



HOW TO SET UP PAYMENTS THROUGH APPFOLIO

1- Log into AppFolio with your email and password

- a. Haven't logged in yet?
 - i. Go to coastlinemgmtllc.appfolio.com/connect – select “create your password”
- b. Logged in but forgot your password?
 - i. Go to coastlinemgmtllc.appfolio.com/connect – select “forgot password”

Online Portal

Email address

Password

[Forgot Your Password?](#)

[Log in](#)

[Interested in signing up for online access?
Request access to the portal](#)

2. On the main screen called “HOME” you have a Menu to the far left, and in the center you can see your “CURRENT BALANCE”.

Home

Home

Your Current Balance

\$848.73

Next bill due on May 01, 2021

[Pay Now](#) [Set Up Autopay](#)

3. Under the menu – Select “PAYMENTS” or from the “CURRENT BALANCE” select “Pay Now / Set up Auto Draft”

a) Under “Payments” is also where you will find a log of recent transaction under “Past Payments”, you can also select “View full account ledger” for more details

The screenshot shows the 'Payments' page with the following details:

- Your Current Balance:** \$582.47
- Next bill due on:** May 01, 2021
- Buttons:** 'Pay Now' (highlighted with a green arrow) and 'Set Up Autopay' (highlighted with a green arrow).
- Transaction Table:**

Description	Amount
Association Dues - Operating Due on 05/01/2021	\$582.47
Total Balance	\$582.47

4. Pick your option of “PAY NOW or SET UP AUTO-PAY”

a) This screen will pop up

The 'Make a Payment' screen displays the question 'How would you like to pay?' with two buttons: 'eCheck' and 'Credit or Debit Card'. Below the buttons, a note states: 'An eCheck withdraws your payment directly from your bank account using the account and routing numbers you provide.'

5. Select your preference and follow the steps entering in your payment type.

a) Below is a sample of the Auto-Pay information

The 'Set Up Autopay' form includes the following fields and options:

- Give this payment a name ***: [Text input field]
- Automatic Payment ***:
 - Fixed amount, every Month
 - Outstanding balance in full, every month
- Pay this amount ***: [Text input field with value 0.0]
- You are scheduling to pay the following every month:** [show details](#)
- Amount:** \$0.00
- Make the first payment on ***: [Text input field with value 04/24/2021]

b) Echecks have no additional fees , Debit and Credit fees are

- 2.99% credit card of total (minimum fee \$3.50)
- \$9.99 debit per transaction

Billing Information

i To provide you with simpler pricing, our fees for online payments are as follows:
Credit Card: 2.99% of the total amount per transaction (with a minimum fee of \$3.50)
Debit Card: \$9.99 flat fee per transaction

Billing Information

Card Number *
Number
16 digits on front of card

Valid Thru *
Month Year

Security Code *

3-digit code on the back of your card

Name on Card *

6. Coastline CAN NOT cancel a payment at any time on your behalf. Please note the dates of the draft when signing up

- a) The statement “Any payments scheduled after your move out date will automatically be canceled” means if you were to sell your unit and your account is deactivated in our system. AppFolio just calls it “move out” due to their other platforms they support

Make the first payment on *

The first two payments will be made on **April 24, 2021** and **May 24, 2021** .

You may cancel this payment at any time. **Any payments scheduled after your move out date will automatically be canceled.**

***7. Any questions please contact me and I will be happy to assist!!
Thank you for choosing Coastline. We appreciate your partnership.***