

# HOA Autopay Instructions

We have made the enrollment process easier and added payment options!

Simply go to the Heritage Bank of Commerce website at

<https://www.hbcpay.com/#/person/find> and select **Auto Pay Enrollment**

## IT IS A 3 STEP PROCESS:

**1. Register.** You will need 3 pieces of information found on your payment coupon/statement and your email address.

1. Client ID
2. Association ID
3. Account #

Please enter the following information found on your payment coupon. See the Coupon Document Example for help locating your information.

Homeowners: Are your dues changing? Don't forget to update your payment amount!

Payments may take 3 to 5 business days to credit your association account.

If you have any questions please contact us at (844) 489-0999 or [hoaspecialtybanking@herbank.com](mailto:hoaspecialtybanking@herbank.com)

[Already Registered? Login Here](#)

Client ID

Association ID

Account Number

Email Address

**SEARCH**

Account #

First Name

Last Name

Email

Mobile Phone

Create a Simple 4 Digit Pin For Your Security

**CONTINUE**

On the next screen, fill in the necessary information and create a 4 digit PIN for future logins. Once registered, you will be able to manage your payment(s), see your payment history, add payment method types (for example ACH, Credit Card, Debit Card), and maintain your profile.

**2. Set Up your payment method.** We have expanded the payment methods available. Now, in addition to an ACH debit to your bank account, you may choose to pay by debit card or credit card. **Convenience fees apply to debit or credit card payments. This amount will be disclosed prior to submitting your payment.**

Payment Amount  
**\$ 0.00**

Select Payment Method

+ Add a Payment Method

VISA MasterCard DISCOVER DEBIT

Homeowners: Are your dues changing? Don't forget to update your payment amount!

Payments may take 3 to 5 business days to credit your association account.

Payment Method Type  
Bank Account

Bank Account Holder Name  
Test Test

Routing Number

Bank Account Number

Confirm Account Number

Account Type  
Checking Account

Save Payment Method

CONTINUE

BACK

Payment Method Type  
Debit or Credit Card

Cardholder Name  
Test Test

Card Number  
.....

Expiration Date  
MM/YY

Save Payment Method

CONTINUE

VISA MasterCard DISCOVER DEBIT

**3. Set up your New Scheduled Payment** by selecting the payment method you previously set up in step #2.

# Home  
Payments  
Settings  
Help Center

New Scheduled Payment

Account #  
XXXX

Payment amount:  
**\$ 0.00**

Select Pay Method:  
+ Add a Payment Method

Frequency:  
Please select a frequency type

Select Start Month:  
Please Select

Select End Month:  
 No end date  
 Apr 2022

Day of Month To Pay:  
Please Select

We'll send you a notification once each payment is made. You can cancel this scheduled payment at any time.

CREATE SCHEDULED PAYMENT

CANCEL ONE-TIME ONLY

For your convenience the payment portal offers payment reminders and notifications.

If you have any questions, please contact  
[HOASpecialtyBanking@herbank.com](mailto:HOASpecialtyBanking@herbank.com)  
or call (844) 489-0999 for assistance.