

## WAYS TO MAKE QUARTERLY DUES PAYMENTS IN 2018

### To sign up for automatic payment of your quarterly dues:

You will need to have your banks routing number and your account number to perform this setup.

To sign up for the automatic payment system please do the following:

- 1) Go to

<https://webvault.bbt.com/as/payment/services/start.aspx>

- 2) Enter your unique bill pay number:

If you do not have this number please contact the River Strand office

- 3) Enter your serial account number – this is the member number associated with this address followed by “0000” (4 zeros)
- 4) Enter your unit number – this is the member number association with this address followed by “0000” (4 zeros)
- 5) Click on the highlighted and underlined link which says “Association pay online enrollment”
- 6) Click on the empty box next to the word “enroll” and click continue
- 7) From the drop down next to where it says “Select start Month/Year” select “Jan 2018” and click continue
- 8) Fill in the information required for your bank account (routing number and account number” and click continue
- 9) You will receive a confirmation that you have successfully signed up for the program

### To make you payment through your banks “bill pay” service or otherwise mail a check

- 1) Update the amount needed to be paid starting in January based on the approved 2018 Budget.
- 2) Have payment mailed to the following address:  
River Strand Golf and Country Club  
PO Box 628207  
Orlando, FL 32862-8207
- 3) Please be sure to either include the unique “bill pay” number or the coupon which you will receive in the mail by the end of November – if you need the “bill pay” number you may contact the association office

### To make a payment online utilizing the association payment system (only after charges are actually due)

Directly at <http://riverstrandhoa.com/>

- 1) Click on “new resident? Sign up here”
- 2) Identify your self and setup a user name and password
- 3) NOTE: the field asking for a unit # is your member number followed by “0000” (four zeros)
- 4) If your information matches that in the system you will be allowed to access your account balance
- 5) Once online there will be a button that says “payment options” click on this and you will be directed to our banks secure website where you can make your payment.