# Basberg Portal instructions for managing your Alpine Bank online portal

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

Jen will email current statements early next week.

## **Basberg Specific instructions**

From the make payments page

#### Select 'PAY HOA DUES HERE'

Two options for payments, one-time payment and recurring payments.

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

1. Select > Make a one-time payment and fill in the information.

### Updated monthly dues from \$550.00 to \$703.00

### Delete the current payment form;

- 2. 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 \$550.00 recurring payment > Submit.
  - 3. Log back in to confirm the record is not listed in the Scheduled Payments list.
- 3. Create a new recurring payment to the new monthly dues amount of \$703.00.
  - 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 \$703.00 effective March 1, 2023 > Submit
  - 3. Confirm the new payment is listed in the Scheduled Payments list (figure 1)
- 4. **Select Instructions** box to open the Alpine Bank User support page and the Basberg Portal Instructions documents

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

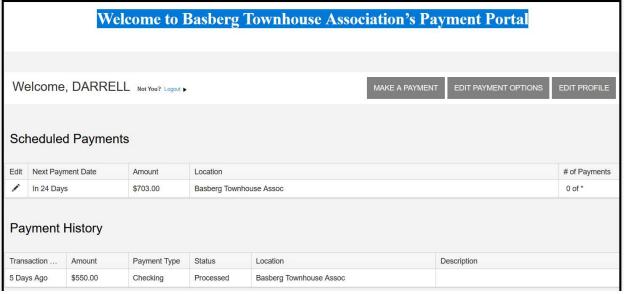


Figure 1 Final status page