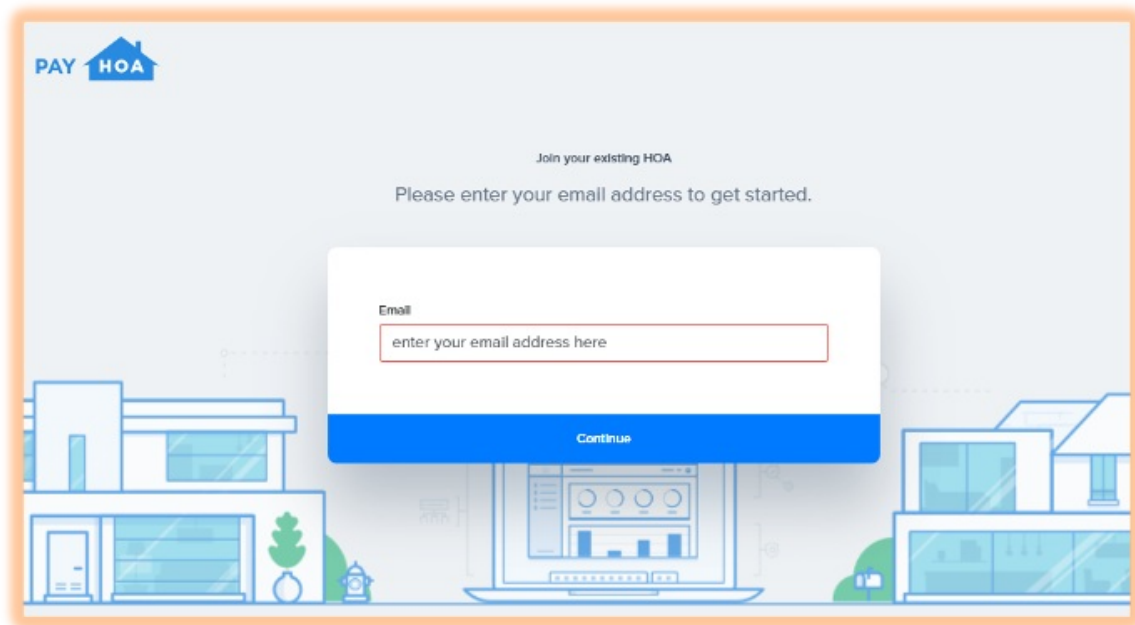




PayHOA, EFPOA new management software is **LIVE!**

**Please take a few minutes and follow the below
Account Set-Up Instructions for EFPOA Owners:**

Step 1: Open a web browser on your computer, tablet, or mobile device and go to the EFPOA PayHOA web site at <https://app.payhoa.com/auth/join/18527-elk-falls-property-owners-association-inc>.



Step 2: Enter your email address. This will become your user ID to log into PAYHOA for future sessions and the primary email address that PayHOA will use to send you account notifications such as your annual dues invoice and group messaging. Click [Continue] when done.

Join your existing HOA

Please provide your info and our team will get you added to your HOA.

Your HOA name
Elk Falls Property Owners' Association, Inc.

Full name *
Teddy Treehugger

Email *
elkfallsfirewise@gmail.com

Unit Address *
34599 Douglas Fir Drive

City *
Pine

State *
CO

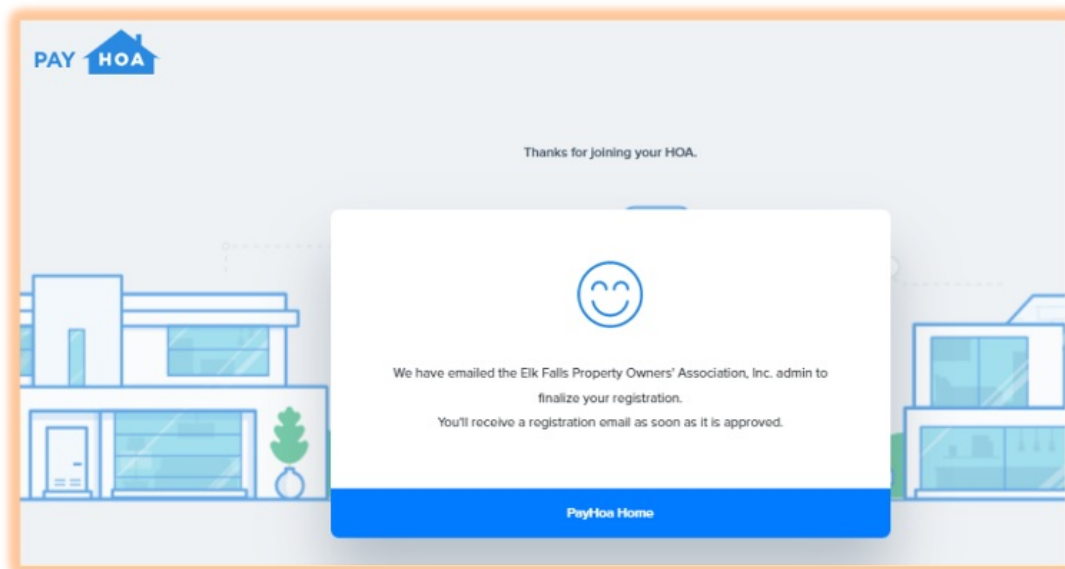
Zip *
80470

I'm not a robot

reCAPTCHA
Privacy · Terms

Send

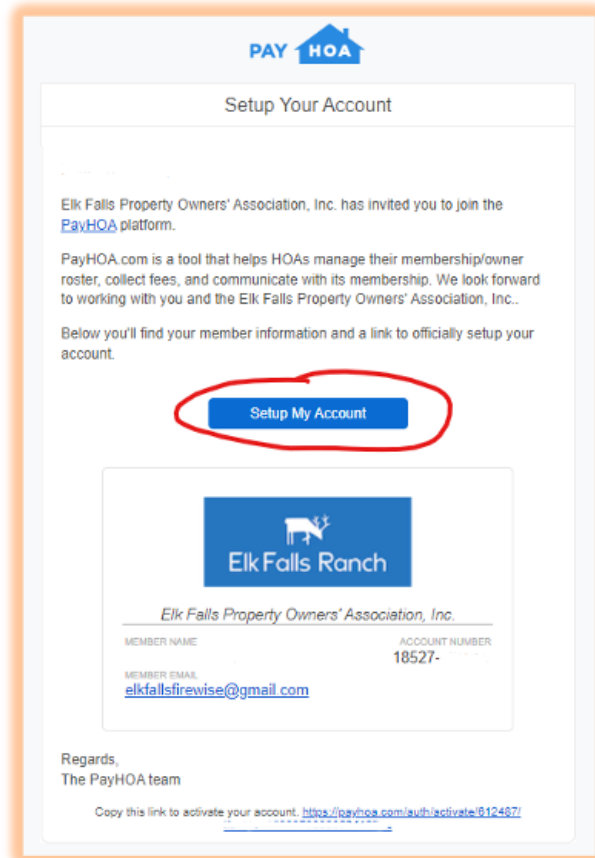
Step 3: Fill in your full name (first and last name), and full address of your property, and check the box next to "I'm not a robot". Then click the blue [Send] button at the bottom.



Step 4: If you did everything correctly, you should see the above message pop up instructing you to wait for your registration email which will be sent to the email address you provided in Step 2 and will include a link to return to the web site to complete your PAYHOA account set-up. Click the blue [PayHOA Home] button at the bottom of the message window and you may close your browser window. You are done with the first half of the registration process.

Once the information provided has been verified, you will be sent an email with instructions to complete set-up of your account. This could take up to 24 hours. If you do not receive an email, first try checking your Junk or Spam folder to see if it landed there, if not contact **Cyndie Van Buskirk, POA Board Treasurer** at elkfallspotreas@gmail.com so that the problem can be resolved.

Step 5: When you receive the registration email, open it up and Click on the [Setup My Account] button to return to the PayHOA web site to complete the final set-up steps.



Step 6: Upon reconnecting to the web site, you will be presented with a page that looks like this. Check to make sure your name and address information is correct.

In the **Phone** field, provide your primary phone number (which must be a Cell Phone number if you wish to receive text messages). As you continue setting up your account there will be another optional field for a secondary phone number if you choose to provide one.

Create your PayHOA Account **Password** for use on future logins. It must contain at least 8 characters, upper case, lower case and numbers.

Check the box next to "I'm not a robot" and click the [Save Account Details] button when done.

PAY HOA

Welcome to PayHOA

You have been invited to join PayHOA to help you manage your finances and pay your fees/dues as member of Elk Falls Property Owners' Association, Inc. .

Please provide the following member information to finish setting up your account.

Member Information

First Name: Joseph ✓ Last Name: Treehugger ✓

Confirm Email Address: elkfallsfirewise@gmail.com ✓
Email address must match the one your activation email was sent to.

Phone: 702-555-1212

Create Password: ***** Confirm Password: *****


Preferred Mailing Address

Address: 35499 Douglas Fir Lane ✓

Address 2 (optional):

City: Pine ✓ State/Province: Colorado ✓ Zip: 80470 ✓

Confirm

I'm not a robot 

By clicking the following button you agree with the [Terms of Service](#) and [Privacy Policy](#).

Save Account Details

Step 7: You will automatically be directed to your Dashboard page. Click the [My Account] button to view your USER SETTINGS and fill in additional information.

Make a Payment

Elk Falls Property Owners' Association, Inc. (1952) ▾

USER SETTINGS WALLET SECURITY NOTIFICATIONS AUTOWAY

Owner Information

FIRST NAME: Joseph LAST NAME: Treehugger

PHONE #: 702-555-1212 SECONDARY PHONE #:

EMAIL: elkfallsfirewise@gmail.com [EDIT](#)

MAILING ADDRESS LINE 1: 35499 Douglas Fir Lane ADDRESS LINE 2 (OPTIONAL):


CITY: Pine STATE: Colorado ZIP CODE: 80470 [Save](#)

Auxiliary Emails

Additional email addresses specified here will be CC'd on all your digital correspondence.

ADD AUXILIARY EMAIL [Add Email](#)

Profile Image


 Drag & drop image here or upload a file
Maximum image size: 10MB

Custom Fields

Custom field values can be exported via the custom report under the reports tab.

LEGAL NAME: [Save](#)

[Support](#)

Step 8: On the USER SETTINGS Tab, you may provide the following optional information:

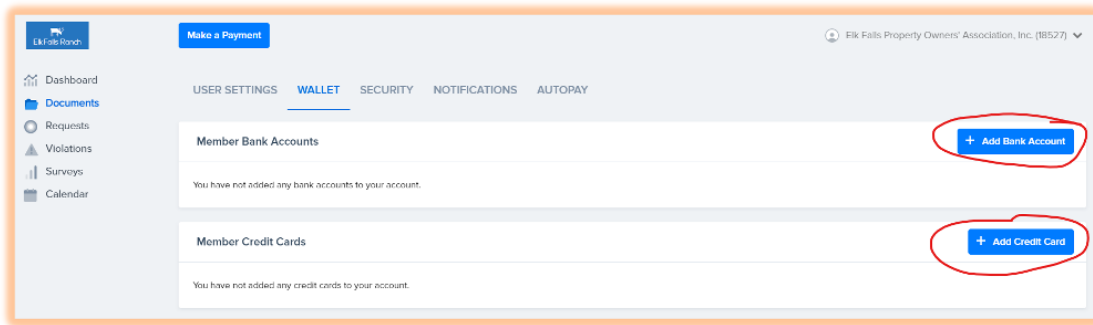
Secondary Phone # - (Optional) If you have an alternate phone number (cell phone or land-line) that you would like to provide, you may enter it here. This number will not be used for Text Message delivery.

Auxiliary Email – (Optional) If you wish for Email correspondence (Invoices and Group

Messaging) to be sent to additional email address(es), you may specify one or more recipients here.

Remember to click [Save] or [Add email] for any box in which you have provided additional information

Step 9: Click the WALLET tab to visit your account wallet where Bank Accounts or Credit Cards may be added to enable on-line payments.



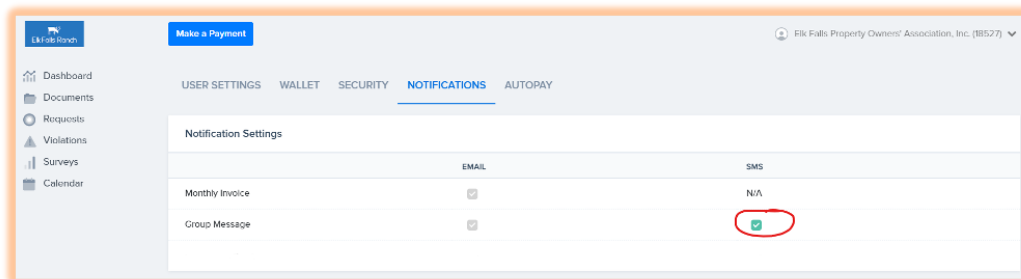
Click the [+ Add Bank Account] button to provide information on a Checking or Savings account from which you may wish to make on-line payments. You will be prompted for your bank routing and account number. Remember to click the [Submit] button when done.

Click the [+ Add Credit Card] button to provide information on a Credit Card you may wish to use to make on-line payments. You will be prompted for your credit card information. Homeowners will be responsible for credit card fees. Remember to click the [Save Credit Card] button when done.

If you do not wish to take advantage of the convenience of on-line payments within PayHOA, you do not have to provide any bank account or credit card information. You can always log back into your PayHOA account to add or change this information at any time.

Note: You may still pay your dues by check via US mail. Everyone will receive a paper invoice in the mail that includes a return envelope. If paying by check, please use the envelope provided and include the payment coupon from the bottom of the invoice. If you choose to use your bank's online bill-pay function, please add your property address to the memo line of the check.

Step 10: Click the NOTIFICATIONS tab view and set your account notification preferences.



Check or uncheck the Group Message SMS box to indicate your preference on receiving text message versions of Group Messaging from EFPOA. Unchecking the box will turn off delivery of text messages to the cell phone number you provided in Step 6.

Email is the primary method of notifications from EFPOA, so email delivery is automatically checked for both Invoices and Group Messages.

Group Messages will include only official EFPOA announcements, meeting information, community events, public safety announcements, etc.

You can always log back into your PayHOA account to add or change this preference at any time.

This concludes the required steps to set up your PAYHOA account.

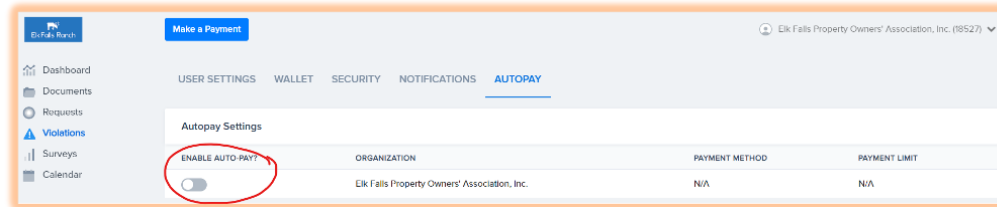
Congratulations - you are ready to go!

Optional Features

The following additional items are **optional** or available to access as needed to update or maintain PAYHOA account information.

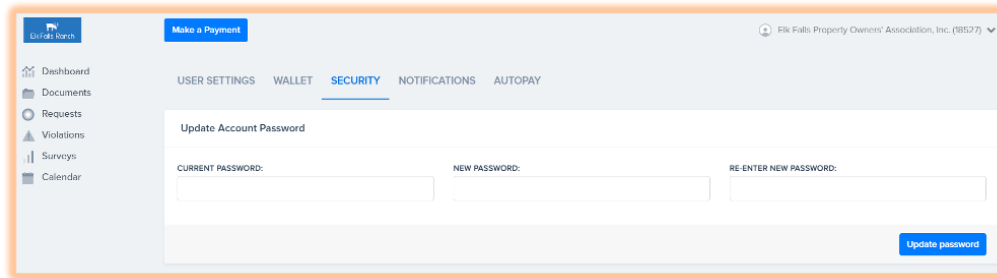
Two additional tabs are located under [My Account]:

Click the AUTOPAY tab if you wish to enable automatic payment of your Annual Dues invoice.



Click on the slider button if you wish to enable automatic payments. When you do so, autopay terms will be disclosed for your review and acceptance. You will then be able to specify your payment method and restrict autopay to a maximum transaction amount. Remember to click the [Save autopay settings] button when done.

Click the SECURITY tab if you wish to update your password.



If you are logged in and wish to change your password, first enter your current password, then enter your new password. Remember to click the [Update Password] button when done.

If you have forgotten your password and cannot log in, a reset password option can be found on the login page.
