

CENTENNIAL BANK
Online Payment Solutions Payment Instructions

Payments and Convenience Fees

Payment Sources Accepted:

American Express Discover



MasterCard



Visa



eCheck



U.S. and foreign issued credit cards are accepted.

U.S. bank checking or saving accounts only.

Credit Card/Debit Card and eCheck Payment Convenience Fee:

Credit Card convenience fee is 2.95%.

Debit Card convenience fee is \$4.95.

eCheck convenience fee is \$1.95.

- The convenience fee is non-refundable and will be charged for each payment submitted using the Online Payment Solutions service.
- The convenience fee amount will be disclosed to the owner before they select "Confirm" to submit the payment.

Maximum Payment Amount:

- Maximum payment amount is up to \$7,500.00 including the convenience fee.

Payment Description and Posted Amount:

- The payment description on the owner's credit card, debit card, or bank account statement will appear as follows: "Assoc Pymt My100epay 866-227-0441".
- The total of the association payment and the convenience fee will appear as one charge on the credit card, debit card, or bank account statement.

Payment Processing Time:

- Online payments are processed in two (2) business days, not counting the day the payment was submitted online.
- Business days do not include the day the payment was submitted online, weekends, or federal holidays.
- Owners should make their payment well in advance of the due date to allow sufficient time for the payment to be processed.

Scheduled Payments:

- Owners have the option to create a scheduled payment and can choose the frequency of the payment and the payment day.
- The owner will receive a scheduled payment reminder notice the day before the transaction is scheduled to be processed.
- The owner will receive a payment receipt the day the transaction is processed.
- Scheduled payments can be cancelled or modified at any time on the owner's Portal.

Payment Reminders:

- Owners have the option to setup scheduled reminder notices and can choose the frequency and the day the reminder is sent.
- Scheduled reminders can be cancelled or modified at any time on the owner's Portal.

CENTENNIAL BANK

Online Payment Solutions Payment Instructions

Making an Online Payment Solutions Payment

1. Go To: www.my100epay.com

OR

Go To: www.my100bank.com
Click "Association Services"
Click "Payment Options"
Click "Online Payment Solutions"
Click "Make A Payment Now"



Welcome to our Online Payment Solutions!

Making your owner assessment payments online is **FAST, EASY, and CONVENIENT!**

MAKE A PAYMENT NOW

CENTENNIAL BANK Online Payment Solutions is a secure method for you to pay your assessment payment using a credit card, debit card, or an electronic check.

All you need is your CENTENNIAL BANK payment coupon and a credit card, debit card, or your U.S. bank account information.

We accept the following payment methods:



Payments submitted before 12:00 AM ET (midnight) will be processed in 2 business days. *

Payments submitted before 12:00 AM ET (midnight) will be processed in 2 business days.	
Cut Off Time If your payment is submitted before 12:00 AM ET on:	Payment Date Earliest day a payment is processed to the association
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday
Sunday	Wednesday

* Please submit payments well in advance of the payment due date to allow for sufficient processing time. Business days do not include the day the payment is submitted online, weekends, or federal holidays.

The debit to your credit card or bank account may be processed immediately.

A non-refundable convenience fee will be charged for each payment submitted using this service.

MAKE A PAYMENT NOW



Visit us online: my100bank.com
or call us at: 866-227-0441

Online Payment Solutions Payment Instructions

If you are not Already Registered, click “**Search**” to locate the unit, see 2b.

[illegible]

Enter your Email and 4 digit PIN to login

Email Address

Enter Your 4 Digit Pin

LOGIN

☒ Remember Email

RESET MY PIN

Found 1

Search Again

Owner Name

12345678900

Registered

LOGIN

Create a new account

Create a **4 Digit Pin** number.

Make a Payment

Association Name

Association ID: 999

Management Company ID: 999

Already Registered? Login Here

Account

12345678910

Posting ID

00000000000101

Unit ID

101

First Name

Last Name

Email

email.email.com

Phone

(000) 000-0000

Create a Simple 4 Digit Pin For Your Security

- Select the **Frequency** of the reminder.
- Select the **Day of the reminder**.
- Select the method(s) for which the reminder should be sent.

Set up your payment reminders.

Frequency
Monthly

Reminder Day
1

Checking the Email or Text options below will send a reminder message based on the Frequency and Day selected above.

☐ Email me a Payment Link

☐ Text me a Payment Link

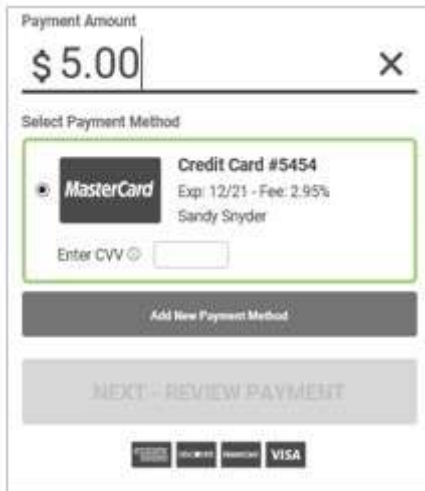
CONTINUE

CENTENNIAL BANK

Online Payment Solutions Payment Instructions

5. Enter Payment Amount:

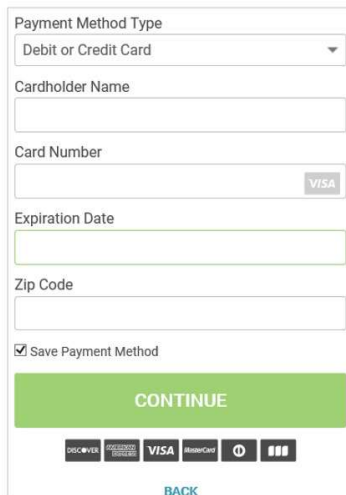
Enter the amount of the payment not including the convenience fee:



6. Select an existing Payment Method or Add New Payment Method:

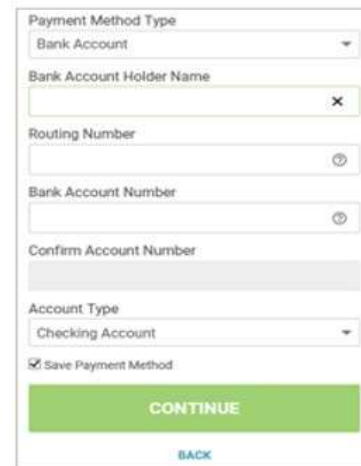
Debit or Credit Card Method:

Enter **Cardholder Name**.
Enter **Card Number**.
Enter **Expiration Date**.
Enter **Zip Code**. If card is foreign, enter 99999 for zip code.
Click **Save Card**.



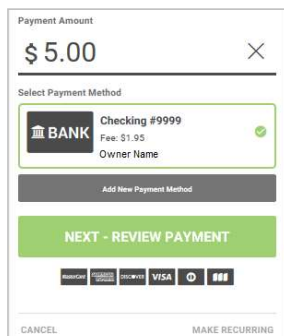
Bank Account Method:

Enter **Bank Account Holder Name**.
Enter **Routing Number**.
Enter **Bank Account Number**.
Confirm **Account Number**.
Enter **Account Type**.
Click **Save Payment Method**, if preferred.



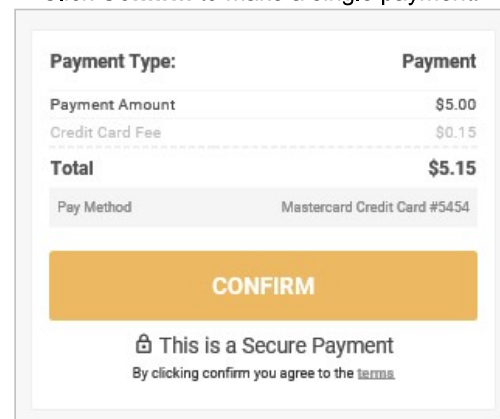
7. Review Payment:

Verify the **Amount** and **Payment Method** is correct.
To make a single payment, click **Next-Review Payment**.
If you would like to setup scheduled payments, click **Make Recurring**.



8. Review Single Payment Information:

Click **Confirm** to make a single payment.



CENTENNIAL BANK

Online Payment Solutions Payment Instructions

9. *Payment Receipt and Setup Autopay:*

Retain a copy of the receipt for your records.

Setup a scheduled Autopay payment if preferred:

Payment Amount - The Autopay will be setup with the payment amount shown on the screen. The payment amount can be changed afterwards if needed by going to your Portal and editing the AutoPay amount.

Select **Frequency**.

Select **Start Month**.

Select **Day to Pay On**.

Select **No End Date** or **Ending Month**. The ending month is the last month the payment will be processed.

Click **Setup Autopay** to save the scheduled Autopay payment.



Your MASTERCARD payment of \$5.15 has been processed.

We know you're busy, so why not set up automatic payments and skip the headache?

Setup Autopay

Pay Method	Amount
CREDIT *5454	\$5.00

Frequency

Please Select

Start Month	Day to Pay On
Please Select	Please Select

Ending On

☒ No End Date

☐ Apr 2022

We'll remind you before each payment happens.

SETUP AUTOPAY

We emailed a receipt to ssnyder@test.com

[MY PORTAL](#) | [MY PAYMENT HISTORY](#)

CENTENNIAL BANK

Online Payment Solutions Payment Instructions

PORTAL INFORMATION

Portal:

View Payment History, Scheduled Payments, Payment Methods, and manage Notifications and Owner Information.

The screenshot shows the 'Home' page of the Centennial Bank Online Payment Solutions Portal. On the left is a sidebar with links: Home, Payments, and Settings. The main content area has a green 'Make a Payment' button at the top. Below it are five circular icons: 'Payment History' (dollar sign), 'Scheduled Payments' (calendar with checkmark), 'Payment Methods' (credit card), 'My Settings' (person icon), and 'Notifications' (bell icon). The top right corner shows the 'Owner Name' dropdown and 'Association Inc Account # 12345678910'.

Create Scheduled Payment for Autopay:

Enter the scheduled payment **Amount**.
Select the **Frequency** - Monthly, Quarterly, Semiannual, Annual.
Select the **Start Year and Month**.
Select **No End Date or End Date** - The ending month is the last month the payment will be processed.
Select the **Day of the Month to Pay**.

NOTE To exit the New Scheduled Payment screen and return to the One-Time payment screen, click the **One-Time Only** link. The scheduled payment information that was entered will not be saved.

Click **New Scheduled Payment** to save the schedule.

The screenshot shows the 'Create Scheduled Payment for Autopay' form. It includes fields for 'Account # 12345678910', 'Payment amount: \$5.00', and 'Select Pay Method: Checking #9999'. Below these are dropdowns for 'Frequency' (set to 'Monthly'), 'Select Start Month' (set to '2019 - January'), and 'Select End Month' (set to 'No end date'). There is also a 'Day of Month To Pay' dropdown set to '31'. A green 'CREATE SCHEDULED PAYMENT' button is at the bottom. A small 'ONE-TIME ONLY' link is visible at the bottom right.

Review Scheduled Payment Information Example:

Click **Delete** to Delete the Scheduled Payment.

The screenshot shows the 'Review Scheduled Payment Information Example' screen. It features a sidebar with 'Home', 'Payments', and 'Settings'. The main content area has tabs for 'Payment History', 'Scheduled Payments', and 'Pay Methods'. The 'Scheduled Payments' tab is active, showing a list of scheduled payments. One payment is listed: 'Monthly - Day 31 of the month, Duration: Jan 2019 - No End Date, Method: Checking #9999, Service Charge: \$1.95'. A 'DELETE' button is next to this payment. A green 'Make a Payment' button is at the top right. The bottom of the screen has a '+ New Scheduled Payment' button.

Deleted Schedule Payment Information Example:

The screenshot shows the 'Deleted Schedule Payment Information Example' screen. It is similar to the previous screen, but the scheduled payment list is empty. A red banner at the top of the list area says 'This Scheduled payment has been removed. UNDO?'. The '+ New Scheduled Payment' button is still at the bottom.

CENTENNIAL BANK

Online Payment Solutions Payment Instructions

[Review Payment History Example:](#)

Click **Payment History** to review previous payments.

The screenshot shows the APTExx Payments page. On the left is a sidebar with links: Home, Payments, and Settings. The main header area includes the APTExx logo, the title 'Payments', and a 'Make a Payment' button. Below the header is a navigation bar with three tabs: 'Payment History' (selected), 'Scheduled Payments', and 'Pay Methods'. The 'Payment History' tab displays a list of payments. The first payment is dated 'Jan 30, 2019 05:30 pm' and is for '\$5.00'. It includes a 'BANK' icon, a masked account number '****9999', and a reference number 'Ref # 46679951'. To the right of the payment details, it shows 'Fee: \$1.95' and 'Total: \$6.95'. A second payment is listed below it, dated 'Jan 30, 2019 04:53 pm', also for '\$5.00' with the same fee and total.

[My Info Example:](#)

Click **My Info** to review owner contact information.

The screenshot shows the APTExx Settings page. The sidebar on the left has links: Home, Payments, and Settings. The main header area includes the APTExx logo, the title 'Settings', and a 'My Settings' button. Below the header is a navigation bar with two tabs: 'My Info' (selected) and 'My Notifications'. The 'My Info' tab displays a form for updating owner information. The form includes a 'Language Preference' dropdown set to 'English', a 'Company' text field, and fields for 'First Name' and 'Last Name' with labels 'Owner First Name' and 'Owner Last Name'. Below these are fields for 'Email Address' (containing 'email@email.com') and 'Mobile Phone #' (containing '(000) 000-0000'). At the bottom of the form are two buttons: 'SAVE MY INFO' and 'RESET 4 DIGIT PIN'.

[My Notifications Example:](#)

Click **My Notifications** to review Email or Text Reminder notifications.

The screenshot shows the APTExx Settings page with the 'My Notifications' tab selected. The sidebar on the left has links: Home, Payments, and Settings. The main header area includes the APTExx logo, the title 'Settings', and a 'My Settings' button. Below the header is a navigation bar with two tabs: 'My Info' and 'My Notifications' (selected). The 'My Notifications' tab displays a 'Notification Preferences' section. It includes a 'Payment Reminders' section with a checked 'Email' checkbox and an unchecked 'Text' checkbox. Below this is a 'Reminder Frequency' dropdown set to 'Monthly' and a 'Reminder Day' dropdown set to '1'. At the bottom of the form is a 'SAVE PREFERENCES' button.


[Pay Methods Example:](#)

Click **Pay Methods** to review your current payment methods.

The screenshot shows the APTExx Payments page with the 'Pay Methods' tab selected. The sidebar on the left has links: Home, Payments, and Settings. The main header area includes the APTExx logo, the title 'Payments', and a 'Make a Payment' button. Below the header is a navigation bar with three tabs: 'Payment History', 'Scheduled Payments', and 'Pay Methods' (selected). The 'Pay Methods' tab displays a list of payment methods. The first method is a 'BANK' account, labeled 'CHECKING: ****9999' and 'Account Holder: Owner Name'. It has two buttons: 'MAKE DEFAULT' and 'DELETE'. Below the list is a '+ Add Payment Method' button.

CENTENNIAL BANK
Online Payment Solutions Payment Instructions

Payment Receipt Example:



Payment Receipt

FROM: ASSOCIATION INC.

Payment Type:	Payment
Reference #:	46679894
Date:	3 Jan 2019 08:21:44 MST
Name:	Owner Name
Account Number:	12345678910
Email:	email@email.com
Phone:	(999) 999-9999
Payment Method:	MASTERCARD CREDIT ####
Payment Amount:	\$5.00
Service Charge:	\$0.15
Total Amount:	\$5.15

[Go To My Portal](#)

You received this email because you have an account at Association Inc.

Scheduled Payment Reminder Example:

Scheduled Payment

FROM: ASSOCIATION INC

Your next scheduled payment of **\$5.00** for **Association Inc** is scheduled to be debited from **MASTERCARD CREDIT ####** on **2019-01-04**.

Please note:

- * You will receive a confirmation e-mail when your payment is processed.
- * If you wish to cancel this scheduled payment, click here: [Update Scheduled Payments »](#)


Reference #:	928477
Name:	Owner Name
Account Number:	12345678910
Email:	email@email.com
Payment Method:	MASTERCARD CREDIT ####
Type:	FIXED
Frequency:	Monthly
Amount:	\$5.00
Service Charge:	\$0.15
Day of Month:	4
Start On:	2019-01
End On:	No end date

[Go to my Portal](#)

CENTENNIAL BANK
Online Payment Solutions Payment Instructions

[Payment Reminder Example:](#)

Association Payment Reminder



Payment Reminder

FROM: ASSOCIATION INC

This is not a bill.

Our records indicate you've made an online payment with us in the past.

For your convenience you may use the link below if you want to make a payment. You will have a chance to edit payment details after clicking the link.

[Make a Payment](#)

Account Info

Name:	Owner Name
Account Number:	12345678910
Email:	email@email.com
Phone:	123-456-7890


Past Payment

Last Payment:	6 Jan 2019 12:46:06 MST
Payment Method:	VISA CREDIT ####
Payment Amount:	\$150.00
Service Charge:	\$4.43
Total Amount:	\$154.43

[Go to my Portal](#)

You received this email because you have an account at Association. Click [here](#) to adjust your subscriptions.

[Cancel Scheduled Payment Receipt Example:](#)



Cancel Scheduled Payment

FROM: ASSOCIATION INC

YOUR SCHEDULED PAYMENT HAS BEEN CANCELLED

Reference #:	928477
Name:	Owner Name
Account Number:	12345678910
Email:	email@email.com
Payment Method:	MASTERCARD CREDIT ####
Type:	FIXED
Frequency:	Monthly
Amount:	\$5.00
Day of Month:	4
Start On:	2019-01
End On:	No end date

[Go to my Portal](#)

You received this email because you have an account at Association Inc.