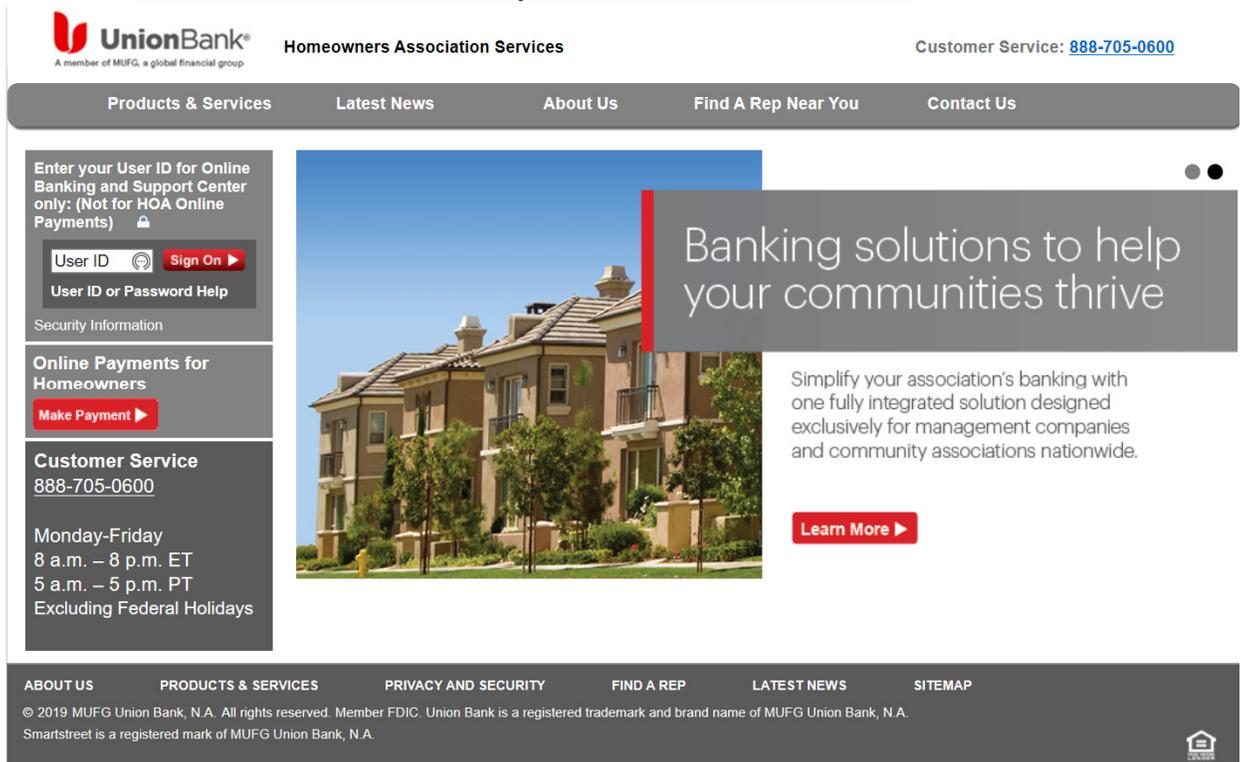


Benefits of this method:

- A. Payment is made directly to bank which holds DSHOA2 accounts.
- B. Immediate online and email confirmations of payment are received by payer same day.
- C. This method does not require you to set up an account with a password and will NOT save your information for next year.

Steps and screenshots for making payment from homeowner’s personal bank account without requiring creation of password-protected account.

1. **NOTE: Please report any errors or unclear instructions by email to LaszloHA@gmail.com!**
2. Go to our website at <https://www.DerwoodStation2.com>
3. Select the “Site Map” link
4. Select the “Payments” link in the “Contacts” column
5. Select the “DSHOA2 Annual Assessment Payment Website - Via Union Bank” link



- 6.
7. Select the “Make Payment” link in the left column of the screen.



Make a Payment

[Welcome! Click Here to Learn More and Get Help](#)

Our site is compatible with Internet Explorer 10, Internet Explorer 11, Microsoft Edge and Chrome™ (latest version)

<p>Returning User Forgot Password or Username Help</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Login</p> <p>Forgot your password? Forgot your username?</p>	<p>Make a One-Time Payment as a Guest One-Time Payment Help</p> <p>Make a quick one-time e-Check or Credit Card payment without registering for an account.</p> <p>Make a One-Time Payment</p>	<p>Register for an Account Registration Help</p> <p>Register to:</p> <ul style="list-style-type: none">• Set up recurring payments• View payment History• Save Property and Payment information <p>Create an Account</p>
--	--	--

8.

9. Select the “Make a One-Time Payment” link at the middle bottom of the screen.



Make a One-Time Payment

[Sign-in or Register](#)

Property
Payment
Authorize
Confirm

Find Your Property [Help](#)

* Indicates required fields.

Type Partial Association Name then click Find. Click [here](#) for an example

Homeowner Association Name *

Find

Continue by entering your HomeOwnerID/Account/Unit number. This number identifies the property you are paying for and can be located on your coupon or statement **which is assigned by your Management Company**. Refer to the sample coupon, to the right, or contact your Management Company if you are unable to locate.

Homeowner ID,Account or Unit Number *

(Assigned by Management Company)

Continue

Cancel

[View larger](#)

- 10.
11. Identify your homeowner association by entering “derwo” in the box to the left of the “Find” button and select “Find”.
12. Select “Derwood Station No. 2 (Derwood MD)”

13. The resulting screen requires you to enter your account number.



Homeowners Association Services

Customer Service: [888-705-0600](tel:888-705-0600)

Make a One-Time Payment

[Sign-in or Register](#)

Property	Payment	Authorize	Confirm
----------	---------	-----------	---------

Find Your Property [Help](#)

* Indicates required fields.
Type Partial Association Name then click Find. Click [here](#) for an example

Homeowner Association Name *

Continue by entering your HomeOwnerID/Account/Unit number. This number identifies the property you are paying for and can be located on your coupon or statement **which is assigned by your Management Company**. Refer to the sample coupon, to the right, or contact your Management Company if you are unable to locate.

[View larger](#)

Homeowner ID,Account or Unit Number *
(Assigned by Management Company)

14.

15. Enter your homeowner account number in the box at the bottom of the screen and select the Continue button.

a. Your account number is shown on your invoice and shows up in the “HOA ID” column.



Homeowners Association Services

Customer Service: [888-705-0600](tel:888-705-0600)

Make a One-Time Payment

[Sign-in or Register](#)

Property	Payment	Authorize	Confirm
Property Found			
Is this your property below?			
Homeowners Association	Management Company	HOA ID	Property Location
Derwood Station No. 2	The Management Group Associates	0722800111	Derwood, MD
			Yes, Continue to Make a Payment
Not what you are looking for?			
		Search Again	Cancel

16.

17. Verify the information displayed and select the “Yes, Continue to Make a Payment” button.

Make a One-Time Payment

[Sign-in or Register](#)

Property	Payment	Authorize	Confirm
----------	----------------	-----------	---------

* Indicates required fields.

Property

Change Property

Homeowners Association	Derwood Station No. 2
Management Company	The Management Group Associates
Homeowner ID	0722800111
Property Location	Derwood, MD, 20855

HOA Payment

Payment Amount *

Please click your appropriate payment type below: *

CREDIT/DEBIT CARD	E-CHECK
--------------------------	----------------

Cancel

18.

19. Enter the correct payment in the "Payment Amount" box and select the "E-Check" button.

Instructions for Paying Homeowner Assessments Online via Union Bank – 26 Nov 2019

CREDIT/DEBIT CARD

E-CHECK

All fields required unless noted otherwise

Billing Information

First Name *

Last Name *

Address Line 1 *

Address Line 2 (Optional)

City *

State *

Select State

Zip *

Contact Number * (Do not enter hyphens or spaces)

Email *

20.

Account Information



Checking Account



Savings Account

Routing Number *

Re-enter Routing Number *

Account Number *

Re-enter Account Number *

Note: If the savings and checking routing and account numbers are the same your payment will default to the checking account for payment.

NAME ADDRESS CITY, STATE ZIP 0123 0123456789

Date: _____ \$ _____

RY TO THE ORDER OF _____ DOLLARS

BANK NAME ADDRESS CITY, STATE ZIP

0123456789 01234567890123 0123

Routing Number Account Number Check Number

For savings, credit union, money market and business accounts, please check with your financial institution to verify the correct numbers to use for electronic transfers.

21.

Cancel

Submit Payment

Instructions for Paying Homeowner Assessments Online via Union Bank – 26 Nov 2019

- 22. Fill in both the Billing Information and the Account Information and select the “Submit Payment” button.**
- 23. On the “Authorize Your Payment” screen, provide the required information.**
- 24. Type your name and click on the box verifying you have read and understand the agreements and select the “Authorize Payment” button.**
- 25. Review the Confirmation Statement and contact Union Bank Customer Service if any information is incorrect/incomplete.**