



PO Box 21469 Spokane, WA 99201

1/15/2018

John and Mary Homeowner
111 Overlook Way
Spokane, WA 99224

As you're aware from our previous notice, in an effort to go GREEN and save you money, Overlook HOA is changing the way we receive payments. Effective immediately, you need to register and start paying through the new **Tenant Online Access Portal**. We will no longer be accepting payments made by check, money order, or cashier's check. Our records indicate that you have not created a new account. Please review the options below and complete the appropriate steps.

We have created 3 fast, easy and convenient ways to pay your HOA Dues:

1. Pay online, using your checking account for FREE.
2. Conveniently pay online using a debit or credit card (Convenience fee will apply)
3. If you can't pay online, you can visit a CashPay location to make your payment in person (\$4.00 CashPay Fee will apply at location). Please contact your HOA Management team, Eric Lundin or his assistant Amy Woolsey, at 509-533-0995 to be assigned your unique CashPay ID and learn about locations near you.

All homeowners who choose option #1 or #2 above will need to create a new account.

Go to www.webpropertiesinc.com and:

1. Click the "**PAY RENT OR HOA DUES ONLINE NOW**" button in the bottom right corner
2. On the Portal login page, click "**Sign up**" in the bottom left corner under the "login" button.
3. For "Location", click the drop-down arrow and select "**h-overlook**"
4. For "Account #", enter: **12345**
5. For "Email Address", enter: **myemail@email.com**

****IMPORTANT:** This is the email address(es) we have on file for your account. If you need to add or update your preferred email address, please contact our office before creating your new account. If there are multiple email addresses on your account, please use only one when signing up.

6. Click the "**sign up**" button, then check your email to verify and finalize registration.

While logged in to the Tenant Online Access Portal, click the tabs at the top of the page to:

- View your open charges
- Review your transaction history
- Make a one-time payment or set-up an autopay
- Change your password and update your personal information

****IMPORTANT:** If in the past you have paid online using PayLease, you will need to follow the instructions above to re-register for the new Portal. If you previously set up an autopay through the PayLease system it will be shut off and will not run for your payment. Please register with the new Portal and set-up a new autopay there as soon as possible.

If you have any questions about the Tenant Online Access Portal, please do not hesitate to call your HOA Management Team, Eric Lundin or Amy Woolsey, at 509-533-0995.

Sincerely,

WEB Properties, Inc.