QUEENS BAY | OWNER INFORMATION

AUTOMATED HOA ASSESSMENTS

PLEASE CHECK YOUR SCHEDULED PAYMENTS

If you use the Queens Bay ACH payment portal, sign in and make sure enough monthly payments are scheduled to avoid an interruption. The portal lets each owner choose how many payments will be made automatically.

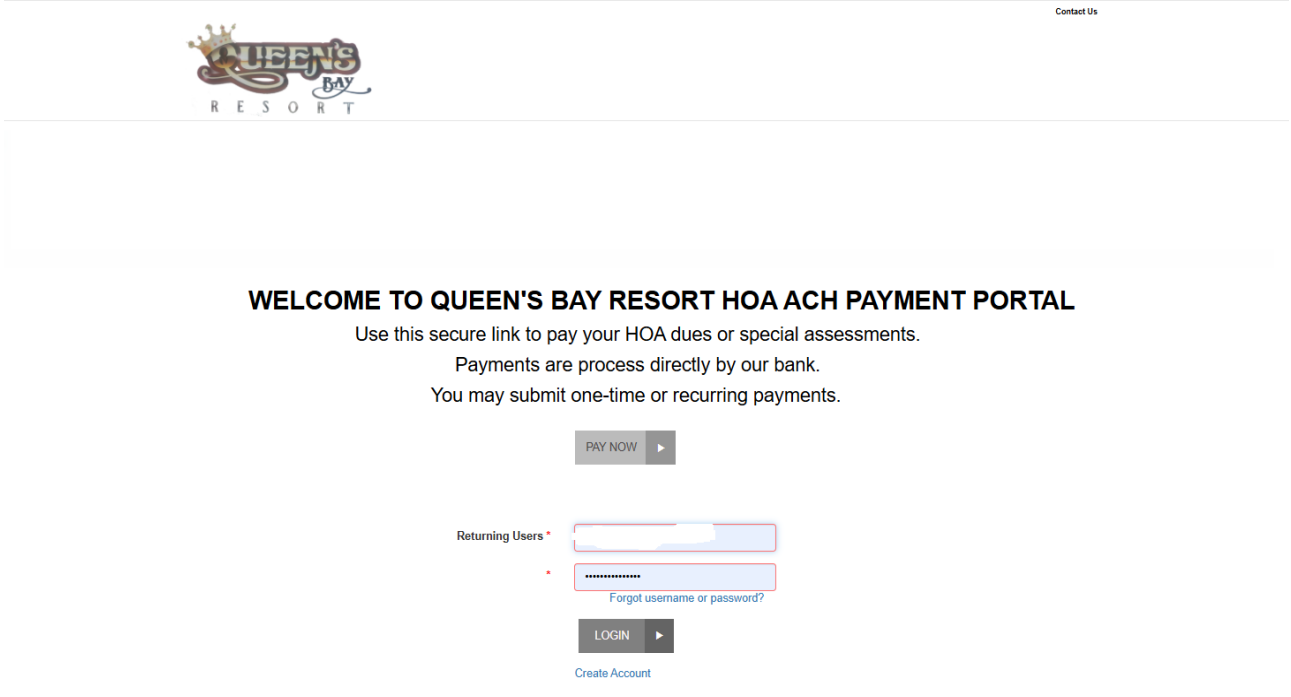
A FEW THINGS TO REMEMBER

You may be asked to update your password when signing in. After updating it, return to the Welcome screen to edit your scheduled transaction. Please review your schedule periodically to help avoid missed assessments, late fees, and follow-up notices.

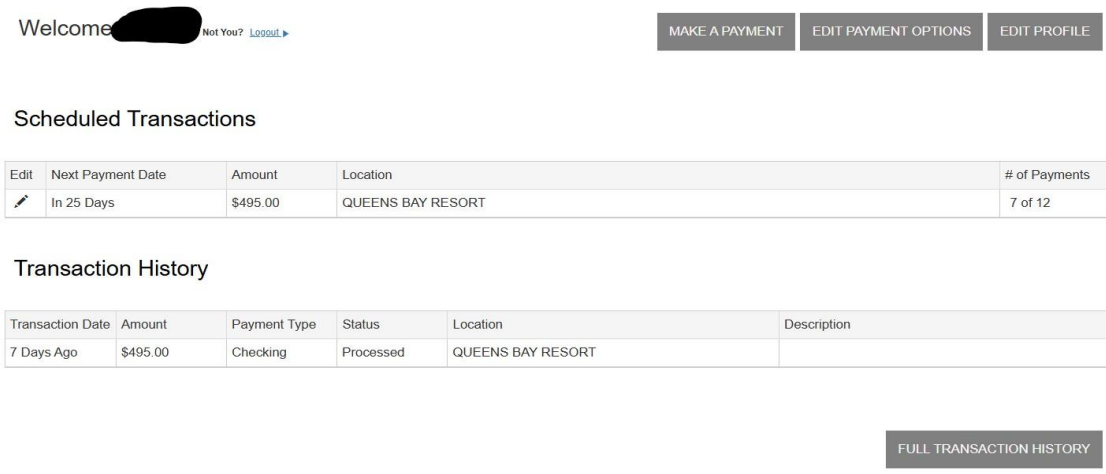
HOW TO UPDATE YOUR PAYMENT SCHEDULE (SEE BELOW FOR SCREEN SHOTS)

1. **Sign in —** Open the Queens Bay ACH payment portal using the portal link.
2. **Find Scheduled Transactions —** On the Welcome screen, locate the Scheduled Transactions section.
3. **Select Edit —** Click the small pencil icon in the Edit column next to your scheduled payment.
4. **Update the number of payments —** On the edit screen, increase the "# of Payments" to cover additional months.
5. **Check the payment day —** Make sure the Payment Day is set so the assessment is withdrawn before the first of the month.
6. **Submit your changes —** Click Submit to save the updated schedule.

SCREEN 1 | SIGN IN

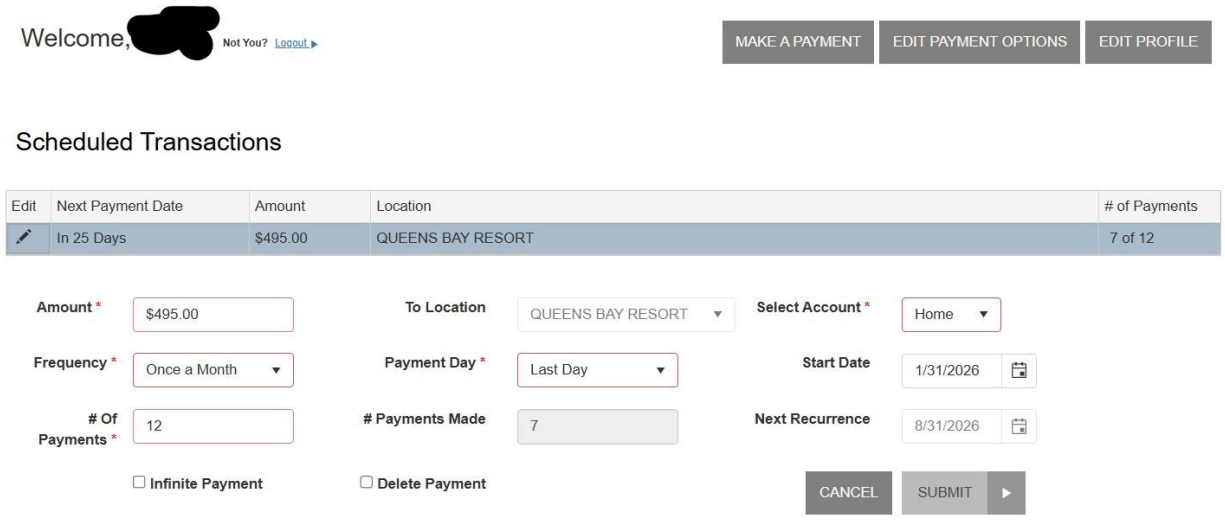


SCREEN 2 WELCOME SCREEN



Find Scheduled Transactions and click the pencil icon under Edit.

SCREEN 3 EDIT PAYMENT SCHEDULE



Review the number of payments and payment day, then click Submit.