

How do owners set up online payments on CONDOCafé?

This article is intended for associations; its purpose is to help you answer questions you might receive from owners. To do this, we show the process from the owner's perspective.

Owners can set up online payments through CONDOCafé. (For more information, see [How do owners log into CONDOCafé?](#))

To Set up Online Payments on CONDOCafé

Log into CONDOCafé. Once logged in, CONDOCafé opens on the **Payments** tab.

The screenshot shows the 'Payments' tab interface. At the top, there are three tabs: 'Make Payments', 'Auto-pay Setup', and 'Payment Accounts'. Below the tabs is a yellow message box stating: 'You currently have no Payment Accounts on file. [Click here](#) to add a Payment Account and begin making payments online.' Below that is a light blue message box: 'A service fee will be charged at the time of payment for Bank Account transactions. The property management company does not receive any portion of this fee. Service fee is non-refundable.' The main form area has a blue header with columns: 'Payment Account', 'Start Date', 'End Date', 'Pay on Day', and 'Current Assessment Amount'. Below the header, there is a dropdown menu for 'Payment Account' with the text 'Select Payment Account', and four empty input fields for 'Start Date', 'End Date', 'Pay on Day', and 'Current Assessment Amount'. At the bottom left of the form is a green 'Next' button.

Select the **Payment Accounts** Tab to create a new payment account. You can also select the **Click Here** link to take you to the Payment Accounts screen. You can set up a debit card, EFT, or a credit card.

EFT Payment

On the Payment Accounts screen, click **Add Bank Account**. CONDOCafé opens another window for Yardi Card Services. Complete the form and click **Save**.

Debit/Credit Card Payment

If you were to set up a debit/credit card, you would enter payment information in the Yardi Card Services setup screen.

CARD SERVICES



Company Details

Street Address
 Phone Number
 Email Address
 Company Name

Select Option

Debit Card

Card Information



Card Number *

Name on the Card *

Exp MM * / Exp YY * CVV/CVD Code *

Billing Information

Other

Country *

Address Line 1

Address Line 2

City

State

Postal Code

Your card information will be stored on our secure, PCI compliant server and used in case a refund is requested or to pay another charge from this merchant.

I have read & agree to the terms & conditions

Cancel Save

Complete the form and click **Save**.

After entering the ACH or Debit/Credit card payment method, the setup window closes and you are redirected back to CONDOCafé.

You can add various bank accounts, credit cards, and debit cards on the Payment Accounts screen.

Sign up Auto-Pay

Click the **Auto-pay Setup** tab.

Payments

Make Payments Auto-pay Setup Payment Accounts

A service fee of \$1.95 will be charged at the time of payment. The property management company does not receive any portion of this fee. Service fee is non-refundable.

Payment Account	Start Date	End Date	Pay on Day	Current Assessment Amount
Julie Checking Chk *****5466	12/4/2019		4th	\$500.00

Next

Complete the tab by selecting the payment account you will be using. (Debit/Credit or EFT) Next, enter the date you want auto-pay to start. (To stop auto-pay add an end date). Enter the day the payment will be made and the current assessment amount.

Click **Next**. A message appears.

Auto-pay Setup ✕

Your first payment is scheduled for **12/4/2019**

Payment Account	Start Date	End Date	Pay on Day	Current Assessment Amount
Julie Checking Chk *****5466	12/4/2019		4th	\$500.00

A service fee of \$1.95 per transaction will be charged at the time of payment. The property management company does not receive any portion of this fee. Service fee is non-refundable.

You authorize to have the above amount withdrawn from your selected payment account every payment period under the specified Terms and Conditions and you understand that this authorization will remain in full force and effect until you cancel your authorization. You understand that cancellation of any authorization requires 24 hours to become effective.

I have read and accept the [Terms and Conditions](#)

Cancel Set Up Auto-Pay

Click the checkbox for the **Terms and Conditions**.

Click **Set up Auto-Pay**. A confirmation message appears.

Confirm Auto-pay Setup ✕

Auto-payment Configured Successfully

Thank you for setting up an automatic scheduled payment. A confirmation email has been sent to [redacted] mail.com.

Your first payment will be on **12/4/2019**. Please note that any outstanding balances prior to this date must be paid using the one-time payment option.

Review Payments

To review the payment setup, click the Make Payments tab. This tab displays the current balance, the current auto-pay setup, and the current charges.

Payments

Make Payments Auto-pay Setup Payment Accounts

Easily pay your bill online by setting up automatic recurring payments. Select your payment method from the options below to get started.



Pay by Bank Account

Pay your bill using a bank account. A service fee of \$1.95 will be charged at the time of payment. The property management company does not receive any portion of this fee.

[Setup Auto-Pay](#) [Learn More](#)

Current Balance

As of: 12/3/2019

No charges available for payment.	
Total Amount:	\$0.00

Recurring Auto-Pay Setup

Current Auto-pay	\$500.00
Review	

December Scheduled Charges

105	
Fee	\$500.00
Total Amount:	\$500.00

Ending Auto-pay

Go to **Payments > Auto-pay setup** or click **Review** in the Recurring Auto-Pay setup section of the Make Payment screen.

Payments

Make Payments Auto-pay Setup Payment Accounts

A service fee will be charged at the time of payment for Bank Account transactions. The property management company does not receive any portion of this fee. Service fee is non-refundable.

Payment Account	Start Date	End Date	Pay on Day	Current Assessment Amount
Bank Account	12/4/2019		4th	\$500.00

[Edit](#) [Delete](#)

Click **Edit**. Make the necessary changes.

Payments

Make Payments

Auto-pay Setup

Payment Accounts

A service fee will be charged at the time of payment for Bank Account transactions. The property management company does not receive any portion of this fee. Service fee is non-refundable.

Payment Account	Start Date	End Date	Pay on Day	Current Assessment Amount
Julie Checking Chk *****5466 ▾	12/4/2019		4th ▾	\$500.00

Next

Cancel

Click **Next** to confirm the changes and complete the setup process.

You can also click **Delete** to delete the current auto-pay and create a new auto-pay if needed.