

Phone - (770) 466-6331
Fax- (770) 466-6355
www.Libertycm.com

3905 Harrison Road
Suite 200
Loganville, GA 30052

License# H-62275

Important Information

Your payments are being processed by lockbox company located in Atlanta, Georgia. If you are sending in your payments, you will need to mail your payments to:

(Insert your community name)
c/o Liberty Community Management
PO Box 530326
Atlanta, GA 30353-0326

PLEASE MAKE SURE YOUR ASSOCIATION CUSTOMER ACCOUNT NUMBER IS ON YOUR PAYMENT

Association assessment payments will be processed through one of the following methods:

- ACH/Direct Debit(Free) through Clickpay
- Online Payment via e-check(Free) through Clickpay
- Credit Card(Charges will apply) through Clickpay
- Personal check mailed with or without your coupon/statement
- Your Personal Bank's online bill pay service

If you are paying through Clickpay, the charges listed are Clickpay's fees, not the association or the management company.

Do you need your login credentials to the community portal? Please send an email to info@libertycm.com.

Do you have questions about your account? Please send an email to accountservices@libertycm.com.

Many questions can be answered by logging into your homeowner's account online at www.LibertyCM.com.

Important Information : Clickpay Payment Processing and Late Fees

Thank You For Submitting Your Payment!

Date	Amount	Fee	Total
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Please allow three to five business days for your payment to be processed.

* Payment will show up on your next credit card/bank statement as charges from ClickPay or your property management company.

You may review this payment by selecting the Payment History.

Please be aware of the following:

Credit/Debit Card Payments: To avoid late penalties, payments should be made no later than 3-5 days past the due date.

As stated on ClickPay's confirmation screen:
*"Thank you for Submitting Your Payment!
Please allow 3-5 business days for your
payment to be processed."*

ClickPay requires **3-5 business days** to process your payment, meaning the association does not receive the funds immediately.

Payment Posting vs. Funds Received: Clickpay will not provide the payment files to the associations until the payment has been processed and funds have been deposited into the association's bank account. Therefore if you make a payment using a credit or debit card, when the funds are in the bank, then the payment will post onto your account for the day you made your payment. If the late penalties fall within this time frame, you are responsible for the late penalties assessed.

We highly recommend using the ACH payment option, as it is free and typically ensures your payment is credited and effective within one business day

To avoid any potential security breaches, you must contact ClickPay Customer Support directly for all questions or inquiries.

Email : support@clickpay.com or by phone through 1-800-533-7901. <https://www.clickpay.com/>

INTRODUCING A WAY TO PAY ONLINE

www.ClickPay.com

Click **Resident** and then create your online profile with **ClickPay**

Connect Your Unit using your street address (building #) and zip code

Set up **Automatic Payments** or click **Pay Now** to make one-time payments

The **Amount Due** will not appear; **Payment Amounts** will need to be manually inputted

ClickPay can also be accessed through www.libertycm.com by selecting **Payments and Resources**, then **HOA Payments**, and then **Pay Now**.

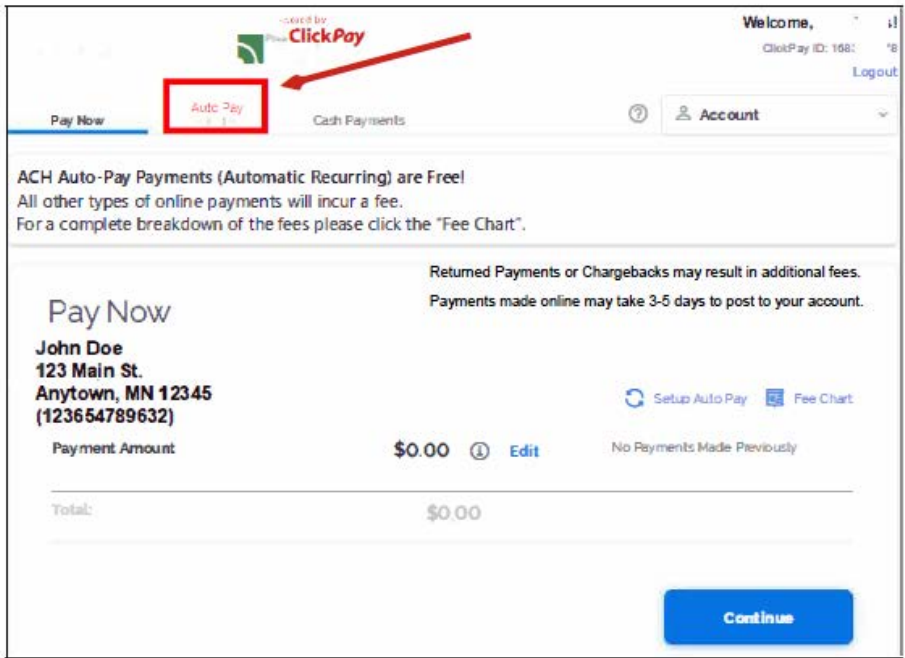
If you wish to mail in your payment via check please send it to the address below:
Liberty Community Management, Inc. P.O. Box 530326, Atlanta, GA 30353-0326

FEATURES & BENEFITS

- Set Up Automatic Payments
- Pay by Credit/Debit Card or e-Check
- Avoid Late Fees & Save Paper
- View Your Payment History

ONLINE PAYMENT SUPPORT

For help with your account, visit **ClickPay's** support center at www.ClickPay.com/Help for access to FAQ's, step-by-step walkthroughs, email and phone support, and live chat.

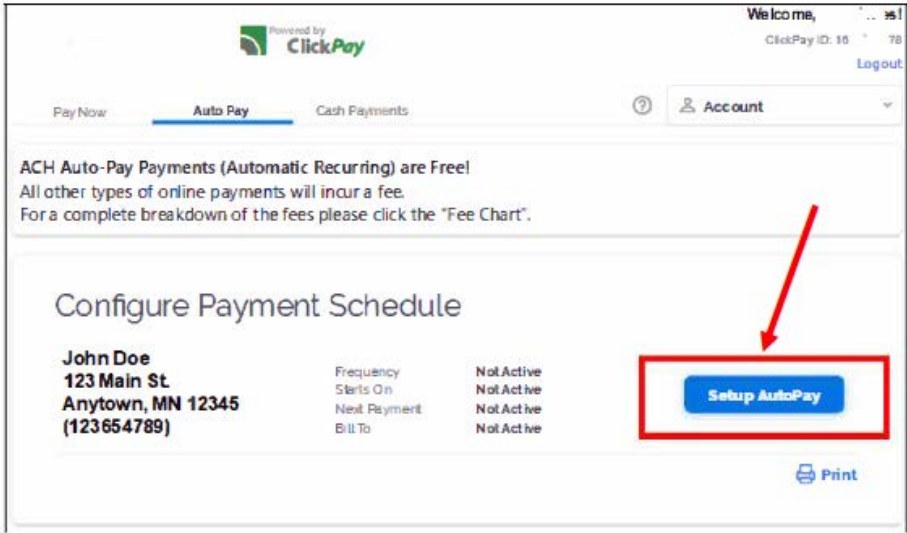


Setting Up Automatic Payments

Before You Can Set Up Automatic Payments:

- Your profile must be created
- Your unit must be added to your profile
- Your payment method(s) must be set up

Step 1 - Log into your account and select "Auto Pay"
(See Auto Pay button on graphic)



Setting Up Automatic Payments

Step 2 – Click on the "Setup AutoPay" Button

ACH Auto-Pay Payments (Automatic Recurring) are Free!
 All other types of online payments will incur a fee.
 For a complete breakdown of the fees please click the "Fee Chart".
 Returned Payments or Chargebacks may result in additional fees.
 Payments made online may take 3-5 days to post to your account.

Configure Payment Schedule

John Doe
 123 Main St.
 Anytown, MN 12345
 (123654789) [Fee Chart](#)

Send Payments From: ← 3

Frequency: ← 4

First Payment Date: ← 5

Until I change or cancel ← 6
 Until following number of payments has been processed
 Until a selected date

Amount

Pay a fixed amount ← 7

Notifications

Notify me before payment is processed ← 8

← 9

Setting Up Automatic Payments

Step 3 – Select the source of payment. Remember, ACH Auto-Pay is FREE. Auto-Pay that is done on a credit or debit card will be assessed a fee each time a payment is made.

Step 4 – Select the Frequency of your payment. (examples, Monthly, Quarterly, Annually, etc)

Step 5 – Select the date for your first scheduled payment of the Auto-Pay schedule.

Step 6 – Provide instruction on when the Auto-Pay schedule should stop. This could be on a given date, after a certain number of payments, or until you give specific instruction to stop or change.

Step 7 – Enter the amount you want to pay each time an Auto-Pay payment is made.

Step 8 – If desired, specify that you want a reminder before each payment, (and select if you want the reminder 1 day or 2 days ahead of the payment).

Step 9 – Click on the "Apply to Property" Button

ACH Auto-Pay Payments (Automatic Recurring) are Free!
 All other types of online payments will incur a fee.
 For a complete breakdown of the fees please click the "Fee Chart".

Configure Payment Schedule

John Doe
 123 Main St.
 Anytown, MN 12345
 (123654789) [Fee Chart](#)

Send Payments From:

Frequency:

First Payment Date:

Until I change or cancel
 Until following number of payments has been processed
 Until a selected date

Amount

Pay a fixed amount

Notifications

Notify me before payment is processed

Setting Up Automatic Payments

Step 10 – Review the setup and click on "Confirm" if it is correct.

You are done!
 The system will take you back to the Auto-Pay Page

Welcome [ClickPay](#) [Logout](#)

[Pay Now](#) [Auto Pay](#) [Card Payments](#) [Account](#)

ACH Auto-Pay Payments (Automatic Recurring) are Free!
 All other types of online payments will incur a fee.
 For a complete breakdown of the fees please click the "Fee Chart".

Configure Payment Schedule

John Doe
 123 Main St.
 Anytown, MN 12345
 (123654789)

Frequency: Monthly
 Start On: 12/3/2019
 Bill Payment: 12/3/2019
 Bill To: Checking Main
 Payment Details: Amount: \$100.00

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