






**CENTENNIAL BANK**  
Online Payment Solutions Payment Instructions

Payments and Convenience Fees	
<b><u>Payment Sources Accepted:</u></b>	
<p><b>American Express   Discover   MasterCard   Visa</b></p> <div style="display: flex; justify-content: space-around;"></div>	<p><b>eCheck</b></p> <div style="text-align: center;"></div>
<b>U.S. and foreign issued credit cards are accepted.</b>	<b>U.S. bank checking or saving accounts only.</b>
<b><u>Credit Card/Debit Card and eCheck Payment Convenience Fee:</u></b>	
<p><b>Credit Card</b> convenience fee is 2.95%. <b>Debit Card</b> convenience fee is \$4.95. <b>eCheck</b> convenience fee is \$1.95.</p> <ul style="list-style-type: none"><li>• The convenience fee is non-refundable and will be charged for each payment submitted using the Online Payment Solutions service.</li><li>• The convenience fee amount will be disclosed to the owner before they select “Confirm” to submit the payment.</li></ul>	
<b><u>Maximum Payment Amount:</u></b>	
<ul style="list-style-type: none"><li>• Maximum payment amount is up to \$7,500.00 including the convenience fee.</li></ul>	
<b><u>Payment Description and Posted Amount:</u></b>	
<ul style="list-style-type: none"><li>• 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”.</li><li>• 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.</li></ul>	
<b><u>Payment Processing Time:</u></b>	
<ul style="list-style-type: none"><li>• Online payments are processed in two (2) business days, not counting the day the payment was submitted online.</li><li>• Business days do not include the day the payment was submitted online, weekends, or federal holidays.</li><li>• Owners should make their payment well in advance of the due date to allow sufficient time for the payment to be processed.</li></ul>	
<b><u>Scheduled Payments:</u></b>	
<ul style="list-style-type: none"><li>• Owners have the option to create a scheduled payment and can choose the frequency of the payment and the payment day.</li><li>• The owner will receive a scheduled payment reminder notice the day before the transaction is scheduled to be processed.</li><li>• The owner will receive a payment receipt the day the transaction is processed.</li><li>• Scheduled payments can be cancelled or modified at any time on the owner’s Portal.</li></ul>	
<b><u>Payment Reminders:</u></b>	
<ul style="list-style-type: none"><li>• Owners have the option to setup scheduled reminder notices and can choose the frequency and the day the reminder is sent.</li><li>• Scheduled reminders can be cancelled or modified at any time on the owner’s Portal.</li></ul>	

# CENTENNIAL BANK

## Online Payment Solutions Payment Instructions

### Making an Online Payment Solutions Payment

1. Go To: [www.my100epay.com](http://www.my100epay.com)

OR

Go To: [www.my100bank.com](http://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](http://my100bank.com)  
or call us at: 866-227-0441

# CENTENNIAL BANK

## Online Payment Solutions Payment Instructions

### 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.

Name: OWNER NAME

Payment Account #	XXXXXXXXXX
Unit ID	101
Posting ID	000000000101

11999999999960003696000000000100000012000000000007

Account Numbers are unique and separate payments must be submitted for each payment obligation or payment type or if you own more than one unit.

Please enter the following information found on your payment coupon (see example below)

If you are a returning user and do not know your pin, you will need to reset it [Here](#)

[Already Registered? Login Here](#)

Payment Account #

Unit ID

Posting ID

Email Address

SEARCH

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

Enter your Email and 4 digit PIN to login

Email Address

Enter Your 4 Digit Pin

LOGIN

Remember Email

RESET MY PIN

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

Found 1 [Search Again](#)

Owner Name  
12345678900

Registered

[Create a new account](#)

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**.

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

### 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.

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:

Payment Amount  
\$ 5.00

Select Payment Method

MasterCard Credit Card #5454  
Exp: 12/21 - Fee: 2.95%  
Sandy Snyder

Enter CVV

Next - Review Payment

### 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**.

Payment Method Type  
Debit or Credit Card

Cardholder Name

Card Number

Expiration Date

Zip Code

Save Payment Method

CONTINUE

#### 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.

Payment Method Type  
Bank Account

Bank Account Holder Name

Routing Number

Bank Account Number

Confirm Account Number

Account Type  
Checking Account

Save Payment Method

CONTINUE

### 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**.

Payment Amount  
\$ 5.00

Select Payment Method

BANK Checking #9999  
Fee: \$1.95  
Owner Name

Next - Review Payment

### 8. Review Single Payment Information:

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

Payment Type:	Payment
Payment Amount	\$5.00
Credit Card Fee	\$0.15
<b>Total</b>	<b>\$5.15</b>

Pay Method: Mastercard Credit Card #5454

CONFIRM

This is a Secure Payment  
By clicking confirm you agree to the [terms](#)

# 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  
Please Select

Day to Pay On  
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 Centennial Bank Online Payment Solutions Portal Home page. At the top right, it displays "Owner Name" and "Association Inc Account # 12345678910". A green "Make a Payment" button is prominently displayed. Below this, there are five circular icons representing different features: "Payment History" (dollar sign), "Scheduled Payments" (calendar), "Payment Methods" (credit card), "My Settings" (person), and "Notifications" (bell). A left sidebar contains navigation links for "Home", "Payments", and "Settings".

#### 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). The form also has dropdowns for "Frequency" (Please select a frequency type), "Select Start Month" (2019 - January), "Select End Month" (No end date), and "Day of Month To Pay" (31). A "CREATE SCHEDULED PAYMENT" button is at the bottom, with a "ONE-TIME ONLY" link nearby.

#### Review Scheduled Payment Information Example:

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

The screenshot shows the "Review Scheduled Payment Information Example" screen. It displays a "Payment" card with details: "Monthly - Day 31 of the month", "Duration: Jan 2019 - No End Date", "Method: Checking #9999", and "Service Charge: \$1.95". A "DELETE" button is visible next to the card. The "Amount" is \$5.00 and the "Next Payment" is Jan 31 2019. A "+ New Scheduled Payment" button is at the bottom.

#### Deleted Schedule Payment Information Example:

The screenshot shows the "Deleted Schedule Payment Information Example" screen. A red banner message states: "This Scheduled payment has been removed. UNDO?". The "+ New Scheduled Payment" button is visible 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. The left sidebar has 'Home', 'Payments', and 'Settings'. The main content area is titled 'Payments' and has a 'Make a Payment' button. Below the title are three tabs: 'Payment History' (selected), 'Scheduled Payments', and 'Pay Methods'. The 'Payment History' tab shows two payment entries:

Date	Amount	Fee	Total
Jan 30, 2019 05:30 pm	\$5.00	\$1.95	\$6.95
Jan 30, 2019 04:53 pm	\$5.00	\$1.95	\$6.95

### [My Info Example:](#)

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

The screenshot shows the APTEXX Settings page. The left sidebar has 'Home', 'Payments', and 'Settings'. The main content area is titled 'Settings' and has two tabs: 'My Info' (selected) and 'My Notifications'. The 'My Info' section contains the following fields:

- Language Preference: English
- Company: [Empty]
- First Name: Owner First Name
- Last Name: Owner Last Name
- Email Address: email@email.com
- Mobile Phone #: (000) 000-0000

Buttons: SAVE MY INFO, RESET 4 DIGIT PIN

### [My Notifications Example:](#)

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

The screenshot shows the APTEXX Settings page. The left sidebar has 'Home', 'Payments', and 'Settings'. The main content area is titled 'Settings' and has two tabs: 'My Info' and 'My Notifications' (selected). The 'My Notifications' section contains the following fields:

- Notification Preferences
- Payment Reminders:  Email  Text
- Reminder Frequency: Monthly
- Reminder Day: 1

Button: SAVE PREFERENCES


### [Pay Methods Example:](#)

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

The screenshot shows the APTEXX Payments page. The left sidebar has 'Home', 'Payments', and 'Settings'. The main content area is titled 'Payments' and has a 'Make a Payment' button. Below the title are three tabs: 'Payment History', 'Scheduled Payments', and 'Pay Methods' (selected). The 'Pay Methods' section shows a list of payment methods with a 'BANK' icon and buttons for 'MAKE DEFAULT' and 'DELETE'. Below the list is a '+ Add Payment Method' button.

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[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.