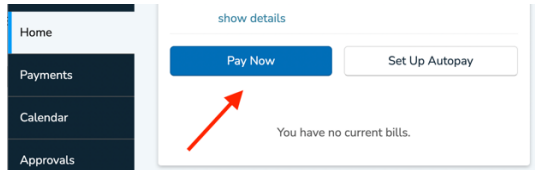
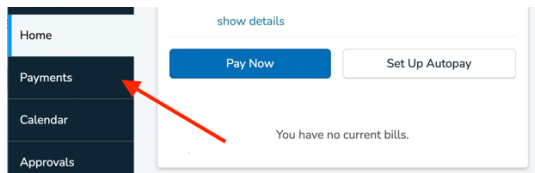


How to Edit your Monthly HOA Dues on ACH

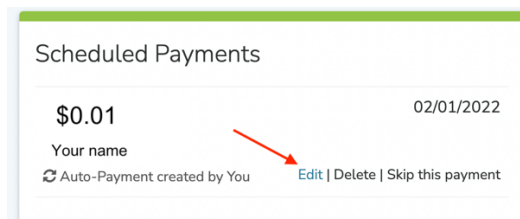
Step 1: Make a one-time payment for the amount not charged in the 01/01/2022 amount by clicking "Pay Now"



Step 2: Click on your "Payments Tab"



- you will see "Scheduled Payments" on the top right-hand corner
- Click ["Edit"](#)



- You will see the 2021 monthly amount - [Change the amount to the new 2022 Amount](#)

A screenshot of the 'Edit Autopay' form. It has a light blue header. Below the header, there is a text input field labeled 'Give this payment a name *' with 'Your name' entered. Below that is a section for 'Automatic Payment *' with two radio button options: 'Fixed amount, every Month' (selected) and 'Outstanding balance in full, every month'. To the right of the second option is a red link that says 'Edit this amount'. Below the radio buttons is a text input field labeled 'Pay this amount *' with '0.01' entered. A red arrow points to this field.

If you have any questions on how to do this just email your property manager, Adriana at Aleon@DiversifiedHOA.com and she will walk you through it.

Happy New Year from all of us here at Diversified Association Management!

Diversified Association Management