



APPFOLIO PORTAL INSTRUCTIONS

Whether you choose to use the website or mobile app, the process is the same.

To access via your computer:

1. Go to www.sevenlakeshoa.appfolio.com/connect
2. Enter your email address and password
3. Click on Log in

To access via the mobile app:

1. Download the app to your phone
 - a. Online Portal by Appfolio
2. Enter your email address and password
3. Click on Log in



The screenshot shows the 'Seven Lakes Online Portal' login interface. It includes a logo at the top, followed by the text 'Online Portal'. Below this are two input fields: 'Email address' with the example 'Homeowner@gmail.com' and 'Password' with masked characters. A 'Forgot Your Password?' link is positioned below the password field. At the bottom is a blue 'Log in' button.

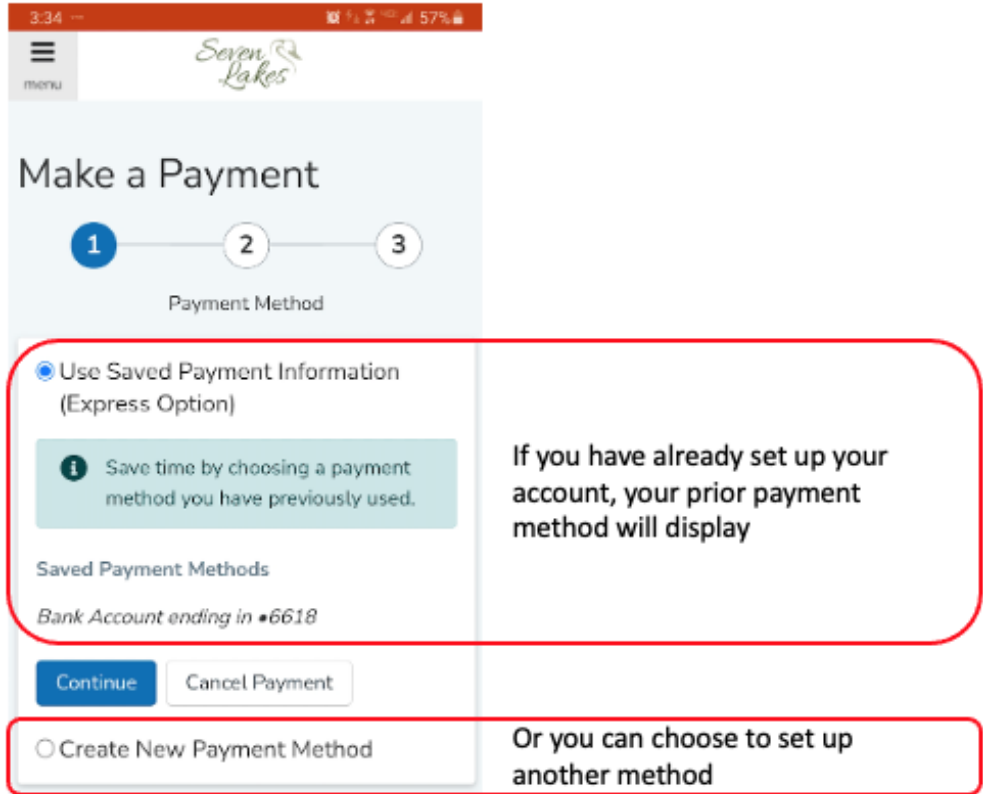
Once you log in you will see the Home Page

The screenshot shows the mobile app's home page. The top status bar shows the time 3:34 and 57% battery. The app header includes a menu icon, the 'Seven Lakes' logo, and the word 'Home'. The main content area is divided into three sections, each highlighted with a red rounded rectangle and accompanied by explanatory text:

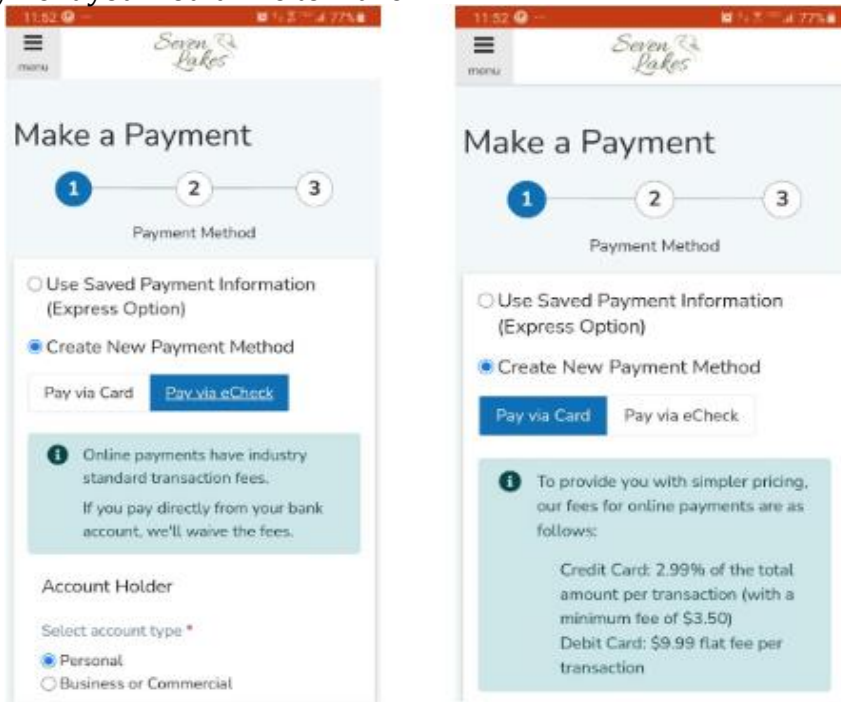
- Section 1:** Displays 'Your Current Balance' as '\$700.00' and 'Next bill due on December 06, 2021'. A blue 'Pay Now' button and a white 'Set Up Autopay' button are visible. *Annotation: Current balance (if any) will display*
- Section 2:** Shows 'December (This Month)' with a 'Pay Now' button. *Annotation: Choose to Pay Now – one time payment Or Choose to set up Autopay to pay your dues every year at the same time*
- Section 3:** A table with two columns: 'Description' and 'Amount'. It lists 'Association Dues Charged on 12/06/2021' for \$700.00 and a 'Total Balance' of \$700.00. *Annotation: This area will describe what your balance is for*



Make a Payment screen:



Select the type of payment you would like to make



You can set up to pay directly from your checking/saving account or on your credit/debit card.

There is no charge for E-checks. Credit/Debit cards have a fee associated with the payment.



Enter your payment amount:

The screenshot shows the mobile app interface for entering a payment. It includes a status bar at the top with the time 3:35 and 57% battery. The app header shows the 'Seven Lakes' logo and a 'menu' icon. The main section is titled 'Choose Payment Amount and Date'. It features two buttons: 'One-Time Payment' (highlighted in blue) and 'Autopay'. Below this, it displays 'Your current balance \$700.00' with a 'Charge Details' link, and 'Next bill due on 12/06/2021'. A date picker is set to 12/6/2021. Under 'How much do you want to pay?', the 'Full Balance (\$700.00)' option is selected. A text input field for a custom amount is visible, with a blue arrow pointing to it from the annotation. At the bottom, a summary shows 'Payment Amount: \$700.00' and 'Transaction Fee: \$0.00', with a total of '\$700.00' to be paid.

Choose either one time payment or autopay

Enter the date you want the payment made

Select either Full Balance or enter the amount you want to pay.

Remember if paying your annual dues in full in January you only have to pay \$665 – be sure to enter that amount in the field

Finalize payment:

This screen shows the final payment confirmation. It features a large blue button 'Make This Payment Now' and a smaller white button 'Change Payment Method'. Below the buttons is a paragraph of terms and conditions: 'By clicking the button "Make This Payment Now", I hereby authorize AppFolio, Inc. to initiate an electronic payment in the amount and as otherwise described above. The terms of such payment are set forth in the Terms of Service, which I hereby agree to.'

Click on Make this Payment Now.

You are now done and can exit the program.