MAKING PAYMENT ONLINE

- GO TO **www.amvirginia.com**
- CLICK ON "ACCESS YOUR ACCOUNT ONLINE"
- THE NEXT SCREEN WILL BE THE LOG IN SCREEN. ENTER YOUR ACCOUNT NUMBER AND PASSWORD. PASSWORD IS DIRECTLY ON THE STATEMENT THAT THEY RECEIVE IN THE MAIL EACH MONTH.
- CLICK ON "E-PAYMENT"
- AT THE BOTTOM YOU CAN CHOOSE "ONE-TIME" OR "ADD

One-time Payment (see below)
- THIS WILL TAKE YOU TO THE COMMUNITY ASSOCIATION BANK WEBSITE OR YOU CAN GO DIRECTLY TO THE BANK USING THE WEB ADDRESS BELOW. CLICK ON "HOMEOWNERS". ON THE RIGHT SIDE YOU CAN CHOOSE "E-CHECK" TO PAY FROM YOUR CHECKING ACCOUNT OR CREDIT CARD PAYMENT TO MAKE A PAYMENT BY CREDIT CARD. THIS FORM OF PAYMENT IS HANDLED DIRECTLY WITH THE BANK AND THE BANK CHARGES A CONVENIENCE FEE ($10 PER TRANSACTION) FOR CREDIT CARD PAYMENTS.
- **WWW.MUTUALOFOMAHABANK.COM** WHEN GOING DIRECTLY TO THIS WEBSITE, YOU WILL NEED TO CLICK ON THE "ASSOCIATION BANKING" TAB ON THE RIGHT. ON THE LOWER RIGHT SIDE, CLICK ON "HOMEONWRS / PAY ASSESSMENTS". THIS WILL TAKE YOU TO THE AREA OF THE WEBSITE FOR MAKING ONE-TIME (NON-RECURRING) ONLINE PAYMENTS. PLEASE BE SURE TO SCROLL DOWN FOR DETAILED INSTRUCTIONS AND VISUAL AIDS.

Setup recurring ACH (draft from your checking account)
- CLICK ON "ADD". ENTER THE ACCOUNT INFORMATION REQUESTED FOR THE ACCOUNT FROM WHICH YOU WISH TO HAVE THE PAYMENTS DRAFTED EACH MONTH. ACH TAKES THE ACCOUNT BALANCE (IF ANY) AND IS RUN ON THE 5TH BUSINESS DAY OF EACH MONTH.

PLEASE ENTER YOUR E-MAIL ADDRESS. THIS IS NECESSARY FOR E-MAIL CONFIRMATIONS AND WITH FUTURE PASSWORD ASSISTANCE.