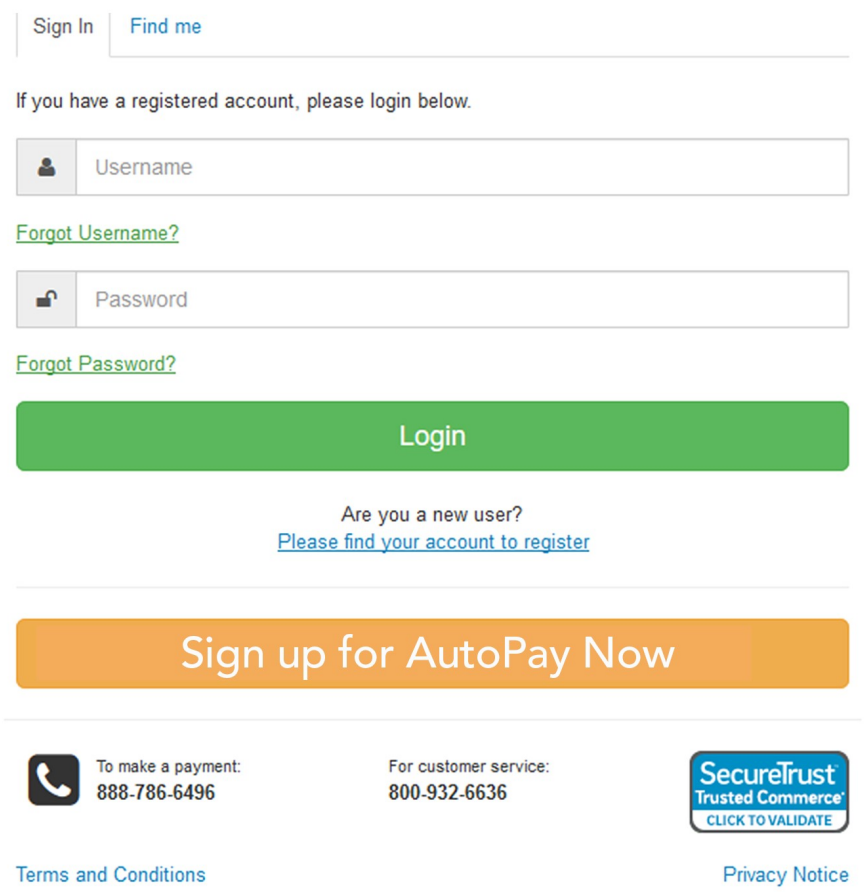
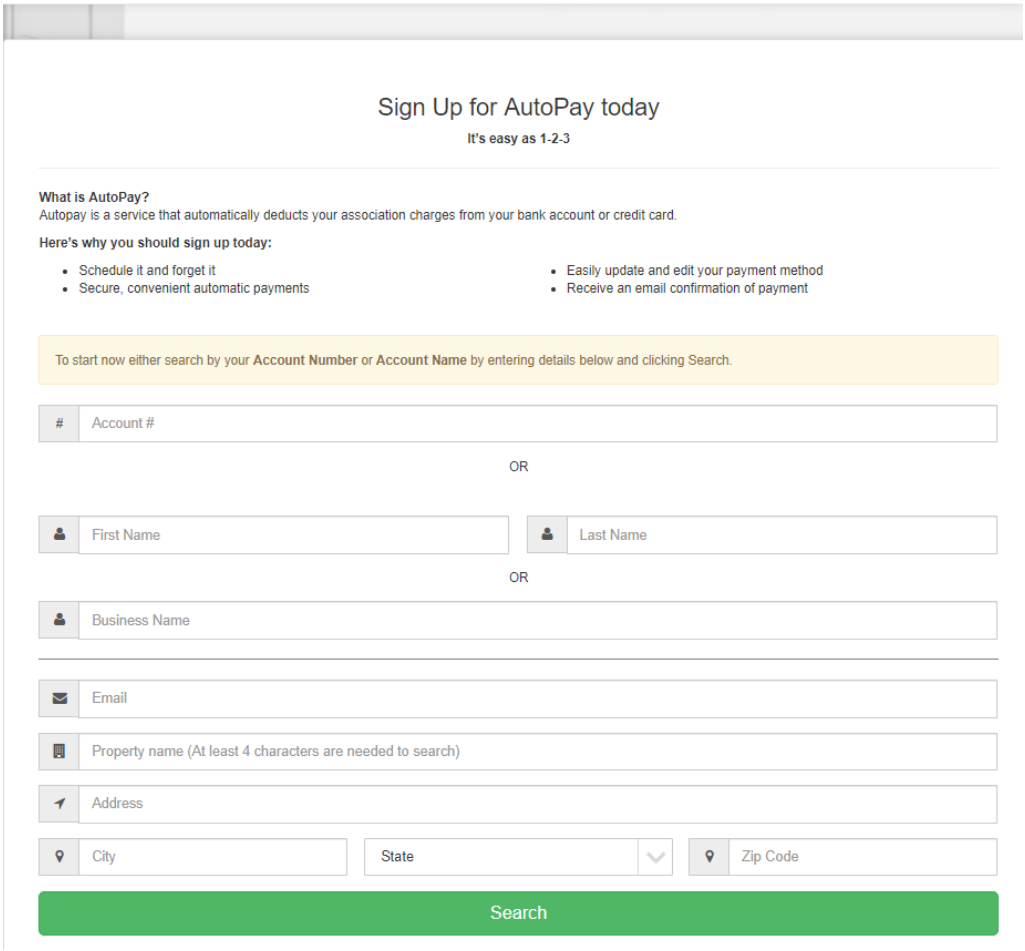
This tutorial is only for new users. Existing users can follow the example at the end of these instructions

1 Select "Sign Up for AutoPay"

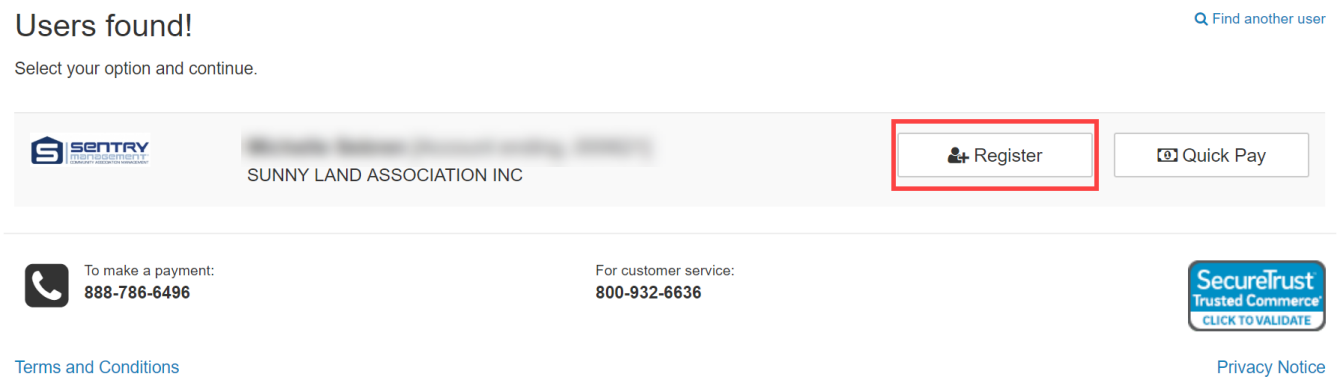


SENTRY management
COMMUNITY ASSOCIATION MANAGEMENT

2 Enter "Account #" OR "Account Name" and click Search

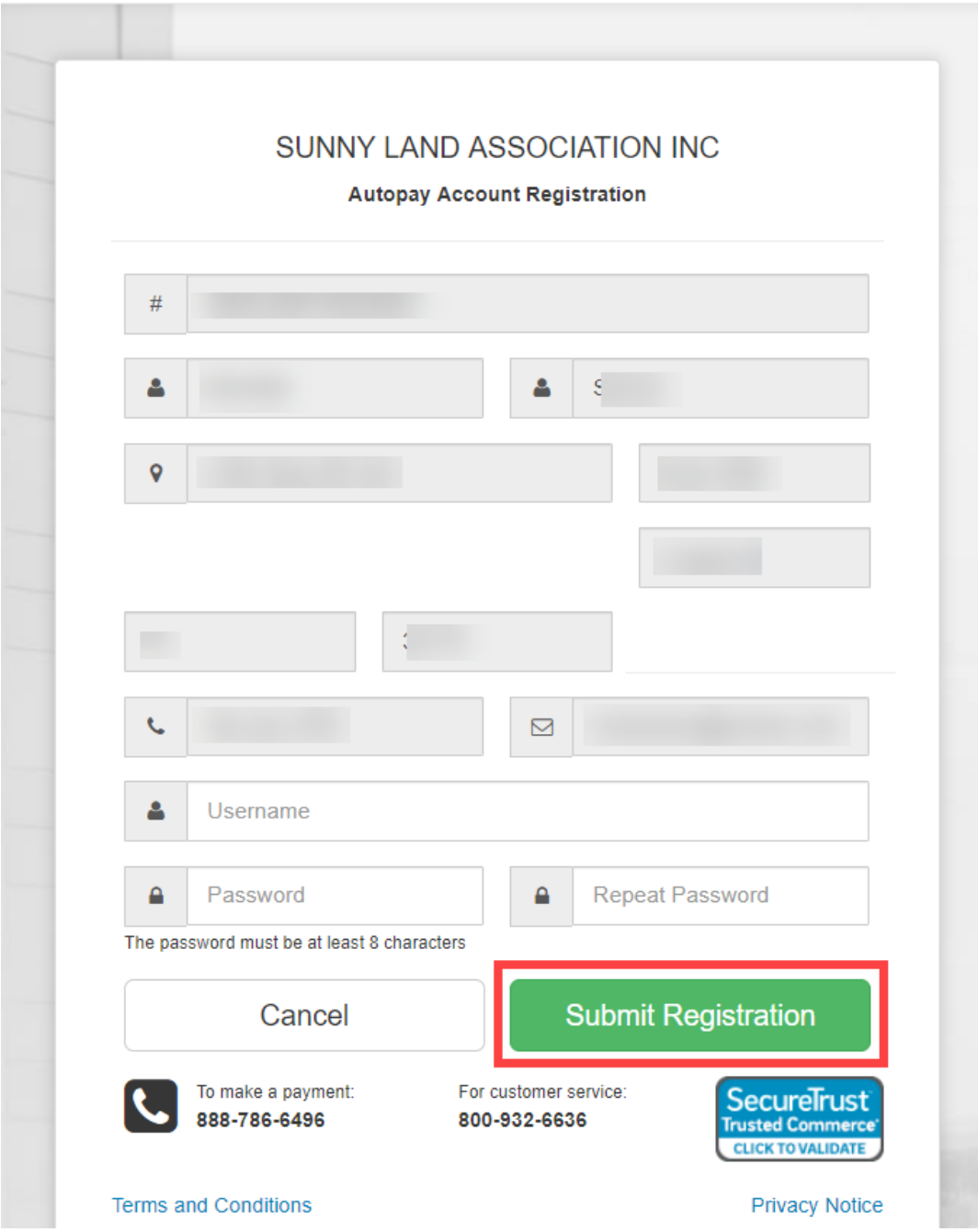


3 Select "Register" to sign up for your account OR select "Quick Pay" to make a payment now

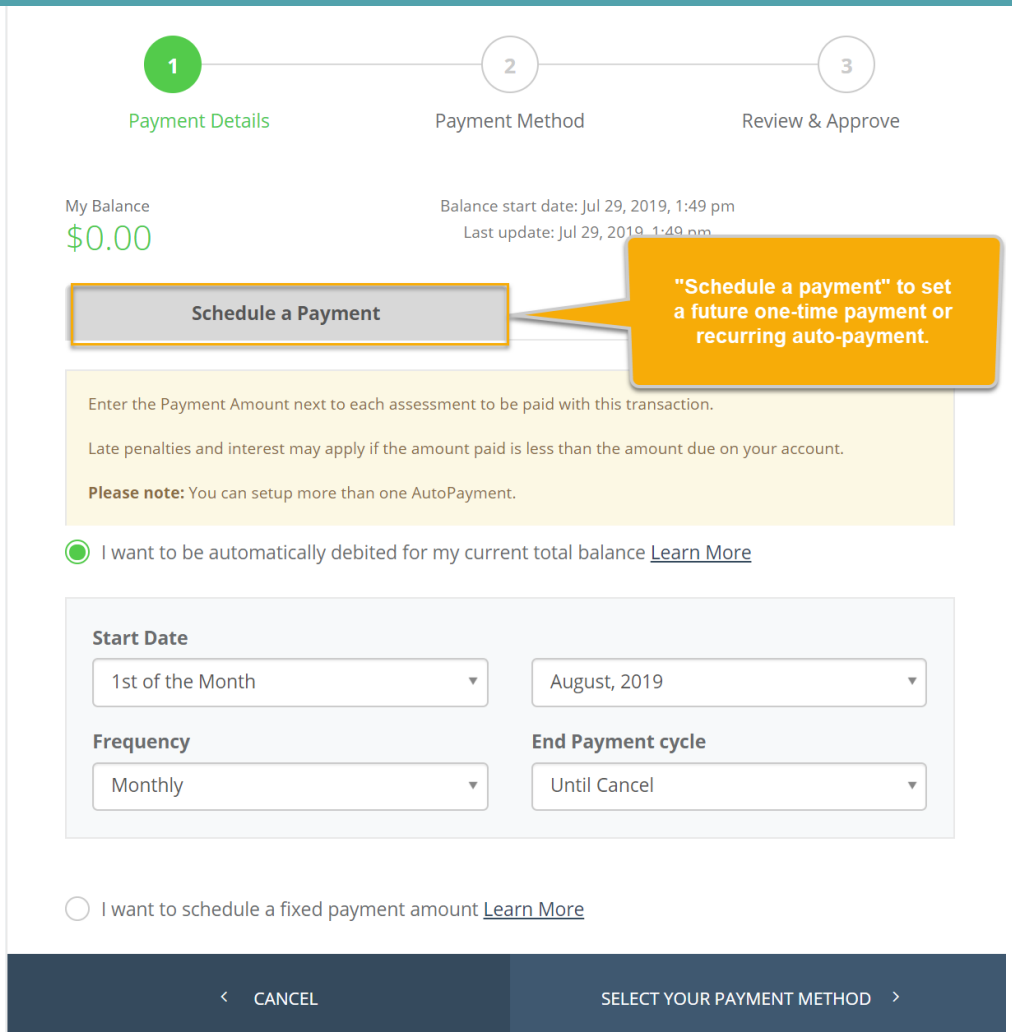


4 User's information will populate

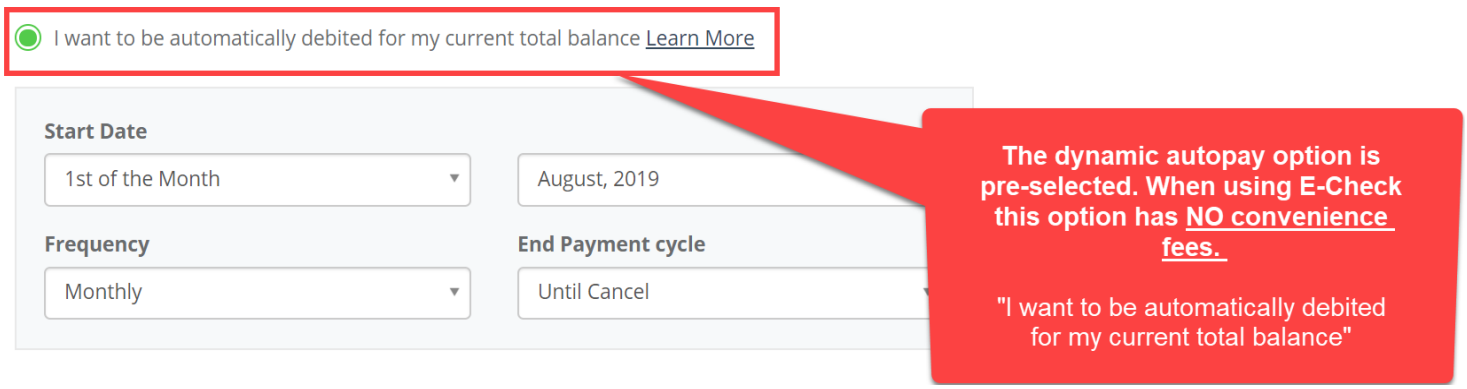
a. Type desired user name
b. Type desired password
c. Select "Submit Registration"



5 Once registration is complete the user will be taken to the Payor's Portal within their account. The page will populate on the "Schedule Payment" tab



6 There are 2 AutoPay Options from the "Schedule a Payment" tab: Fixed and Dynamic



SENTRY management
COMMUNITY ASSOCIATION MANAGEMENT

I want to schedule a fixed payment amount Learn More

The fixed autopay option allows users to set a fixed amount. When selecting a fixed payment amount there is a fee.

"I want to schedule a fixed payment amount"

Start Date

24th of the Month | June, 2019

Frequency

Monthly

End Payment cycle

Until Cancel

7 Payment Methods

1 Payment Details — 2 Payment Method — 3 Review & Approve

My Payment Details:

Making a Dynamic AutoPay (Balance Due will be charged each cycle)
Start payment cycle on: **July 01, 2019**
Frequency: **Monthly**
End Payment Date: **Until Cancel**

The E-Check option, when using 'Current Total Balance' autopay has NO Convenience Fees.

XXXX- 0184

Or

Pay with a Bank Account

Or

Pay with Debit/Credit Card VISA DISCOVER

Net Amount:	**Balance Owed**
Convenience Fee:	**$0**

Click here to learn more about this convenience fee
Settlement Disclaimer

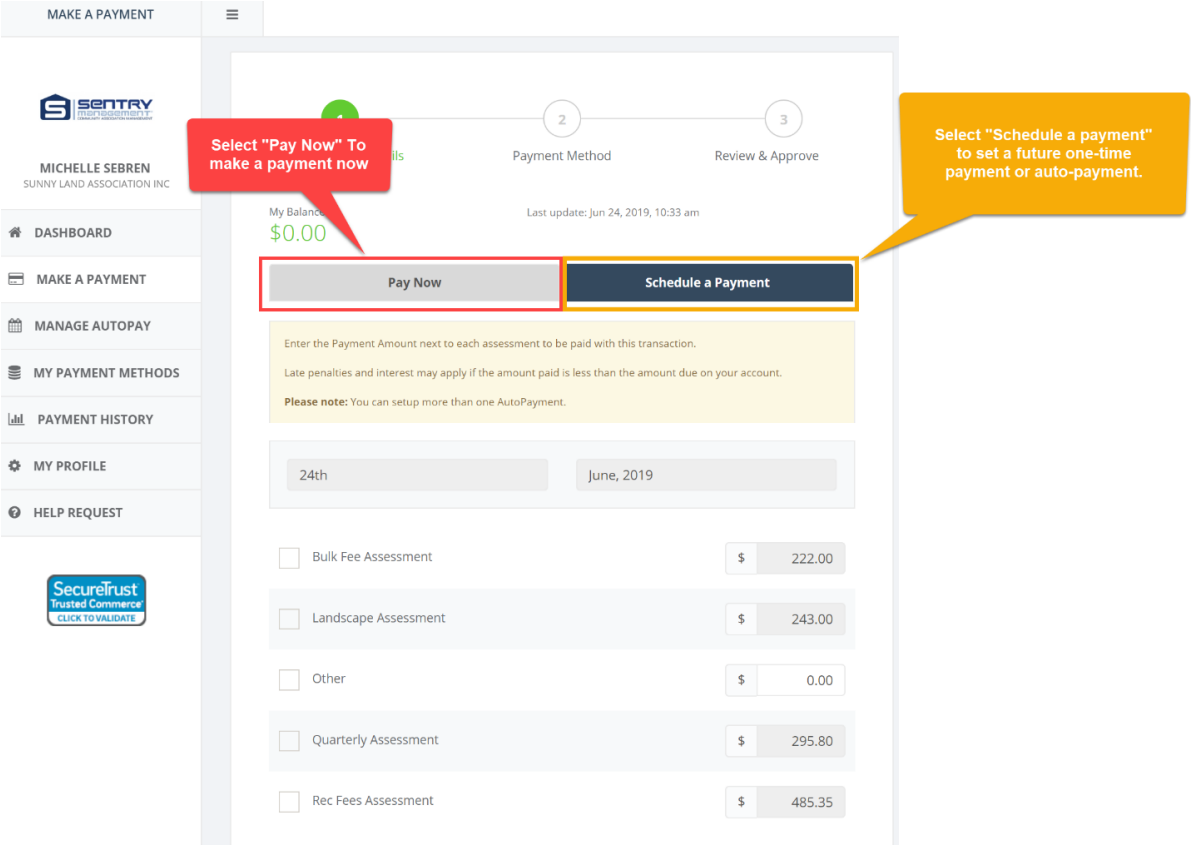
Total Payment Amount: Balance Owed + $0

GO BACK | REVIEW & APPROVE

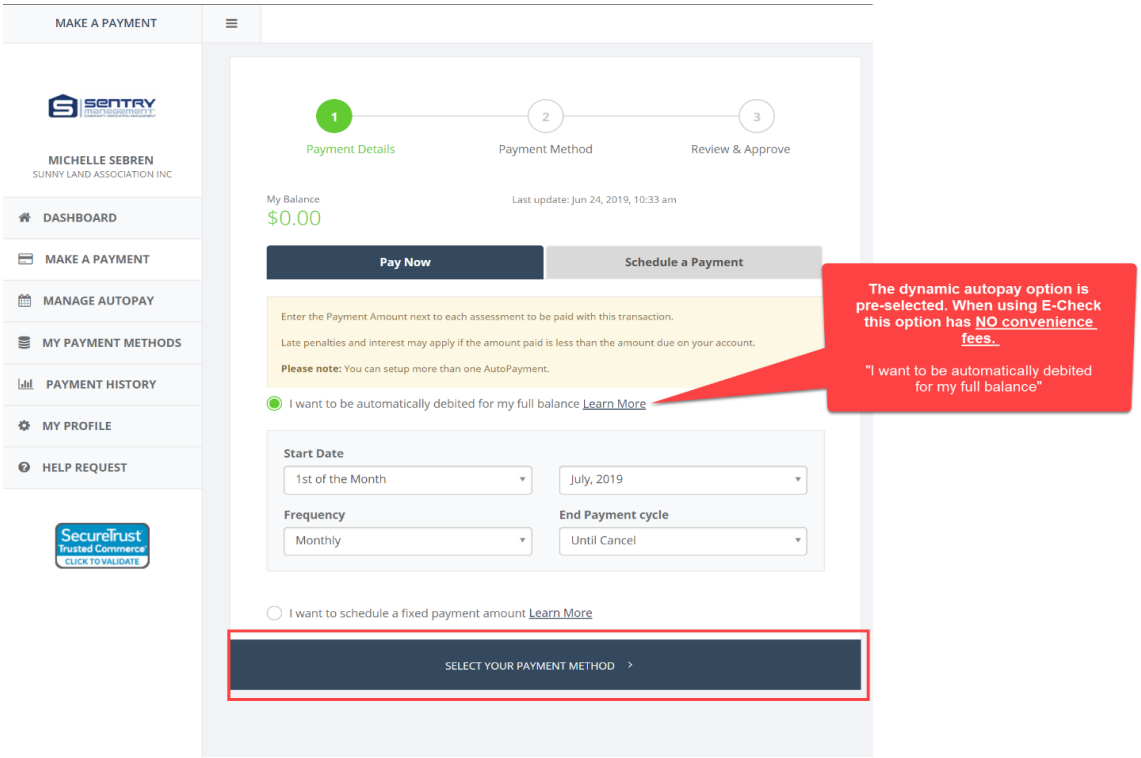
SENTRY management COMMUNITY ASSOCIATION MANAGEMENT

Examples of FREE AutoPay

1. After registering select "**Schedule a Payment**"



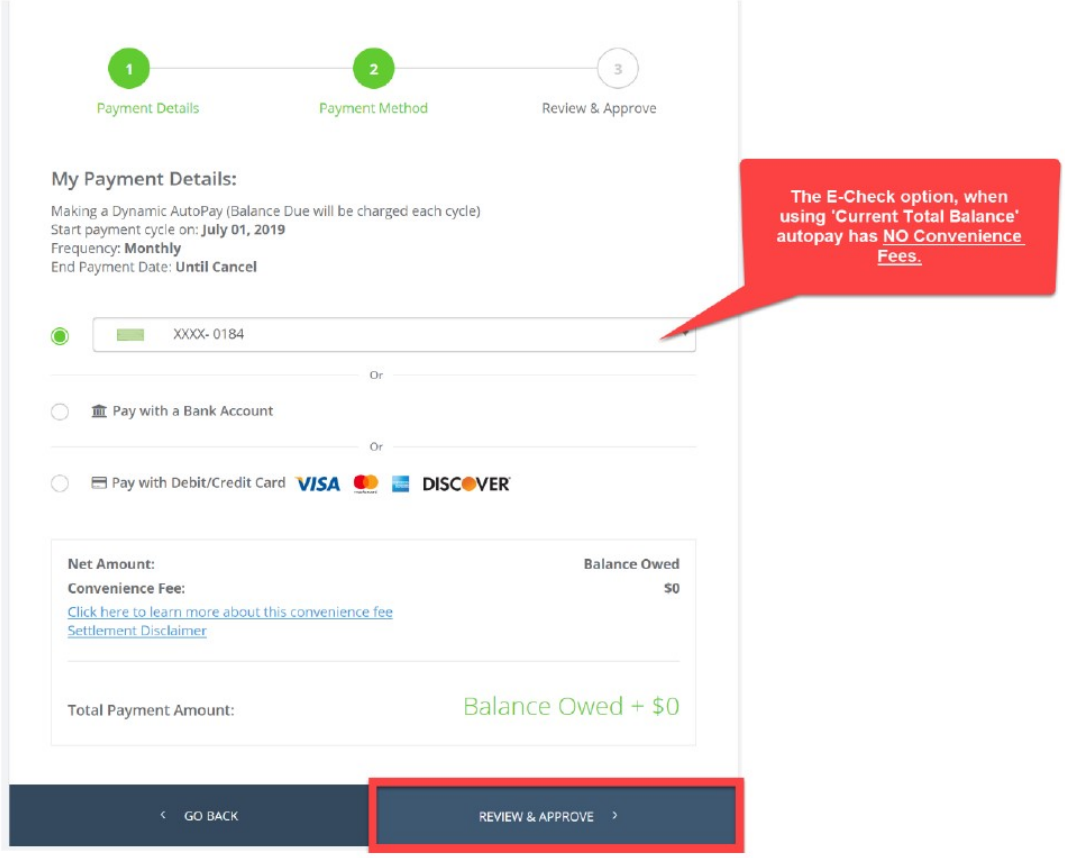
2. Select "**I want to be automatically debited for my full balance**"



SENTRY management
COMMUNITY ASSOCIATION MANAGEMENT

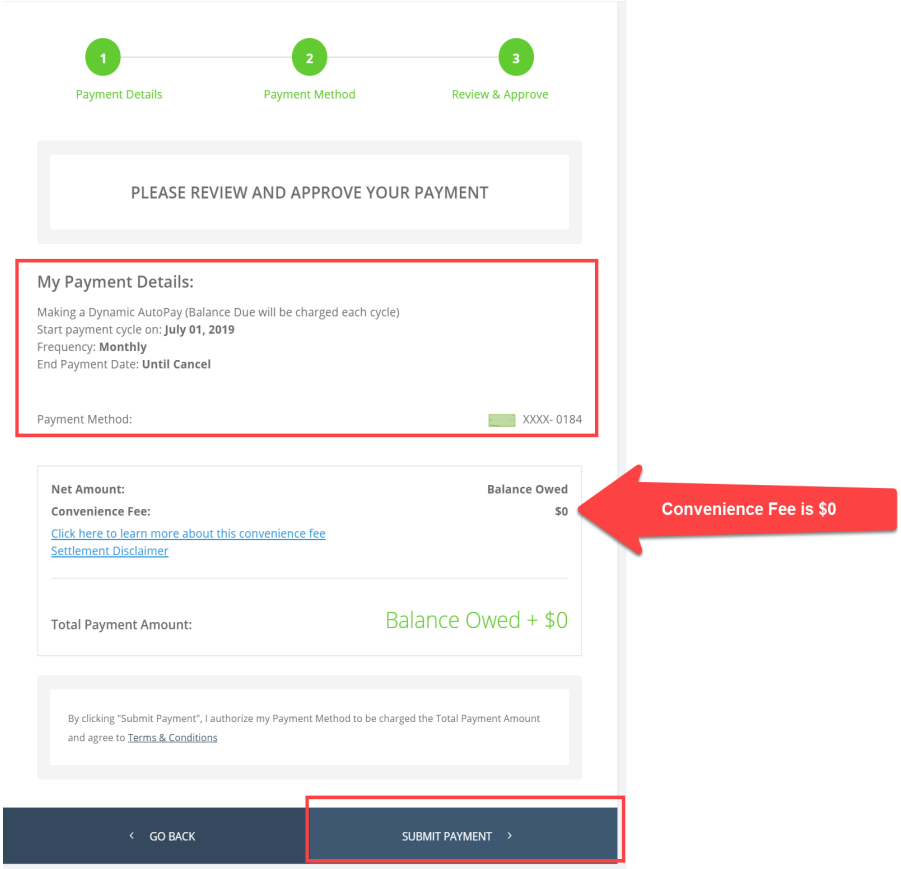
3. Click "**Select your Payment Method**"

4. Select the top option, E-Check then select "Submit Payment"



5. Select "**Review & Approve**"

6. Review Payment details and method



7. Select "**Submit Payment**"

SENTRY management
COMMUNITY ASSOCIATION MANAGEMENT

MAKE A PAYMENT

Home » **Make A Payment**

Visit www.sentrymgt.com and click on the Make A Payment tab to get to the payment screen. Select the “Auto-Pay” option in order to access the payment portal.

MAKE A PAYMENT

PHONE
888.786.6496

MAIL
Mail Today

AUTO-PAY
Hassle Free

CREDIT CARD
VISA MasterCard AMERICAN EXPRESS DISCOVER NETWORK
CLICK HERE »

E-CHECK
One Time Recurring
CLICK HERE »

SENTRY management
COMMUNITY ASSOCIATION MANAGEMENT