

HOW TO PAY ANNUAL DUES ONLINE

1. Log in to novatoheights.com using your email and password.
2. Look for a red alert badge next to your login name in the upper right hand corner of the screen and click on it. Click on the line that says "1 online payment option available". **NOTE: If you do not see a red alert badge next to your name, contact a board member to verify there are dues to pay.**



3. Click on the brown arrow on the Online Payments screen.

Online Payments

Title	Pay
2022 NHPOA Annual Dues \$400	 

4. On the Make Online Payment screen, fill in the amount you are going to pay.

Amount

This online payment allows you to specify the amount, and there are no fees.

Specify amount

 USD

5. Choose a payment method, either credit/debit card or bank account, and fill in all the requested information. For bank withdrawals, there is an extra step to verify your account. You can read more about the verification step at this link <https://help.hoa-express.com/en/articles/2343558-verifying-bank-accounts>.

Payment method

- > Credit/debit card
- > Bank account

6. Once you have entered all your payment info, click on the Pay Now button at the bottom of the screen. **NOTE: If you do not see the Pay Now button, it means that some of your information is either missing or incorrect.**

Confirm and pay

You will be charged \$400.00 for this payment.

