

# 2024 Basberg instructions for managing our Alpine Bank online portal

General Instructions for managing your Alpine Bank online portal are on our website. <https://www.basberghoa.com/> > select the 'Members' tab > Select 'Make Payments' **Select the 'PAY HOA DUES HERE'**

**To modify the monthly recurring monthly dues:** Navigate to > Make Payments Page > **Select 'PAY HOA DUES HERE'**

Two options for payments, one-time payment and recurring payments are available on 'Welcome to Basberg Townhouse Association's Payment Portal' (figure 1)

**Update monthly dues from \$703.00 to \$740.00** I recommend deleting the current scheduled amount record and creating a new updated value.

## Delete the current record

- A. From the 'Welcome to Basberg Townhouse Association's Payment Portal' page
  1. Navigate to > Scheduled payments list > Select Edit (pencil icon)
  2. Check delete box on your current \$703.00 recurring payment > Submit.
  3. Log back in to the page, confirm the \$703.00 recurring payment item is not listed in the Scheduled Payments list.

## Create a new recurring payment to the new monthly dues amount of \$740.00

1. From the 'Welcome to Basberg Townhouse Association's Payment Portal' page
2. Select the Make A Payment box to create the new recurring payment of **\$740.00** effective March 1, 2024 > Submit
3. Confirm the new payment is listed in the Scheduled Payments list

**Welcome to Basberg Townhouse Association's Payment Portal**

Welcome, DARRELL Not You? Logout ▶ 02/01/2024 MAKE A PAYMENT EDIT PAYMENT OPTIONS EDIT PROFILE

### Scheduled Payments

Edit	Next Payment Date	Amount	Location	# of Payments
	In 2 Days	<b>\$740.00</b>	Basberg Townhouse Assoc	11 of *

### Payment History

Transaction ...	Amount	Payment Type	Status	Location	Description
02/01/2024	\$703.00	Checking	Processed	Basberg Townhouse Assoc	

Figure 1 Updated Page

**Make A One-time Payment** for the \$3000 special assessment due March 1, 2023

- A. Select > Make a one-time payment and fill in the information. (Figure 2)

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Figure 2

**As always, please contact the board if you have any issues or questions**