

ASAP is proud to offer Online Receivables for our HOA communities. Your information is safe and secure with ASAP's bill.com system.

Please select from the following options to begin:

[Receiving your Dues Invoice and Logging into the system](#)

[Setting up an ePayment](#)

[Setting up Auto-Payments](#)

[System Overview](#)

Receiving your HOA Dues Invoice from Bill.com

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Each invoice is sent electronically through Bill.com. Your invoice arrives via email to the email address we have on file for you.

1. Click on the link within the email to set up access to your account.



Dear Joe,

An account has been created for you to view and pay your invoices online.

To securely access your account, go to:

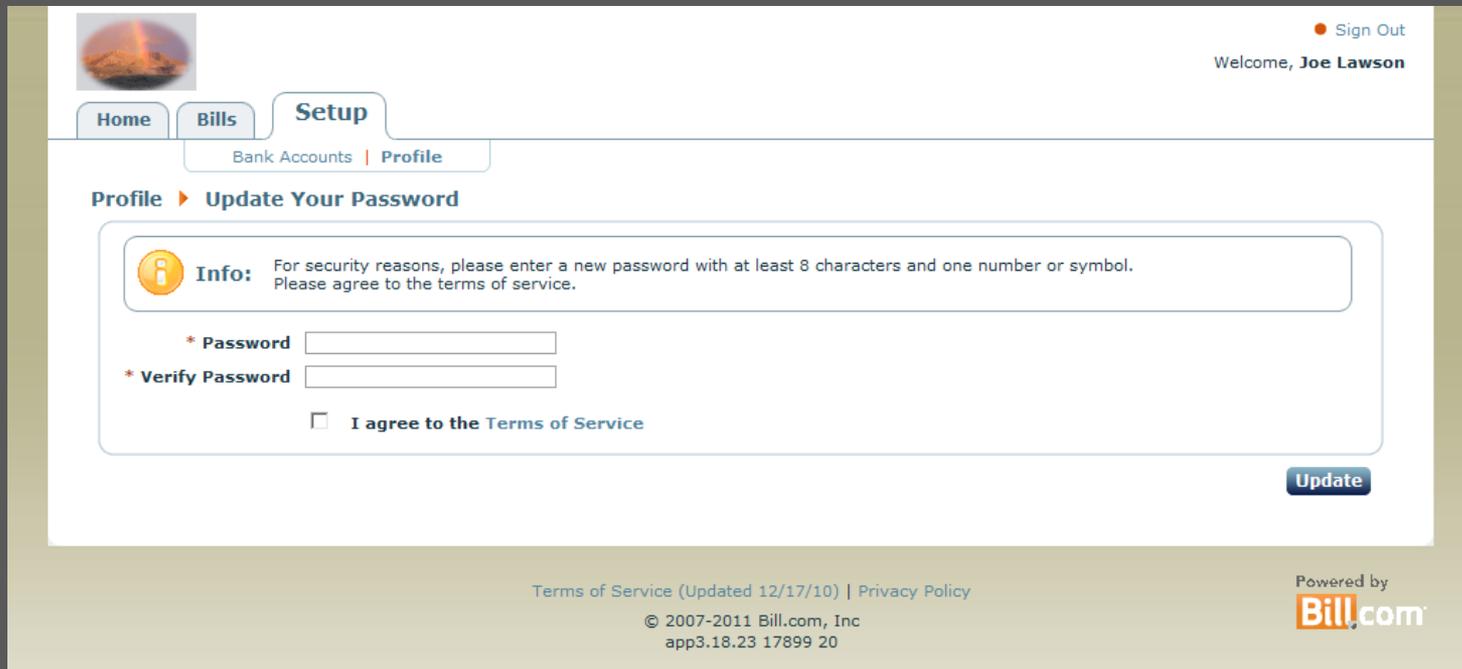
<https://app.bill.com/p/lawsonhill?email=barrett%40businessasap.com&password=AXQQU&directLogin=1>

Sincerely,
HOA Administrator

Receiving your HOA Dues Invoice from Bill.com

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2. Once you log in you will have the opportunity to change your password to something of your choosing. Your username is your email address.



The screenshot displays the Bill.com user interface. At the top right, there is a 'Sign Out' link and a welcome message 'Welcome, Joe Lawson'. The navigation menu includes 'Home', 'Bills', and 'Setup'. Under 'Setup', there are sub-links for 'Bank Accounts' and 'Profile'. The main content area is titled 'Profile > Update Your Password'. It features an information box with a yellow 'i' icon stating: 'Info: For security reasons, please enter a new password with at least 8 characters and one number or symbol. Please agree to the terms of service.' Below this are two input fields: '* Password' and '* Verify Password'. A checkbox labeled 'I agree to the Terms of Service' is also present. An 'Update' button is located at the bottom right of the form area. The footer contains the text 'Terms of Service (Updated 12/17/10) | Privacy Policy', '© 2007-2011 Bill.com, Inc app3.18.23 17899 20', and the Bill.com logo with the text 'Powered by Bill.com'.

Receiving your HOA Dues Invoice from Bill.com

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3. Click on the **BILLS** tab to view your invoices

Home **Bills** Setup

Pay Bills | View Bills | View Payments

Bill # 3123

Pay your invoices online! [Click here to enter your payment information.](#)

[add note] [Download PDF]

Info: This bill has not been paid

Lawson Hill Property Owners' Company
 c/o ASAP Accounting & Payroll
 PO Box 2710
 Telluride, CO 81435
 970-728-6777

INVOICE

Invoice Number 3123
Invoice Date 02/21/11

Ship To:
 Joe Lawson
 1234 Lawson Hill St.
 Telluride, CO 81435

Bill To:
 Joe Lawson
 Joe Lawson
 1234 Lawson Hill St.
 Telluride, CO 81435

Due Date	Terms	Ship Date
03/23/11	1% 10 Net 30	02/21/11

Item	Description	Quantity	Price	Amount
HOA Quarterly Dues	Quarterly Dues		\$114.36	\$114.36

Save Cancel

Updated 12/17/10 | [Privacy Policy](#)

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www.hoaaccounting.com

Setting up ePayments

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You can set your account to have reoccurring auto payments, one time, or manual payment. This section will cover how to make one-time ePayments or what is called a Manual Payment. With Manual Payments you must login each invoice period to initiate your payment.

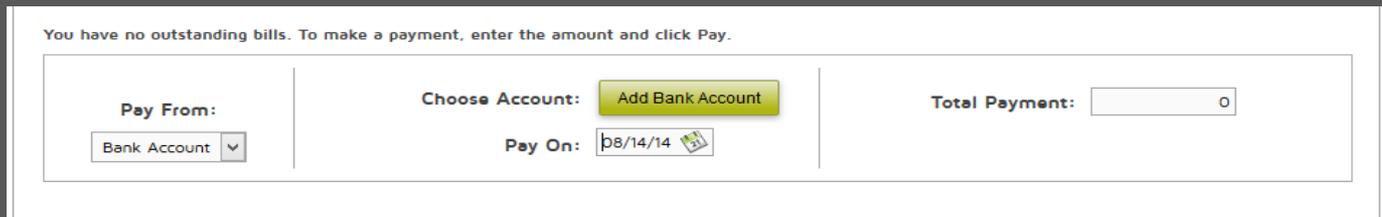
1. Select the **Pay Outstanding Bills** to initiate a manual payment



A screenshot of a payment summary box. It contains the following text and elements:

- Current Balance**
- Total Scheduled Payments**
- Open Balance**
- A yellow button labeled **Pay Outstanding Bills**
- A blue link labeled **Auto Pay your bills**

2. Select the **Add Bank Account** to set up your ePayment account and follow the appropriate instructions.



A screenshot of a payment form with the following fields and elements:

- Header text: **You have no outstanding bills. To make a payment, enter the amount and click Pay.**
- Pay From:** A dropdown menu showing **Bank Account**.
- Choose Account:** A yellow button labeled **Add Bank Account**.
- Pay On:** A date field showing **08/14/14** with a calendar icon.
- Total Payment:** A text input field with a **0** inside.

Setting up AUTO PAY ePayments

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You can set your account to have reoccurring auto payments. This section will cover how to set up Auto Pay.

With Auto-Pay you will receive an email notification e-mail three days prior to drawing funds out of the bank account you set up. After payment of the invoice you will also receive a confirmation e-mail letting you know that the invoice has been paid.

1. Select the **Auto Pay your Bills** to initiate set up recurring auto payments.

Current Balance
Total Scheduled Payments
Open Balance
<input type="button" value="Pay Outstanding Bills"/> Auto Pay your bills

NOTE: With Auto-Pay your funds will **AUTOMATICALLY** be withdrawn from your bank account and applied to the dues invoice.

System Overview

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1. Under the **Bills** Tab you can find all the detailed information you need to understand your open balances, due dates, and descriptions of invoices.

Sign Out
Welcome, Joe Lawson

Home Bills Setup

Pay Bills | View Bills | View Payments

Bill # 3123

Pay your invoices online! [Click here to enter your payment information.](#)

[add note] [Download PDF]

Info: This bill has not been paid

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c/o ASAP Accounting & Payroll
PO Box 2710
Telluride, CO 81435
970-728-6777

INVOICE

Invoice Number 3123
Invoice Date 02/21/11

Bill To:
Joe Lawson
Joe Lawson
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Telluride, CO 81435

Ship To:
Joe Lawson
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Telluride, CO 81435

Due Date	Terms	Ship Date
03/23/11	1% 10 Net 30	02/21/11

Item	Description	Quantity	Price	Amount
HOA Quarterly Dues	Quarterly Dues		\$114.36	\$114.36

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2. Click on the SET UP tab to:

Manage your Bank Accounts

Manage your Profile

Home Bills Setup

Bank Accounts | Profile

Bank Accounts

Bank Account Information

* Name on Account

* Routing Number (9 digits)

* Confirm Routing Number (9 digits)

* Account Number (3-17 digits)

* Confirm Account Number (3-17 digits)

Memo Signature

⑆9871835211⑆ 0117142635 ⑈ 328

Routing # is surrounded by @ Account # is usually left of @ Check #

* Your Phone Number

To schedule payments of \$3000 or more, enter your EIN/SSN.

What ID do you use for tax reporting?

Tax Identification Number (EIN/SSN)

Note: Federal law requires all financial institutions to retain records, including SSN/EIN of the transmitter, regarding money transfers in the amount of \$3000 or more. Your SSN/EIN will be encrypted and viewable only by you.

Save Cancel

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3. Under the **Set Up Tab** you can manage your Bank Account and ePayment preference.
4. The top right under your name you can manage **My Profile** including re-setting your password and updating any contact information.

When you use our online receivables to pay your HOA invoice, your payment automatically gets applied to your account. Our system uses 256 bit SSL encryption (just like your bank) making paying through online receivables 100% safe and secure.

You can also download the bill.com free app for most phones to use this system on your phone as well.

If you have any other questions or concerns please contact us at 844.204.3741 or via email to hoa@businessASAP.com.

ASAP

THANK YOU FOR YOUR PARTICIPATION!

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