



SERVING FIRST COAST COMMUNITY ASSOCIATIONS  
— SINCE 1973 —

## Online Payments

**Paying homeowner dues has never been easier!**

**You can now pay association dues 24 hours a day, 7 days a week  
online at AIM's website at [www.aimamelia.com](http://www.aimamelia.com).**

**You can also call [1-866-729-5327](tel:1-866-729-5327) to make a payment.**

**Here are some frequently asked questions regarding online payment process:**

Here are 4 good reasons why you should pay on-line:

1. It's simple – Setting up an account is as easy as entering in your personal information. After that, you are ready to go!
2. It's safe – All transactions are 128-bit encrypted for your security and peace of mind.
3. It's fast – Once your account is initially set up, you can pay your dues in less than two minutes!
4. It's convenient – You can make an on-line payment 24 hrs a day, 7 days a week, 365 days a year with the exception of any unforeseen technical problems that prevent this service being available.

You can pay your dues using your Visa, MasterCard, AMEX, or Discover. Additionally, you can pay via your standard checking account using e-checks.

Every time you initiate a payment on-line, a reference number and transaction receipt are automatically generated and sent to you via email. These are kept in the database and can be printed for your records.

Your personal information is encrypted and stored on a secure server under a login password that you define. **This information is completely separate from your community website profile, and can be changed by you at any time by you only.** The transmission of credit card or bank account information takes place over a secure connection.

There is a \$1.95 transaction fee for paying your dues on-line by e-Check or a transaction fee of 2.95% plus a fee to equal the e-Check fee (\$1.95) and rounded up to the next \$0.95 tier for Visa, MasterCard, AMEX or Discover.

No. This service is available for your convenience. If you pay on-line this month, you can send a check next month. There are no automatic payments unless you specifically define them, so you remain in control.

**A standard payment may take up to 3 business days before it appears on your account. Express pays are available for an additional \$9.95 for a posting of 1 business day.**

**Why should I  
pay on-line?**

**What payment  
options are  
available?**

**How do I know my  
payments have gone  
through?**

**What security  
measures are in  
place?**


**How much  
does it cost?**

**Once I pay online, do  
I have to pay on-line  
every month?**

**When will the funds  
be deducted from my  
account?**



## How do I set up my online payment account?

- Log in to the website at [www.aimamelia.com](http://www.aimamelia.com).
- Click on  at the top of the webpage.
- If this is your first visit, click on the “Create Your Account” button, enter your account number where indicated and click “Proceed with Registration” to create your account.
- Your registration account number is your Association ID. If you do not know your Association ID, please call Paylease at 1-866-729-5327.
- Part of registration will be entering an Email Address and creating a password. You will login with this Email Address and Password for future payments so please record this information. Once your registration for online payment is setup and you will be asked to set up a bank account or credit card from which to make payments.

**\*\*\* Important \*\*\***

**If you have any problems creating your account, please call 1-866-729-5327**