

Electronic Payment Options for Clubhouse Reservation Fees and Deposits

Login to: https://pay.allianceassociationbank.com/Home?cmcid=355398DD From the Dashboard, select "Make Payment".



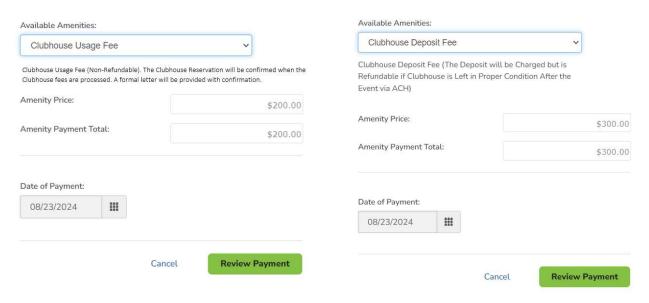
Dashboard

## Select "Amenity Payment"

One Time Payment	Scheduled Payment	Amenity Payment	

Select **Clubhouse Usage Fee** to process the Clubhouse Usage Fee (Not-Refundable). Select **Clubhouse Deposit** to process the Clubhouse Deposit (Refundable).

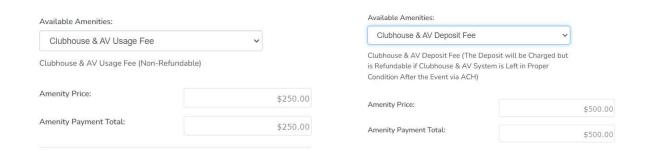
Please note, payments for the fee and deposit should not be processed for the reservation until it is confirmed that the date is available.



To confirm your payment, select "Review Payment" followed by "Authorize". A confirmation email will be sent to your email address upon completion of your payment processing. Forward copies of both receipts with your Clubhouse Reservation Form to Bentley at <a href="mailto:CommunityCare@BentleyCM.com">CommunityCare@BentleyCM.com</a>. A Confirmation Notice of your reservation will be forwarded to you. <a href="mailto:NO RESERVATION IS CONFIRMED UNTIL YOU RECEIVE THE FORMAL CONFIRMATION NOTICE">NO RESERVATION IS CONFIRMED UNTIL YOU RECEIVE THE FORMAL CONFIRMATION NOTICE</a>. Contact Bentley if you don't receive a notice.



Follow the same process if you wish to pay for the West Clubhouse with AV, or if you wish to purchase a replacement Key Card.



Please note that Key Cards are 1 per household, and the Key Card

Order Form must be completed and submitted to Management before

a Key Card will be mailed to you even if paid for:

