

# Auto-Draft Enrollment Instructions

1. Log in to your new Owner Account Portal by going to [hoaliving.com](http://hoaliving.com), clicking on "Owner Login," and entering your login information. If you have not created a login yet, please refer to the "Owner Account Portal Online Access" instruction card.

Owner Login

Email

Password

Keep me signed in

[Login](#) [Forgot](#) [Sign Up](#)

2. Once you have successfully logged in, click "Make a Payment" on the left-side panel.

Owner

- My Account
- Dashboard
- Make a Payment**
- My Items
- My Contact Info
- My Login
- ARC Request
- Submit a Request

3. Select "Auto-Draft"

Make A Payment

Click on the link below to be directed to the payment processing center.

[Auto-Draft](#) [One-Time Check](#) [Recurring](#)

4. Read the information and instructions then click "Enroll/Update All Properties" or "Enroll" based on your preference.

## Auto Draft Enrollment

Account	Address	Bank Account	Routing	Start Date	Balance	
Community Name						
ABCD12345	12345 S Community Ave Unit 555				\$400	<a href="#">Enroll</a>

OR

5. Enter the required information, check the terms and conditions box, and click "Enroll in Auto-Draft."

Bank Account Number

Confirm Account Number

Bank Routing Number

Start Date

I understand and agree to the following:

I hereby authorize FCS Community Management to automatically deduct homeowners' assessments for the homeowners' association/community indicated above, at the financial institution indicated above. I further authorize the financial institution to accept this debit and charge it to my account. I understand that both the financial institution and FCS Community Management reserve the right to terminate my participation in this payment plan. I also understand that I may discontinue enrollment at any time with written notice to FCS Community Management.

[Enroll in Auto-Draft](#)