



## Online Payment Instructions

Thank you for going green and paying your assessment on-line! There are several key pieces of information you will need when completing the electronic form, in addition to your credit card or bank information. Please review the following instructions and remember not to enter any dashes in the form, including when you type your account number.

1. Management Company ID #: **3025**

2. Association ID #: Please enter three zeros, followed by your three letter Association abbreviation. This abbreviation is the first three digits on your account number, which you can find on your assessment coupon from Wildwood. For example, the Association ID for Towne Lake Garden would be "000TLG." Please call us at 210-732-0000 if you have difficulty determining your Association ID number.

3. Association Name: The name of your association as written on your assessment coupon.

4. Management Company Name: Wildwood Management Group

5. Account Number: This can be found on your coupon; type in the entire number without dashes. If you enter dashes, the web-site will not be able to recognize your account, the payment will be rejected, and you may be subject to late fees, so please take a moment to double check that all information is input correctly. If you do not know your account number, please call Wildwood Management Group at 210-732-0000.

After making your payment, you will receive two emails. The first will arrive immediately; it will only inform you that your information was received. The second email typically arrives in 24 hours; this email will advise if your payment was processed, so please be on the lookout for your second email.

If you encounter any issues with the online payment feature or have any questions, please call Wildwood Management Group at 210-732-0000. Thank you!