MutualPay^{SM} Property Pay

Getting Started - Step by Step

We are pleased to introduce a new online payment site.

MutualPay^{SM} Property Pay, our new payment site, makes it simple, quick and easy for you to make a one-time payment or create a flexible payment schedule. There is also a mobile application available for payments.

If you are currently making your payments from the Mutual of Omaha Bank online payment site, please delete any bookmarked or saved links and replace with MutualPaypropertypay.com.

It is easy to set up a flexible payment schedule on MutualPay Property Pay. You can now create a schedule for multiple properties, choose from a fixed or variable dollar amount, and choose any end date.

It is easy to create a flexible payment schedule online or in the Property Pay app.

Create a payment schedule

Step 1
Visit MutualPaypropertypay.com

Step 2
Select **Sign Up** to register

Welcome to MutualPay^{SM}
Property Pay

Pay your assessments, dues and other property-related fees quickly and conveniently.

Sign Up   Login
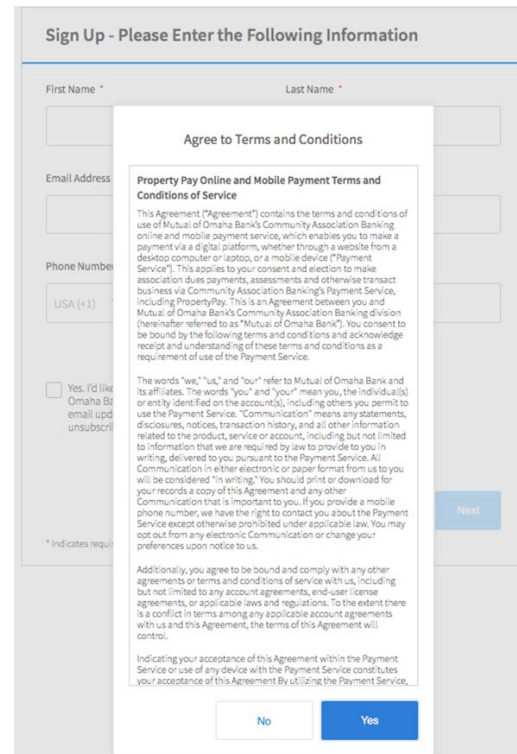
Pay Now

Pay by Mail

Contact Mutual of Omaha Bank

Fees may apply for online payments. Please contact your management company with any questions.

Powered by Mutual of Omaha Bank

Step 3
Select **Yes** to agree to the Terms
& Conditions

Step 4
Create an account

Any box with a red * asterisk
must be completed to continue
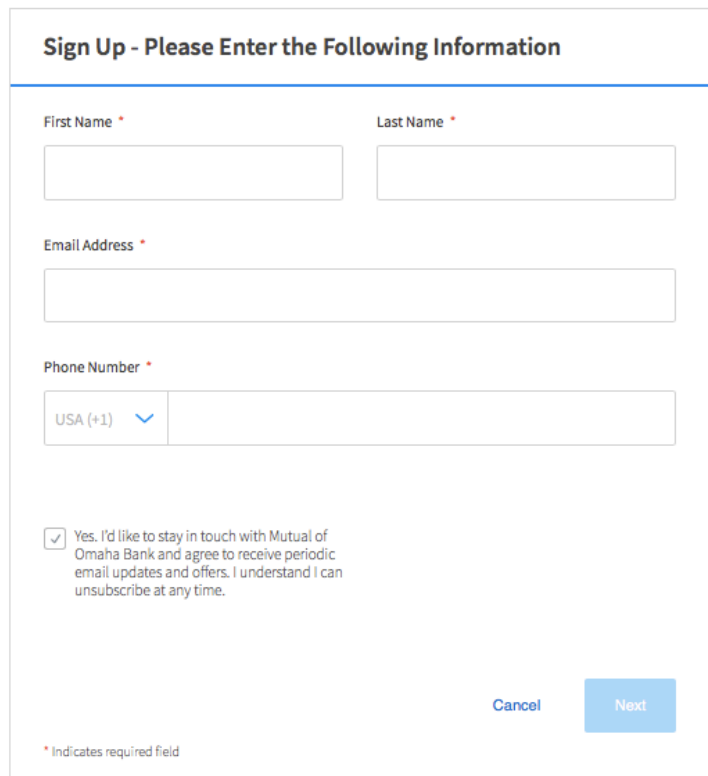
Step 5
Enter your First Name
Enter your Last Name

Step 6
Enter your email address

Step 7
Enter your phone number

Step 8
Check the box to opt-in to
marketing emails from Mutual of
Omaha Bank or
Uncheck the box to opt-out

Step 9
Select **Next** when complete

Step 10
Register your property

Step 11
Select your **Property Address** or **Property IDs** to register your property

Sign Up - Register your property

Property Address   or   Property IDs

Management ID * ⑦

Association ID * ⑦

Property / Account Number * ⑦

Find My Property

Address Line 1 *   Unit #
                                    (optional)

Address Line 2
(optional)

City *   State *   Zip Code *

Property Nickname *

Cancel   **Register Property**

* Indicates required field

Register your property with Property Address

Step 12
Select **Property Address**

Step 13
Enter the address of your property

Step 14
Enter a Unit #, if applicable

Step 15
Enter additional address information in Address Line 2, if needed

Step 16
Enter your city
Enter your state
Enter your zip code

Step 17
Enter a name for your property in the Property Nickname box

Step 18
Select **Find My Property**

Sign Up - Register your property

Property Address   or   Property IDs

Address Line 1 *   Unit #

[   ]   [(optional)]

Address Line 2

[(optional)   ]

City *   State *   Zip Code *

[   ]   [⌄]   [   ]

Property Nickname *

[   ]

Cancel   **Find My Property**

* Indicates required field

Register your property with
Property IDs

Sign Up - Register your property

Step 12 A
Select **Property IDs**

Property Address   or   Property IDs

Step 13 A
Locate your property IDs on your
association billing statement or
coupon

Management ID *   ⑦

You can select the **?** *at any time
for more information*

Association ID *   ⑦

Step 14 A
Enter the Management ID

Property / Account Number *   ⑦

Step 15 A
Enter the Association ID

Step 16 A
Enter the Property/Account
Number

Cancel   **Find My Property**

* Indicates required field

Step 17
Select **Find My Property**

Sample coupon

0000 00000 000000000 00000 0000 0

Property Confirmation

Property Confirmation Successful

Step 18
Select **Continue**

Select continue to complete your registration.

✓

Continue
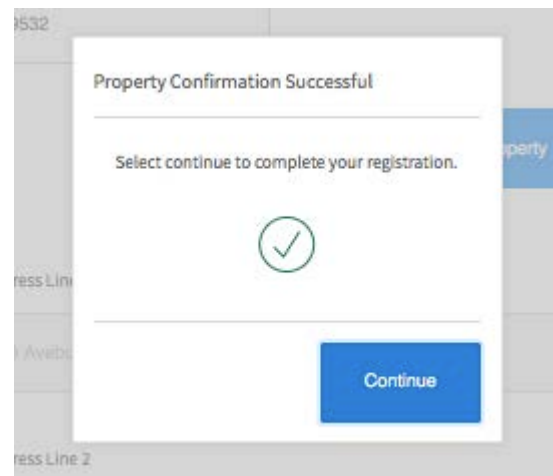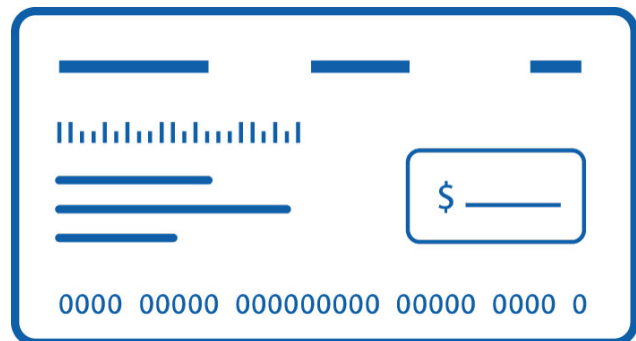
Create your Account

Step 19
Enter your email address to confirm your email

Step 20
Enter a Username for your account

Please note the requirements for your Username and Password.

Select the box to Show Password to see the information you enter

Step 21
Enter a password for your account

Step 22
Enter your password again to confirm

Step 23
Select **Continue**

Security Questions

Step 24
Select three security questions

Step 25
Enter the answers to the security questions

Step 26
Select **Create Account**

Sign Up - Create My Account

First Name *
chris

Last Name *
baldwin

Email Address *
cb@gmail.com

Confirm Email Address *

Username *

Username Requirements
- ✔ Length between 5 and 14 characters
- ✔ Must start with an alphabetic character
- ✔ Must use only alphabetic and numeric characters

Password *

Confirm Password *

Password Requirements
- ✔ Must contain 8-32 characters
- ✔ A lowercase letter
- ✔ An uppercase letter
- ✔ A number
- ✔ A special character: ! @ # $ - _ /

☐ Show Password

Confirm Password Requirements
- ✔ Passwords must match

Cancel   Continue

* Indicates required field

Sign Up - Security Questions

Mutual of Omaha Bank requires customers to select and provide answers to three security questions for verification purposes.

Security Question 1 *

Answer *

Security Question 2 *

Answer *

Security Question 3 *

Answer *

Cancel   Create Account

* Indicates required field

Registration Confirmation

Your registration is complete. For security purposes, you will be asked to log in using your newly created username and password.

Step 27
Select **Continue**

Sign Up - Security Questions

Mutual of Omaha Bank requires customers to select and provide answers to three security questions f verification purposes.

Security Question 1 *

What is your mother's maiden name?   Smith

Security Questi

What city w

Security Questi

What is you

Registration Complete

Thank you for registering with MutualPay℠ Property Pay.

For your security, please log in to make a payment.

Continue   te Account

* Indicates require

Step 28
Enter your username

Step 29
Enter your password

Step 30
Select **Sign in**

Username or email address

Password

☐ Show Password

Sign in

Forgot your password?

Make a Payment

Step 31
From your property page, select
Make a Payment

You can also add properties on this page by selecting Add Property

You will receive a message to create a wallet

Step 32
Select **Next**

Create a Wallet

Step 33
Select either **Add Card or Add Checking Account**

Add Checking Account

Step 33
Enter the routing number on your
checking accounting

Step 34
Enter the account number

Step 35
Re-enter your account number to
confirm

Step 36
Enter a name for your account

Step 37
Select **Add Checking Account**

My Account - Add Checking Account

Checking Account Details

Routing Number * ⑦   Make Default
[   ]   ◯

Account Number * ⑦   Confirm Account Number *
[   ]   [   ]

Account Nickname *
[   ]

Cancel   Add Checking Account

* Indicates required field

Add Card

Step 38
Enter your name as it appears on your card

Step 39
Enter your card number

Step 40
Enter the month and year of your expiration date

Step 36
Enter the security code from the back of your card

Step 37
Enter a name for your card

Step 38
Enter your billing address or choose same as property

Step 39
Enter city
Enter state
Enter zip code

Step 40
Select country for the billing address

Step 41
Select **Add Card**

My Account - Add Card

Card Details

Name as it appears on your card *

Make Default

Card Number *   Expiration Date *   Security Code * ⓘ

Card Nickname *

Card Billing Address   Same as   Choose Property ⌄

Address Line 1 *   Unit #
(optional)

Address Line 2
(optional)

City *   State *   Zip Code *

Country *
USA - United States ⌄

Cancel   Add Card

* Indicates required field

Make a Payment

Step 42
Select One-Time Payment to make a single payment or Schedule Payments to create a recurring payment schedule

One-Time Payment
Step 43
Select the payment method

Step 44
Select the date for the payment

Step 45
Enter the payment amount

Step 46
Select **Continue**

Review and Submit Payment

Step 47
Review the payment information

Step 48
Select **Submit Payment**

Payment Confirmation

Step 49
Select **OK**

Select the Type of Payment You Want to Make

One-Time Payment   or   Schedule Payments

Enter Payment Information

Payment Method *   Add   Payment Date *

Mutual Of Omaha Bank (8058)   10/24/2018

Please note: you are making a payment through Mutual of Omaha Bank's proprietary ACH payment system.   Payments are processed Monday through Friday, excluding holidays. Payments submitted on weekends or holidays may be delayed.

Enter the Payment Amount

Amount *   ×

Convenience Fee $0.00

Amount to be paid

Cancel   Continue

* Indicates required field

Review and Submit Payment

You are authorizing a payment to be made on 08/24/2018 from your card ending in 7777 for the amount of

$214.95
Edit

Property Address
621 N Williams St
Chandler, AZ 85225
Edit

Cancel   Submit Payment

A confirmation email will be sent to email address samanthasam@gmail.com.

Payment Confirmation

Thank you

Your payment for $214.95 was processed.

If you have payments scheduled on our previous site, please cancel any duplicate payments, if necessary.

Confirmation #42306896

Print   OK

Payments are processed Monday through Friday, excluding holidays. Payments submitted on weekends or holidays may be delayed.

Cancel Payment

Make a Payment

Schedule Payments
Step 50
Select Schedule Payments to create a recurring payment schedule

Step 51
Select the payment method

Step 52
Enter the payment schedule name

Step 53
Select the frequency of your payments

Step 54
Select the date you want your payments to start

Step 55
Select the date you want your payments to end or select no end date

Step 56
Select the either fixed amount or variable

Step 57
If you selected fixed amount, enter the payment amount

Step 58
Select **Continue**

Select the Type of Payment You Want to Make

One-Time Payment   or   Schedule Payments

Enter Payment Information

Payment Method *   Add   Schedule Name *

Mutual Of Omaha Bank (8058) ∨

Please note: you are making a payment through Mutual of Omaha Bank's proprietary ACH payment system.

Set up Schedule

Schedule Frequency *

Monthly   ∨

Start Date *   Payments are processed Monday through Friday, excluding holidays. Payments submitted on weekends or holidays may be delayed.

10/19/2018   📅

Select End Date *

No End Date   ∨

Enter the Payment Amount

Schedule Type

Fixed Amount ∨   Enter Payment Amount   ×

Convenience Fee $0.00

Amount to be paid

Cancel   Continue

* Indicates required field

Payment Schedule Summary

Step 59
Review the information

Step 60
Select the box to agree to pay
the total amount

Step 61
Select **Create Schedule**

Payment Schedule Summary

Property Address	99887 Testing Street Omaha, NE 68116
Schedule Name	monthly schedule
Schedule Start Date	10/24/2018
Payment Method	Mutual Of Omaha Bank (8058)
Convenience Fee (per transaction)	$1.95
Schedule Payment Amount	**$201.95**

☑ I agree to pay the account balance or total amount due including convenience fees.

Back   **Create Schedule**

Payments are processed Monday through Friday, excluding holidays. Payments submitted on weekends or holidays may be delayed.

Payment Schedule Confirmation

Step 62
Select **OK** to complete your
payment schedule

Payment Schedule Confirmation

Your schedule for the property at 99887 Testing Street was created.
You may print this confirmation for your records.

If you have payments scheduled on our previous site, please cancel any duplicate payments, if necessary.

✓

To edit your schedule click here.

Print   **OK**

Your payment schedule will display on your property page

Managed by 5

Baldwin Management LLC

Sudden Valley

99887 Testing Street >

Make a Payment

Questions about your account? Contact your **management company.**

Payment History

You have no payment history.

Scheduled Payments

Schedule Name	Next Payment	Amount
monthly schedule	10/24/18	$201.95

Add Property

Action Required

If you have payments scheduled in the previous payment site. To avoid duplicate payments, please take the following steps. After setting up a new schedule at MutualPay Property Pay, please visit the previous site and delete any payment schedules. You can also print a copy of your payment history for your records.

MutualofOmahaBank

Privacy Policy | Security Statement | Terms and Conditions |

Online Banking Payments

Sign in

Username:

Password:

Log In   *Forgot your password?*

Reminder: Your password must be 8 to 16 characters in length and include at least one upper case (A-Z), one lower case (a-z) and one digit (0-9) character.

One-Time Payment

Make a one-time payment without registration

Make Payment

Register

Register for scheduled payments, one-time payment and transaction history

Create an Account

Norton SECURED
powered by VeriSign