

Mutual of Omaha Bank has created a new online payment system, MutualPay, which can be accessed at www.MutualPayPropertyPay.com. The new sight is more user friendly. West Ridge users will have to migrate to the new payment system to establish a new payment schedule for your Sunset Road Condominium 2019 dues payments.

WHAT YOU NEED TO DO:

1. You will need to set up new recurring payments on the new payment site (www.mutualpaypropertypay.com).
2. You will also need to log in to the old site (www.mutualofomahabank.com) and delete your existing payments in order to avoid duplicate payments.

To set up NEW automatic online payments through MutualPay:

1. Go to www.MutualPayPropertyPay.com
2. Click '**Sign Up**', then click 'Yes' to agree to the terms and conditions.
3. Enter your name, email address, phone number and click '**Next**'
4. On the next page, click on **Property ID's**
5. Enter your Management ID: 6145 and your Association ID: 0117 and your Property/Account number found your invoice or letter. Then click '**Find My Property**'. Click 'Continue.'
6. Set up a username and password.
7. Set up your security questions. Click '**Create Account**'.
8. After creating an account, you will be asked to log in using your new user name and password
9. Click 'Make a Payment'.
10. Enter the required information for either your credit card or bank account.
11. To set up scheduled payments, click 'Schedule Payments'.

If you have previously used Auto Pay Please DELETE your old auto payments:

1. Go to www.mutualofomahabank.com
2. Click on the 'GO' button under the 'Make a payment'
3. Scroll down to 'Pay Rent or Assessments' on the lower right side of the screen.
4. Click 'Pay by eCheck' to edit payments using your checking account.
5. Enter your User name and Password
6. At the top of the screen, click 'Schedule Payments'
7. Click 'Delete' next to the payment.

If you have trouble getting set up on the new MutualPay site or deleting your old payment set up, please call Mutual of Omaha bank at 1-866-800-4656.