

THE LEGENDS, HPR

PAYMENT OPTIONS **One-Time E-Check, Recurring E-Check & Credit Card**

Alternative Payment Options

To begin, please visit

<https://onlinepay.allianceassociationbank.com/home.aspx>.

Depending on what method you will be using, you will need the following information to make your payment:

Management ID for IMC Resort Services is **0788**

Association ID for The Legends, HPR is **812**

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

Select your method of payment, One-Time E-Check, Recurring E-Check:

1. Click on **"Create Account"** (PROFILE)
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. If the hyperlink is stripped, copy and paste it into your web browser to continue.
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 (0788), your Association ID (812), and your Account Number**. Complete this information, then pick your date, your frequency (if you are doing recurring echeck) and fill in your payment amount. (**EXAMPLE: If you choose July 12, 2016 and a Frequency period of monthly and an amount of \$144.00, your bank account will be drawn on for \$144.00 on the 12th of every month beginning in July 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 Set Up a Credit Card Payment, recurring or one-time, 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 IMC.

Thank you for participating in this secure service. Please do not hesitate to contact Jessica Simpson if you have any questions.

Jessica may be reached at 843-785-4775 ext. 125 or Jessica@IMCHHI.com.