

Alliance Association Bank (“AAB”), is a division of Western Alliance Bank and currently rated #2 on Forbes’ Best Banks in America list. AAB is the country’s leader in providing HOA banking services.

This new bank change will help provide additional banking services to your community which includes, more online payment options, faster and more accurate payment processing, higher interest rates on the association’s accounts, and more secured processing of your payment information.

PAYMENT OPTIONS BELOW

- **Bill Pay.** If you currently use an online bill pay service through your bank, please login to your bank’s online service, and stop/delete your existing payment. You will need to create a **NEW** payment with our new processing address below:

c/o The Hignell Companies Processing Center
P.O. Box 97534
Las Vegas, NV 89193-7534

Failure to update the address in your online bill pay system may result in delayed and/or returned payments

- **Online Payment Site.** As a result of partnering with Alliance Association Bank, we have a new online assessment payment site. With this new site, you may initiate an **automatic payment** (ACH /E-Check) to have your payment automatically drafted directly from your bank account on a recurring basis or for a one-time payment. There is no charge for this service and it eliminates the need to schedule and mail checks. The below is an overview of the online payment options:
 - One-time E-Check Payment (at no cost to you or the association)
 - One-time Credit Card Payment (3% of transaction fee applies at time of transaction)
 - One-time Debit Card Payment (\$5.00 fee at time of transaction)
 - Recurring E-Check Payment (at no cost to you or the association).

Step-by-step instructions for setting up online payments are included on the attached pages.

- **By mail.** When making your payments by mail, please place your payment, along with the coupon/statement in the provided windowed envelopes to ensure that your payments are correctly addressed and processed.





If you need assistance or have any questions please contact us toll free at **(888) 304-4674** or **(530) 894-0404**

Sincerely,
The Hignell Companies Community Association Management Team

***See attachments for step by step instructions on the above payment options**

INSTRUCTIONS FOR AUTOMATIC ASSESSMENT PAYMENT ACH / E-CHECK

1. Go to <https://onlinepay.allianceassociationbank.com/home.aspx?cmc=ffd198b1-4fb1-4458-9911-92bbde8654>
2. Click on “**pay assessment now**”. Click on “**Create Account**” located on the bottom left side of the page.

 Create Account <i>Register now to make recurring payments. If you have already registered, please Login</i>	 Login <i>Login to access your account information. If you have not previously registered, please register now</i>	 One Time eCheck Payment <i>Make a one-time eCheck payment from your bank account</i>	 Credit Card Payment <i>Pay your assessment via credit card. (A processing fee will apply.)</i>
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3. Complete “Create New User Account” page.

Create New User Account

User Information

* Required Fields

First Name : * Last Name : *

Email (User ID) : * Re enter Email : *

Password : * Re enter Password : *

Security Question 1 : *

Answer : *

Security Question 2 : *

Answer : *

Security Question 3 : *

Answer : *

Phone : * (Use XXX-XXX-XXXX)

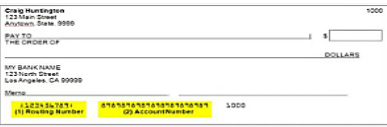
Checking Account Information

All debits will process from this account.

Routing Number : *

Checking Account Number : *

Re-Enter Account Number : *



Agree with terms and conditions of use.

4. When New User setup is complete click “Proceed”. **You will then be sent a verification email.** The email will contain a **link to the login page that allows you to continue the setup of your automatic payment** using the password you just created. When you log in, **click “ADD A PROPERTY”** on the “Member” Dashboard screen.

Create Payment

Input Account and Payment Information

Please provide the following information to create a payment.

* Required Fields

* Nickname :

* Management Company ID :

* Association ID :

* Unit Account Number :

John Smith	Account Number 12345	Date Due Jan 1, 2016	Amount Due \$199.99
Make checks payable to: HOMEOWNERS ASSOCIATION NAME		Next Due After Jan 15, 2016	
Please make check payable to your Association and be sure to use the return envelopes provided.			
		Homeowners Association c/o Management Company P.O. Box 000000 Las Vegas, NV 89193	

0000 000H0A 00000000000012345 SMITH0000000 19999 7

Unit Account Num.
Association ID
Management Company ID

Recurring
Create an automatic monthly or quarterly debit from your bank account on the date you specify below. Please be aware if your assessment amount changes, you will need to edit your payment amount by editing this recurring payment.

* Start Date :

* Payment Type: * Frequency Period : (All scheduled payments that occur on a non-banking day will be processed the next banking day.)

One-Time Create a one-time debit to your checking account. A payment will be initiated today, and your payment information will be saved for future use. You must visit this website to initiate your payment each time. (You may choose to change this to a recurring payment in the future.)

* Amount :
(Enter 1 To 10,000)

5. Complete the required fields:

- o **Nickname** -- The nickname is used to easily identify the property (This is particularly valuable for homeowners with multiple properties (Ex. “Master Assessment” or “1234 Main Street”).
- o **Hignell Companies Management Company ID: 7406**
- o **Association ID:** The information needed is located on your statement as noted in the example below.
- o **Unit Account Number:** The information needed is located on your statement as noted in the example below.
- o **Select payment type “recurring”** with a start date and frequency of your choice or **one-time** to manually initiate a single payment. You will be sent a reminder email five days before the debit occurs.

6. When completed, click “Proceed” and you will be taken to a verification page. Verify that the information is correct and hit approve. You are now set up for automatic payments. You can return to the website at any time and log in to make changes to your email, bank account or payment details.

John Smith	Account Number 12345	Date Due Jan 1, 2017	Amount Due \$199.99
Make checks payable to: HOMEOWNERS ASSOCIATION NAME		Next Due After Jan 15, 2017	
Please make check payable to your Association and be sure to use the return envelopes provided.			
		Homeowners Association c/o Bridgeport Company P.O. Box 000000 Las Vegas, NV 89193	

7252 000H0A 00000000000012345 SMITH0000000 19999 7

Unit Account Num.
Association ID
Management Company ID