

Setting Up Auto Pay in Smartwebs

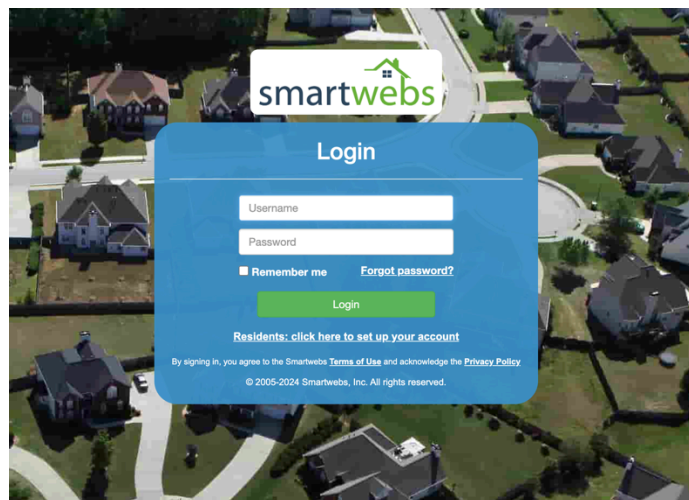
Comments

First and foremost, remember that every property you own in Rams Hill is a member of **TWO Rams Hill Associations**. Everyone belongs to the Rams Hill Community Association (RHCA) and also to their individual neighborhood association (e.g. Carrizo, Casitas, Estates, San Felipe, Santa Fe, Santa Rosa, Vallecitos). Thus, **for each property you own, you will set up two payments for dues**; one to the RHCA and the second to your neighborhood association.

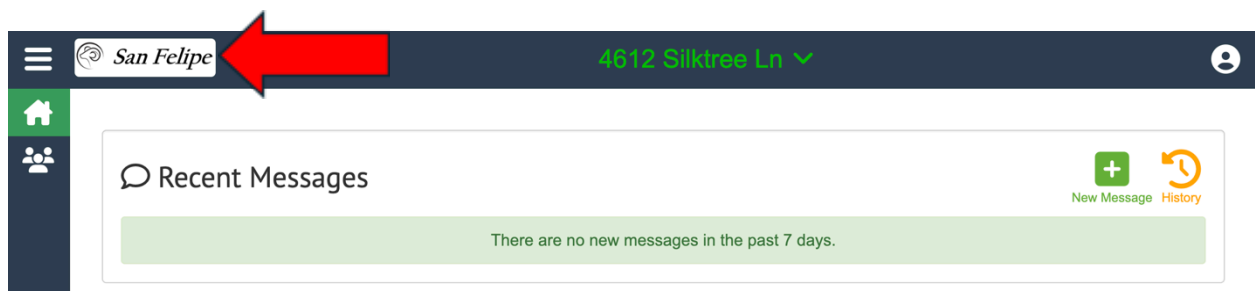
Directions

STEP 1: Go to <https://office.smartwebs.com/> and log in with the username and password included in your introductory email. When you log in to your Smartwebs account, you will land on the home page for your neighborhood association (e.g. Carrizo, Casitas, Estates, San Felipe, Santa Fe, Santa Rosa, Vallecitos). Your neighborhood will be illustrated with the logo in the upper left hand corner of the web page.

Log in page

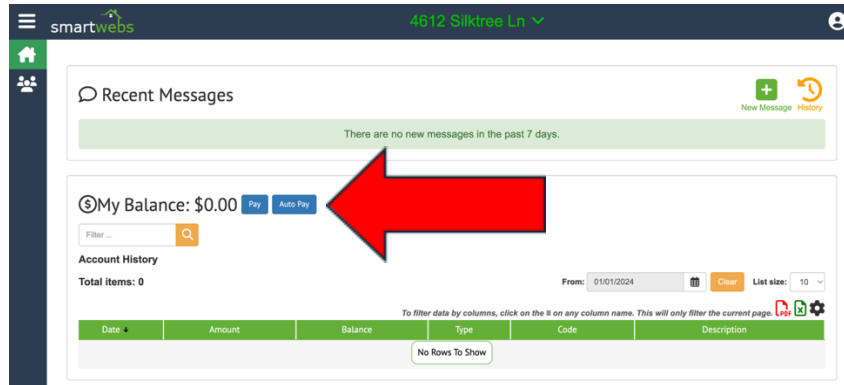


Landing on a neighborhood page. In this example, the neighborhood of San Felipe



STEP 2: Click on blue “Auto Pay” button. The first time through this process you will be setting up your **neighborhood payment**.

Note: Your balance will reflect your balance due coming out of escrow. Ideally, for neighborhoods that pay dues monthly, this should equal your normal monthly neighborhood dues payment (see list below). If the balance does not equal this monthly amount, please contact the RHCA office for assistance in setting up your payment.



STEP 3: Enter the amount you wish to pay (refer to the table below) and click on “Schedule Payment”

RHCA	\$306.90/month
Carrizo	\$ 10/month
Casitas	\$320/month
San Felipe	\$ 95/month
Santa Fe	\$550/month
Santa Rosa	\$570/month
Estates	\$380/year
Vallecitos	\$220/year

The screenshot shows a 'Payment Amount' form. It has a title 'Payment Amount' and a text input field labeled 'Pay this Amount:' containing the value '\$306.90'. Below the input field is a blue button labeled 'Schedule Payment'. A large red arrow points to the input field.

STEP 4: Choose the Payment Frequency (**Monthly, Annually**)

Note: Almost everyone makes neighborhood association payments monthly. (Exceptions: Vallecitos and Estates Neighborhoods pay dues annually, which are due on January 1 and late on January 15.) Everyone makes RHCA payments monthly. Please note, it is best to schedule your payment no later than the 12th in the event the 15th falls on a weekend or holiday so you won't be late. Also, you can schedule the time of day to process your payment.

- a) Under “**Recurrence Pattern**”, Select “Monthly” (Unless Vallecitos or Estates Neighborhoods which are annual).
- b) Click the button next to “Day” to select that option and enter the day of the month to schedule your autopay. Choose a day between the 1 and 12 (First through the twelfth)
- c) Between “of every” and “months” and the number 1. (Example: Day 7 of every 1 month(s))
- d) If you wish, you can also select the time of day your payment will be processed by clicking on the dropdown box labeled “Override time of day”
- e) Under “**Range of recurrence**”, choose 01/01/2025 as your start date. Ensure No end date is checked.

For Monthly Payments:

The screenshot shows a 'Payment Frequency' form with the following sections:

- Recurrence Pattern:** Radio buttons for Weekly, Monthly (selected), and Yearly. A red arrow points to the Monthly button. Below are options for 'Day 7 of every 1 month(s)' (with a red arrow pointing to the '7' and '1' inputs) and 'The First Sunday of every 1 month(s)'. A dropdown for 'Override time of day' is set to 'Morning (2-4 am CST)'.
- Range of recurrence:** 'Start:' field with '03/01/2025' and a calendar icon (with a red arrow pointing to it). A calendar popup is open for March 2025, with the 1st highlighted.
- Payment details:** A 'Today' button and a 'Close' button are visible at the bottom.

For Annual Payments:

Payment Frequency

Recurrence Pattern

Weekly

Monthly

Yearly

Recur every year(s):

On:

On the: of

Override time of day

Range of recurrence

Start:

Calendar: January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today Close

at created them.

STEP 5: Click the orange “Add” button in the Payment Method section.

Payment Method

Payment methods are only visible to the user that created them.

Please add a payment method

Add

STEP 6: Add your payment method. Please note that ACH or bank account payments are free, while card payments incur a 3.5% fee. To add a checking or savings account, click on “Add new Bank Account”. To Add a Credit Card, click on “Add new Card”.

Payment methods are only visible to the user that created them.

Please add a payment method

+  Add new Bank Account

+  Add new Card    

STEP 7a: Enter your bank or card details and click [SAVE](#)

Add new Bank Account 

Account Holder: *

Jonh Doe

Account Type: *

- Checking
- Savings
- Business Checking

Account Number: *

123456789

Routing Number: *

123456789

Payer First Name: *

Jonh

Payer Last Name: *

Doe

Cancel

Save

STEP 7b: Enter your credit card details and click **SAVE**

Add new Card

Payer First Name: *

Jonh

Payer Last Name: *

Doe

Card Number: *

1234 1234 1234 1234

Expire Date: *

MM/YY

Security Code: *

Billing First Name: *

Jonh

Billing Last Name: *

Doe

Address: *

1234 Main St

City: *

Borrego Springs

State: *

CA

Country: *

United States

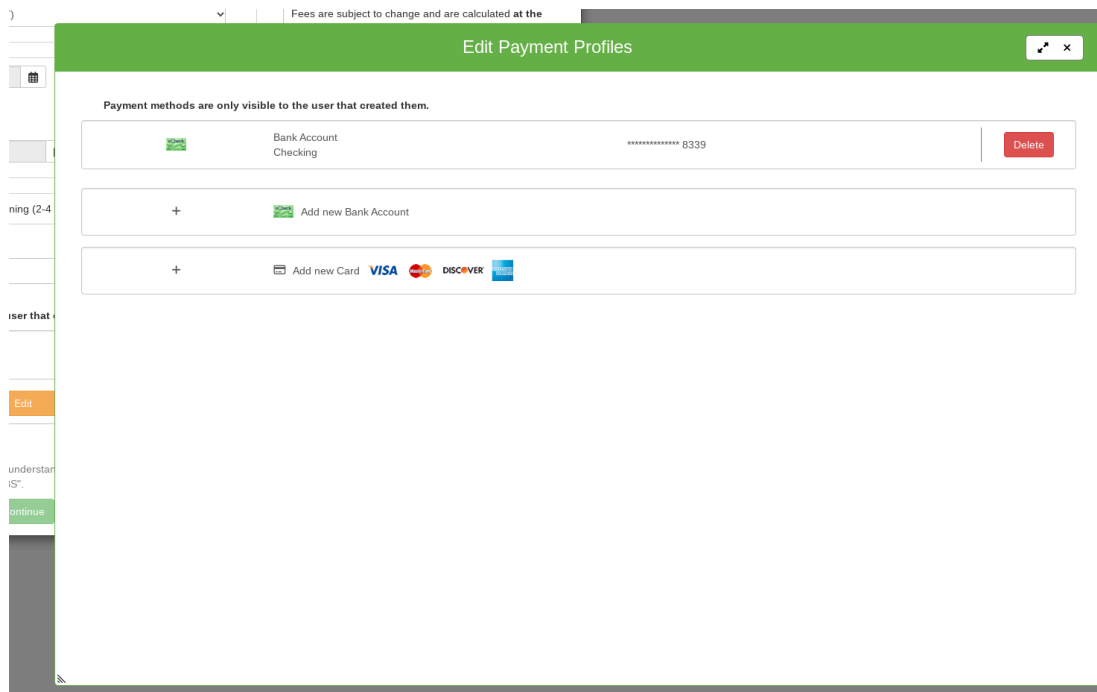
Zip: *

92004

Cancel

Save


STEP 8: You will now see your bank account option. Click the X in the top right hand corner to exit entering your banking information.



STEP 9: Click on the box by “I have read and agree to the Terms of Use” to see a check mark, then click the green Continue button.

Payment Method

Payment methods are only visible to the user that created them.

 Bank Account Checking ***** 8339

[Edit](#)

I have read and agree to the [Terms of Use](#)

By pressing Continue, I authorize a charge to my bank account and I understand that this purchase will appear on my financial statement under the name "SMARTWEBS".

[Continue](#)

STEP 10: Validate the information on the next screen. If all is ok, Click [Schedule Payment](#):

Schedule Payment ×

Bill:

James & Kerin Shugart
4603 Desert Vista Dr
Borrego Springs, CA 92004
E: theshugartz@gmail.com

Date: 3/12/25

Starting on Wednesday, March 12, 2025 Morning (2-4 am CST) run
12th day of every month.

Resident Payment

Item	Total
Amount <i>Resident balance payment</i>	\$570.00
<hr/>	
Subtotal:	\$570.00
Convenience Fee:	\$0.00
Total:	\$570.00

[Schedule Payment](#)

STEP 11: Validate the information on the next screen:



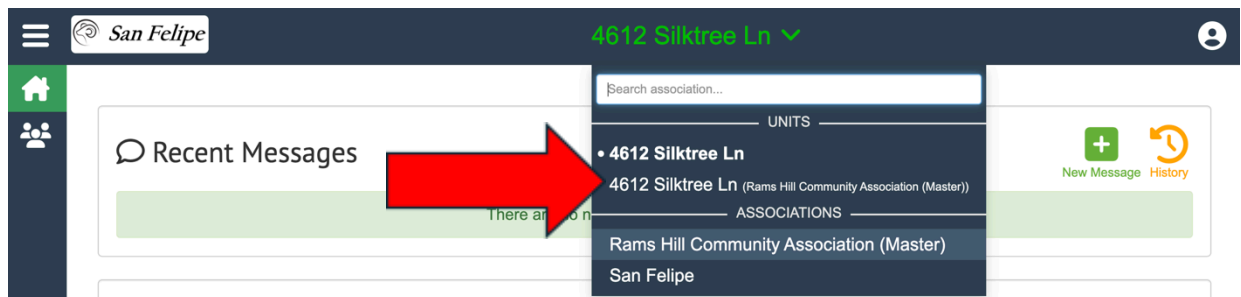
Frequency	Next Payment Date	Amount	Fee	Total	Cycles Left	Created At
Monthly	05/07/2024	\$90.00	\$0.00	\$90.00	Until Canceled	04/13/2024

STEP 12: Well done! Now it's time to switch to the RHCA account view and complete the process again, this time for your RHCA payment. Click on your property address at the top of your screen - Picture A below; you will see your unit listed for your neighborhood (with the dot next to it) and for the Rams Hill Community Association (Master). Click on your address with the Rams Hill Community Association (Master) noted - Picture B below. This will switch you to your RHCA account view. You will know you are in the RHCA section when the logo at the top left changes to the RHCA - Picture C below. Repeat the Auto Pay process above for your RHCA monthly payment.

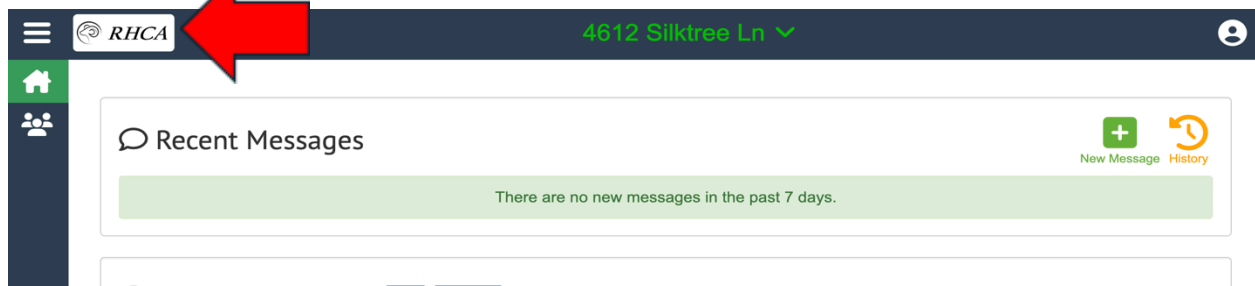
Picture A



Picture B



Picture C



If you own multiple properties, repeat the entire process above for every property you own at Rams Hill