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.

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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**"

CENTENNIAL BANK
formerly Stonegate Bank

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:

echeck   VISA   MasterCard   DISCOVER NOVUS   AMERICAN EXPRESS

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

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

* 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

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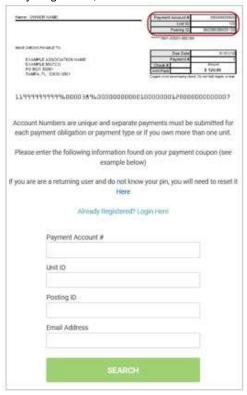or call us at: 866-227-0441

2. Find Your Account:

Enter your 11 digit **Payment Account Number**.
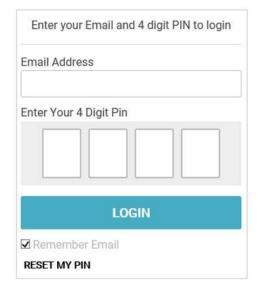Enter your **Unit ID**, up to 14 digits.
Enter your **Posting ID**, must be 14 digits.
Enter your **Email Address**.
If you are Already Registered, click "Login Here" in middle of screen, see 2a.
If you are not Already Registered, click "Search" to locate the unit, see 2b.

2a. If you are Already Registered and clicked "Login Here" in the middle of the screen.

2b. If Search was clicked and you are already registered, click "**Login**".

3. Enter Owner Information:

Enter your **First Name**.
Enter your **Last Name**.
Enter your **Email Address**.
Enter your **Phone Number** (Optional and only used for reminders).
Create a **4 Digit Pin number**.

4. Set up Payment Reminders - only if needed:

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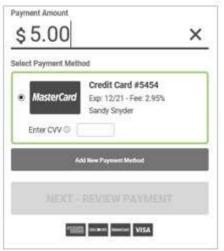· Select the method(s) for which the reminder should be sent.

Click Continue.

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:
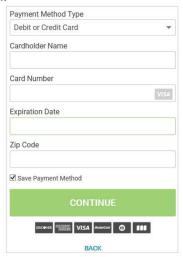
Debit or Credit Card Method:

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

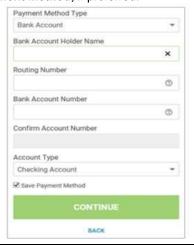**Bank Account Method:**

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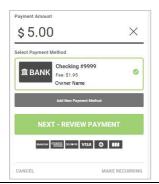Confirm **Account Number**.
Enter **Account Type**.
Click **Save Payment Method,** if preferred.

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.

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.
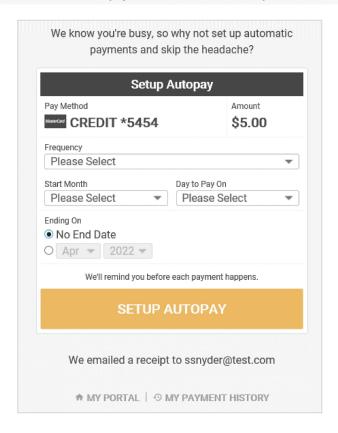Select **Frequency.**
Select **Start Month.**
Select **Day to Pay On**.
Select **No End Date** or **Ending Month**. The ending month is the last month the payment will be processed.
Click **Setup Autopay** to save the scheduled Autopay payment.
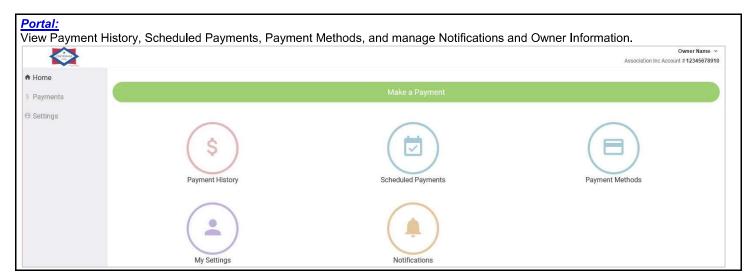
Your MASTERCARD payment of $5.15 has been processed.

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

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PORTAL INFORMATION

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

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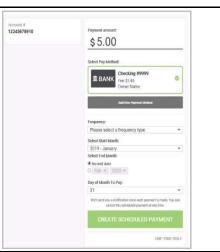Select the **Frequency -** Monthly, Quarterly, Semiannual, Annual.
Select the **Start Year and Month**.
Select **No End Date** or **End Date -** The ending month is the last month the payment will be processed.
Select the **Day of the Month to Pay**.

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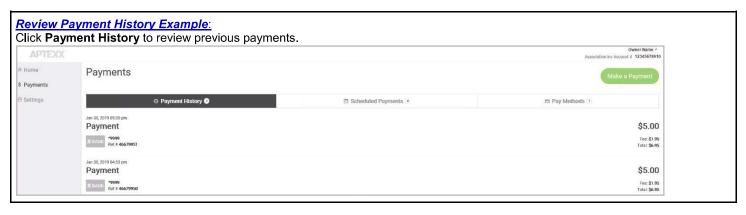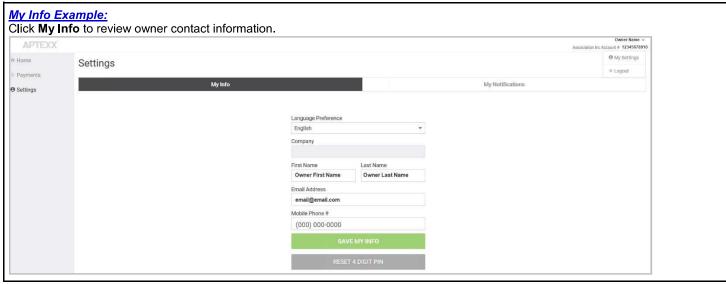
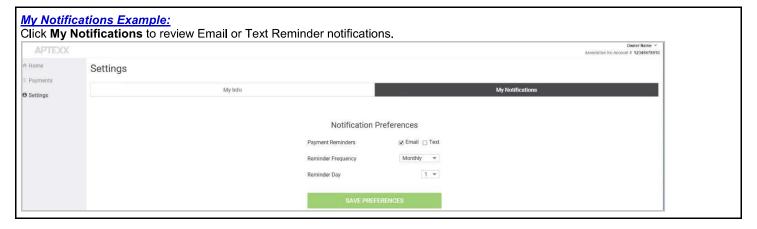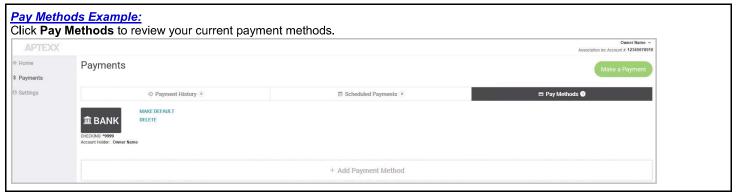Click **New Scheduled Payment** to save the schedule.

Review Scheduled Payment Information Example:
Click **Delete** to Delete the Scheduled Payment.

Deleted Schedule Payment Information Example:

Review Payment History Example:
Click **Payment History** to review previous payments.

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

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

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

Payment Receipt Example:

Scheduled Payment Reminder Example:

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Payment Reminder Example:

Cancel Scheduled Payment Receipt Example: