

ATG Pay

Payments Portal

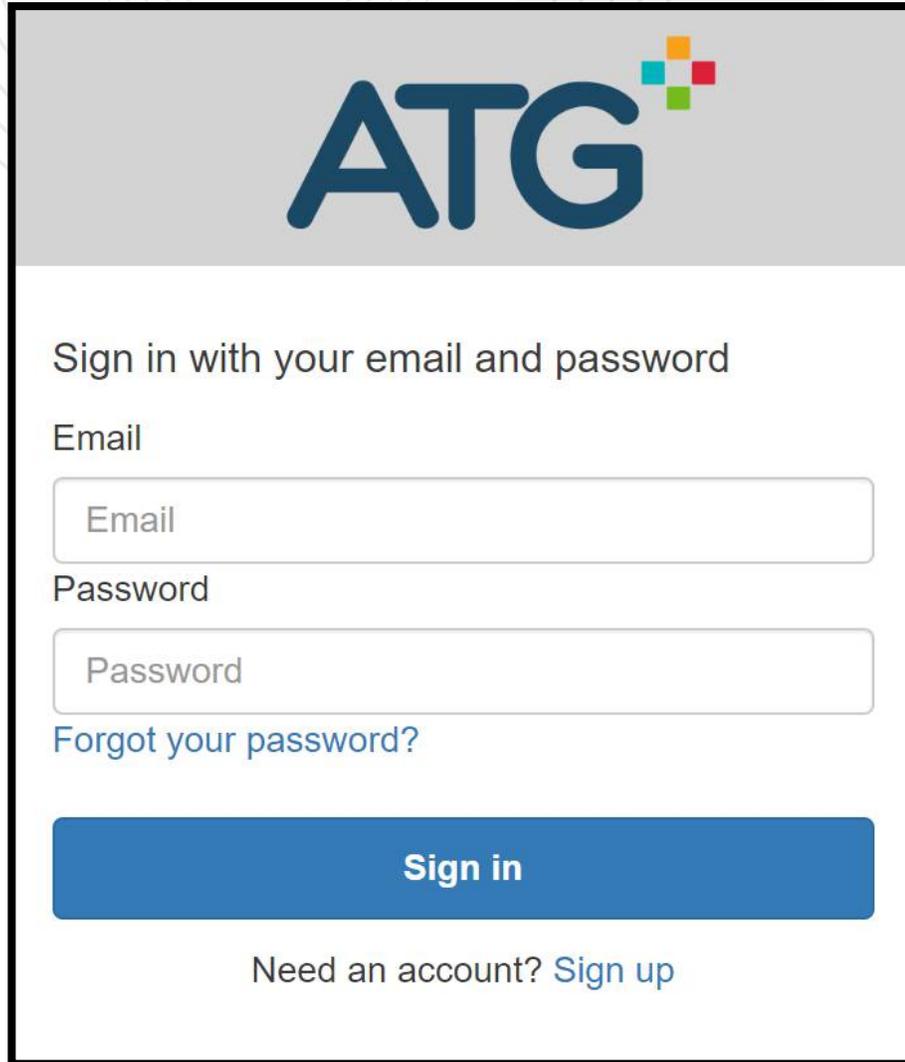
NEW CLIENT TRAINING





Registering for ATG Pay

Registering for ATG Pay



The screenshot shows the ATG Pay sign-in interface. At the top is the ATG logo. Below it is the instruction "Sign in with your email and password". There are two input fields: "Email" and "Password". A link for "Forgot your password?" is located below the password field. A blue "Sign in" button is at the bottom, with a "Need an account? Sign up" link below it.

ATG

Sign in with your email and password

Email

Email

Password

Password

[Forgot your password?](#)

Sign in

[Need an account? Sign up](#)

Go to:

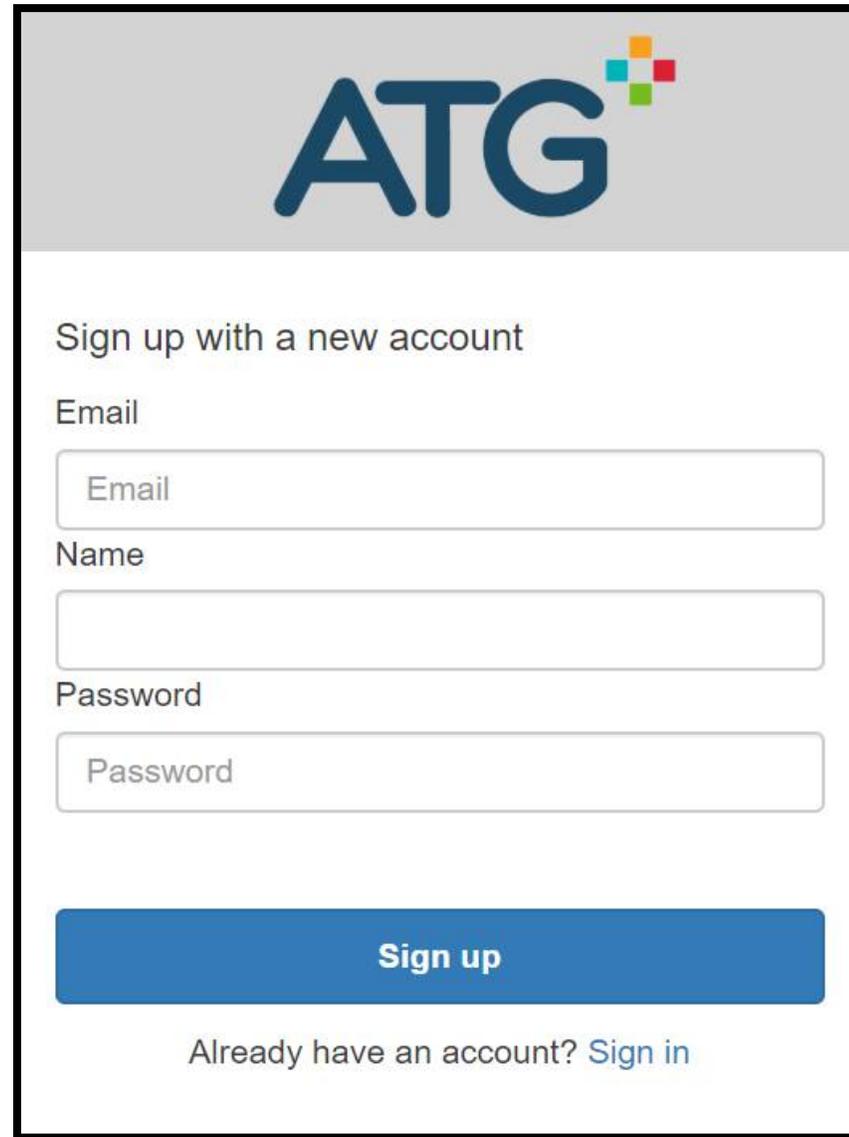
<https://payments.atgpay.com>

1 Click Sign up

Registering for ATG Pay

2

Enter account information



The screenshot shows the ATG Pay registration interface. At the top, the ATG logo is displayed in a grey header. Below the logo, the text "Sign up with a new account" is centered. The form consists of three input fields: "Email", "Name", and "Password", each with a placeholder text of the same name. A blue "Sign up" button is positioned below the fields. At the bottom, there is a link that says "Already have an account? Sign in".

Registering for ATG Pay

Sign up with a new account

Email

Name

Password

- ✓ Password must contain a lower case letter
- ✓ Password must contain an upper case letter
- ✓ Password must contain a special character
- ✓ Password must contain a number
- ✓ Password must contain at least 8 characters

Sign up

Already have an account? [Sign in](#)

NOTE:
A verification code is sent via email. Please do not exit or close the web browser.

3 Click Sign up

Registering for ATG Pay

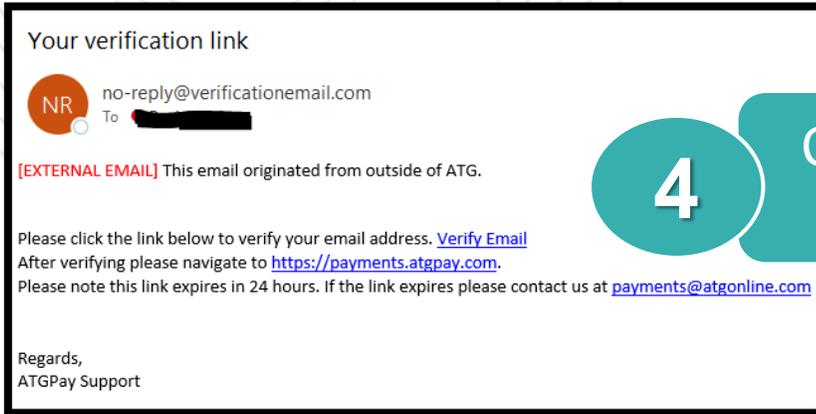
NOTE:
A verification code is sent via email. Please do not exit or close the web browser.

We have sent an email to D***@a***.com. Please check your email, follow the instructions to verify your email address, and then click the button below to continue.

[Continue](#)

Didn't receive a link? [Resend it](#)

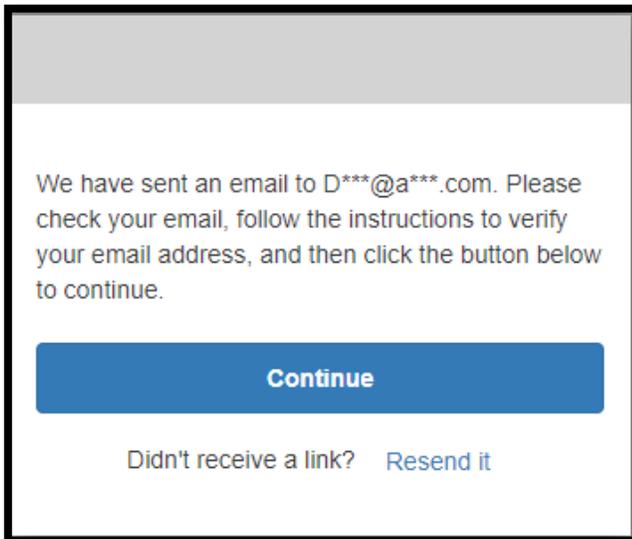
Registering for ATG Pay



4

Click Verify Email

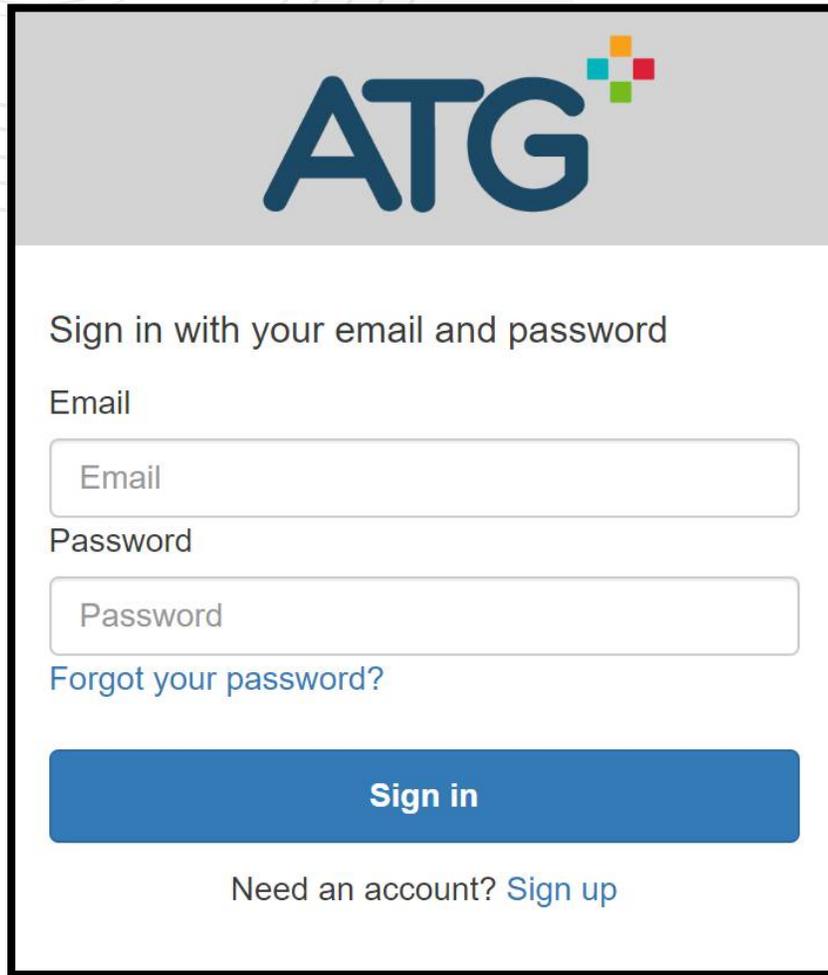
NOTE:
Access your email and click the “Verify Email” link. Click “continue” on the original page or go to <https://payments.atgpay.com> and re-enter your email and password.



5

Click Continue

Registering for ATG Pay

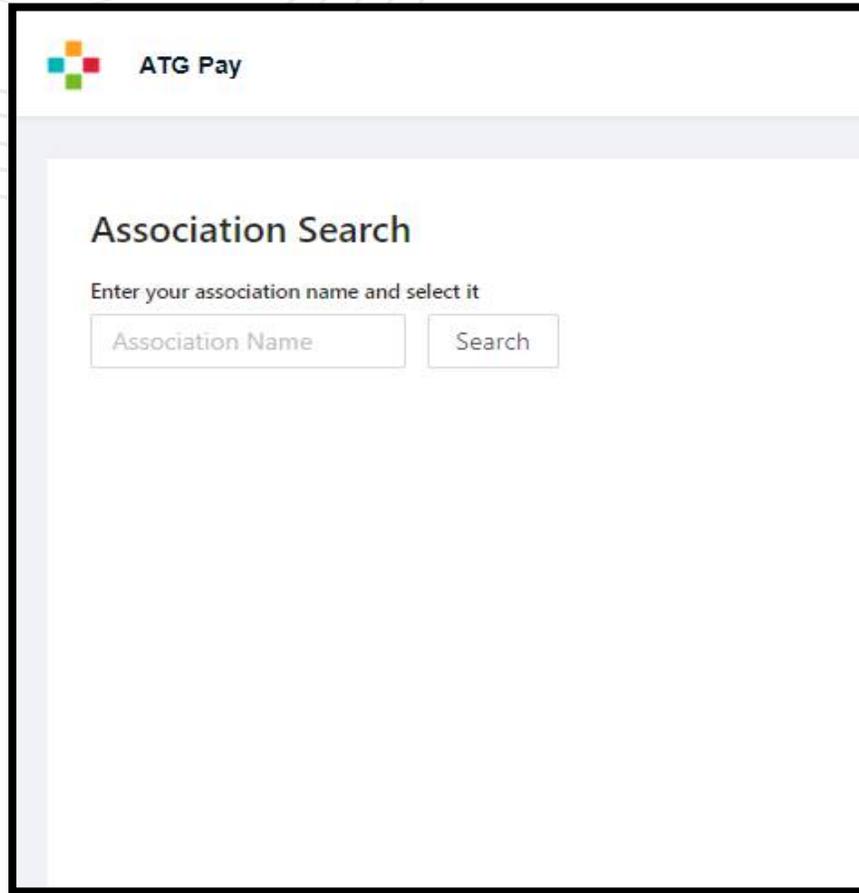


The screenshot shows the ATG Pay sign-in interface. At the top is the ATG logo. Below it is the instruction "Sign in with your email and password". There are two input fields: "Email" and "Password". A link for "Forgot your password?" is located below the password field. A blue "Sign in" button is at the bottom of the form, with a "Need an account? Sign up" link underneath it.

6 Enter Information

7 Click Sign in

Registering for ATG Pay



The screenshot shows the ATG Pay web interface. At the top left is the ATG Pay logo, consisting of a colorful square icon and the text "ATG Pay". Below the logo is a section titled "Association Search". Underneath the title is the instruction "Enter your association name and select it". There are two input fields: a text box labeled "Association Name" and a button labeled "Search".

8

Enter Association Name

9

Registering for ATG Pay

Association Search

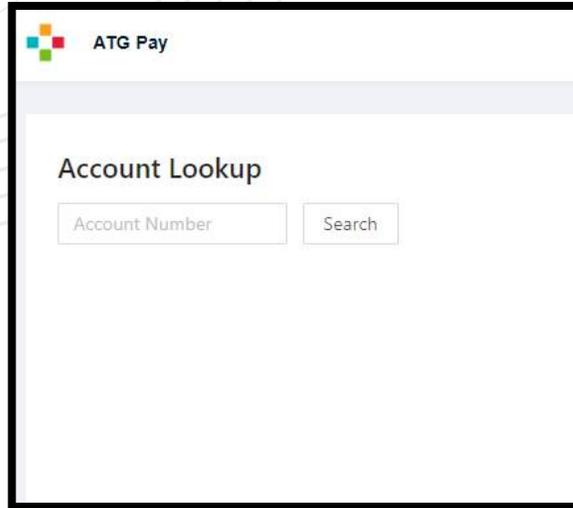
Enter your association name and select it

Test

A New Account Test	Select
A New Account Test 2	Select
A New Account Test 2	Select
Test	Select

9 Select Association

Registering for ATG Pay



ATG Pay

Account Lookup

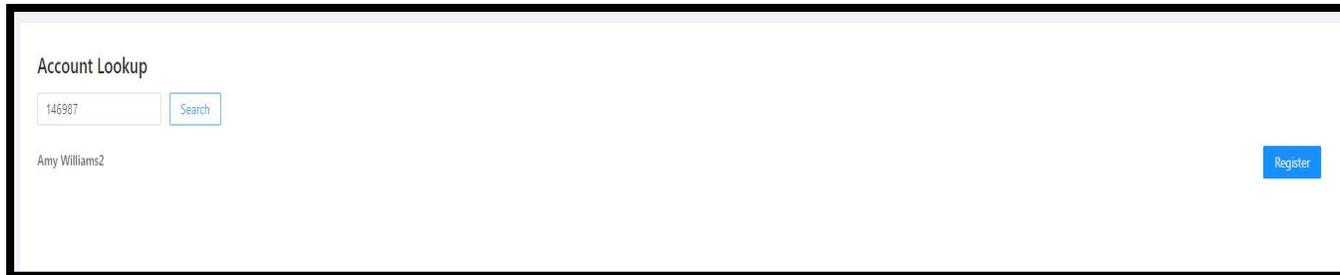
Account Number Search

10

Enter
Account ID

Notes:

This will be your homeowner association account number assigned to the property.



Account Lookup

146987 Search

Amy Williams2 Register

11

Click Register



One Time Payments ***Credit Cards***

One Time Payment – Credit Card

1

Click Next

Select Option

One Time Payment

A payment that processes just once.

[Next >](#)

Recurring Payment

A payment that processes on a set schedule.

[Next >](#)

Ledger

An overview of account transactions.

[Next >](#)

Register

Register another account.

[Next >](#)

Got Questions? Reach us at payments@atgonline.com

One Time Payment – Credit Card

1 Enter Amount 2 Select Source 3 Submit Payment

Account Details

Account:	9999-146987-1	Name:	Amy Williams2
Balance:	\$0.00	Payment (USD):	<input type="text" value="\$ 0.01"/>

Next

2 Enter Balance

3 Click Next

One Time Payment – Credit Card

The screenshot shows a progress bar at the top with two steps: 'Setup Recurring Payment' (completed, marked with a checkmark) and 'Select Payment Source' (current step, marked with a '2'). The main heading is 'Select Source'. Below the heading, there are two buttons: 'Previous' and 'More'. At the bottom of the form, there is a 'Create Credit Card' button and a navigation bar with 'Previous' and 'Next' buttons.

4

Create Credit Card

The screenshot shows a progress bar at the top with two steps: 'Enter Amount' (completed, marked with a checkmark) and 'Select Source' (current step, marked with a '2'). The main heading is 'Create Credit Card'. Below the heading, there are two input fields: 'Card number' and 'MM / YY CVC'. A blue 'Add Credit Card' button is positioned below these fields. At the bottom of the form, there is a navigation bar with 'Previous' and 'Next' buttons.

5

Enter Credit Card Information

One Time Payment – Credit Card

The screenshot shows a web interface for selecting a payment source. At the top, there are two progress indicators: a checkmark in a circle labeled 'Enter Amount' and a blue circle with the number '2' labeled 'Select Source'. The main heading is 'Select Source'. Below it, there is a radio button selected next to 'Credit Card #4242', with a red 'Delete' button to its right. At the bottom of the main content area, there are two buttons: 'Previous' and 'More'. Below that, there is a button labeled 'Create Credit Card'. At the very bottom of the interface, there are two buttons: 'Previous' and 'Next'.

6

Click Credit Card

7

Click Next

One Time Payment – Credit Card

Progress: 1 Enter Amount (checked) | 2 Select Source (checked) | 3 Submit Payment (active) | 4 Conf

Submit Payment

Payment Amount (USD):	\$0.50
Convenience Fee (USD):	\$0.02
<hr/>	
Total (USD):	\$0.52

I, Amy, confirm that the payment information is correct and per the [Terms and Conditions](#) authorize ATGPay to debit the amount of \$0.52 (USD) from my account ending in #4242. Payments typically process in 1-2 business days.

Previous Submit

Agree to
Terms

8

One Time Payment – Credit Card

✓ Enter Amount ———— ✓ Select Source ———— ✓ Submit Payment ———— 4 Confirmation

Submit Payment

Your payment has been successfully processed.
Please retain the below information for your records

Payment Amount (USD):	\$0.50
Convenience Fee (USD):	\$0.02
<hr/>	
Total (USD):	\$0.52

Confirmation Code: ch_1HwyBFLMY1CO9hGBrug6nXaE

Done

Click Done

9

NOTE: A confirmation email will be sent to the registered email address.



Recurring Payments

Credit Cards

Recurring Payment – Credit Card

Click Next

1

Select Option

One Time Payment

A payment that processes just once.

[Next >](#)

Recurring Payment

A payment that processes on a set schedule.

[Next >](#)

Ledger

An overview of account transactions.

[Next >](#)

Register

Register another account.

[Next >](#)

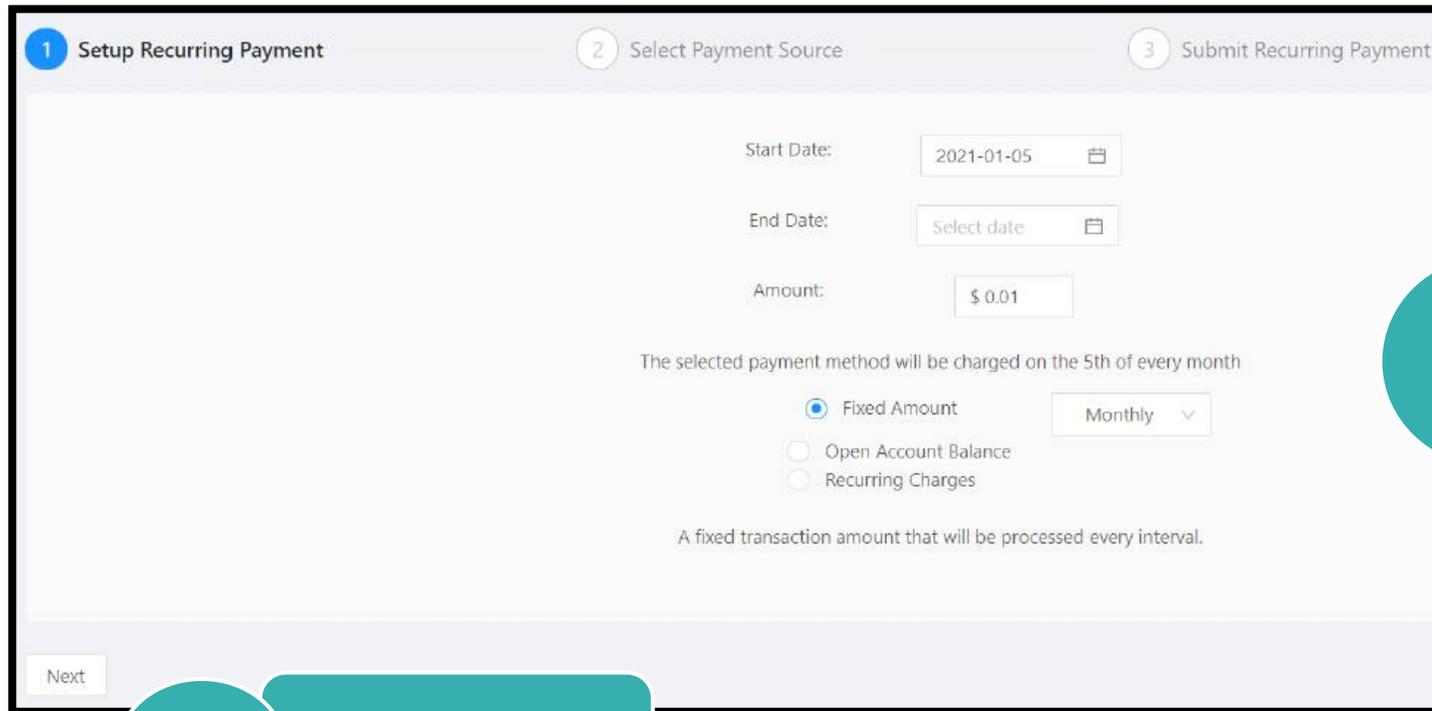
Got Questions? Reach us at payments@atgonline.com

Recurring Payment – Credit Card



2

Click
Create



3

Select Start Date
& Type

4

Click Next

Recurring Payment – Credit Card

✓ Setup Recurring Payment ————— 2 Select Payment Source

Select Source

Previous More

Create Credit Card

Previous Next

5 Click Create Credit Card

✓ Enter Amount ————— 2 Select Source

Create Credit Card

Card number MM / YY CVC

Add Credit Card

Previous Next

6 Enter Information & Add

Recurring Payment – Credit Card

✓ Enter Amount ————— 2 Select Source

Select Source

Credit Card #4242 Delete

Previous More

Create Credit Card

Previous Next

7 Select Credit Card

8 Click Next

Recurring Payment – Credit Card

✓ Setup Recurring Payment — Select Payment Source — **3 Submit Recurring Payment** — 4 Conf

Submit

Payment Start Date	Tue Jan 05 2021
Payment End Date	Indefinite
Payment Interval	Monthly
Next Payment Amount	\$150.00
Next Convenience Fee	\$5.25
<hr/>	
Next Total (USD):	\$155.25

I Amy Williams2 confirm that the payment information is correct and per the [Terms and Conditions](#) authorize ATGPay beginning Tue Jan 05 2021 07:34:33 GMT-0600 (Central Standard Time) and on a recurring basis to debit the amount based on the above information. **All recurring payments will be drafted on the 5th of the month.** Payments typically process in 1-2 business days.

Previous **Submit**

9

Click Submit

Recurring Payment – Credit Card

✓ Setup Recurring Payment ✓ Select Payment Source ✓ Submit Recurring Payment

Confirmation

Your recurring payment has been successfully processed.
Please retain the below information for your records

Payment Start Date	Tue Jan 05 2021
Payment End Date	Indefinite
Payment Interval	Monthly
Next Payment Amount	\$1.50
Next Convenience Fee	\$0.05
<hr/>	
Next Total (USD):	\$1.55
Confirmation Code:	sub_IYIbUr16DLDgjW

Done

10

Click Done



One Time Payments ***ACH (ECHECK)***

One Time Payment – ACH

Click
Next

1

Select Option

One Time Payment

A payment that processes just once.

[Next >](#)

Recurring Payment

A payment that processes on a set schedule.

[Next >](#)

Ledger

An overview of account transactions.

[Next >](#)

Register

Register another account.

[Next >](#)

Got Questions? Reach us at payments@atgonline.com

One Time Payment – ACH

ATG Pay Logout

1 Enter Amount 2 Select Source 3 Submit Payment 4 Confirmation

Account Details

Account:	2272030	Name:	Grant Wojciechowski
Balance:	\$-71.65	Payment (USD):	<input type="text" value="\$ 20.00"/>

3 Click Next

2 Enter Balance

One Time Payment – ACH

ATG Pay

Enter Amount 2 Select Source

Select Source

Card #4242 Delete

Previous More

Create Credit Card Create Bank Account

Previous Next

4

Select Create Bank Account

One Time Payment – ACH

Enter Amount 2 Select Source

Create Bank Account

* Name:

* Routing Number:

* Account Number:

* Confirm Account Number:

* Account Type:

Enter Required Information **5**

6 Click Add Bank Account

One Time Payment – ACH

The screenshot shows the ATG Pay interface for a one-time payment. At the top left is the ATG Pay logo. A progress bar at the top shows two steps: 'Enter Amount' (completed, marked with a checkmark) and 'Select Source' (current step, marked with a '2'). The main content area is titled 'Select Source' and contains two radio button options: 'Card #4242' and 'Bank #6789'. The 'Bank #6789' option is selected. Each option has a red 'Delete' button next to it. Below the options are 'Previous' and 'More' buttons. At the bottom of the main area are 'Create Credit Card' and 'Create Bank Account' buttons. At the very bottom of the interface are 'Previous' and 'Next' buttons. Two teal callout boxes with white text provide instructions: the first, labeled '7', says 'Select Bank Account' and points to the 'Bank #6789' option; the second, labeled '8', says 'Click Next' and points to the 'Next' button.

One Time Payment – ACH

✓ Enter Amount ——— ✓ Select Source ——— **3** Submit Payment ——— 4 Confirmation

Submit Payment

Payment Amount (USD):	\$20.00
Convenience Fee (USD):	\$3.65
Cash Discount (USD):	-\$0.70
<hr/>	
Total (USD):	\$22.95

I Grant confirm that the payment information is correct and per the [Terms and Conditions](#) authorize ATGPay to debit the amount of \$22.95 (USD) from my account ending in #6789. Payments typically process in 1-2 business days.

Previous **Submit**

Review/Agree to
Terms

9

10

Click
Submit

One Time Payment – ACH

✓ Enter Amount ✓ Select Source ✓ Submit Payment

Confirmation

Your payment has been successfully processed.
Please retain the below information for your records

Payment Amount (USD):	\$20.00
Convenience Fee (USD):	\$3.65
Cash Discount (USD):	-\$0.70
<hr/>	
Total (USD):	\$22.95
Confirmation Code:	py_11IFU5LMY1CO9hGBDaoZ6SsS

Done

11

Click
Done

NOTE: A confirmation email will be sent to the registered email address.



Recurring Payments

ACH (ECHECK)

Recurring Payment – ACH

Click
Next

1

Select Option

One Time Payment

A payment that processes just once.

[Next >](#)

Recurring Payment

A payment that processes on a set schedule.

[Next >](#)

Ledger

An overview of account transactions.

[Next >](#)

Register

Register another account.

[Next >](#)

Got Questions? Reach us at payments@atgonline.com

Recurring Payment – ACH

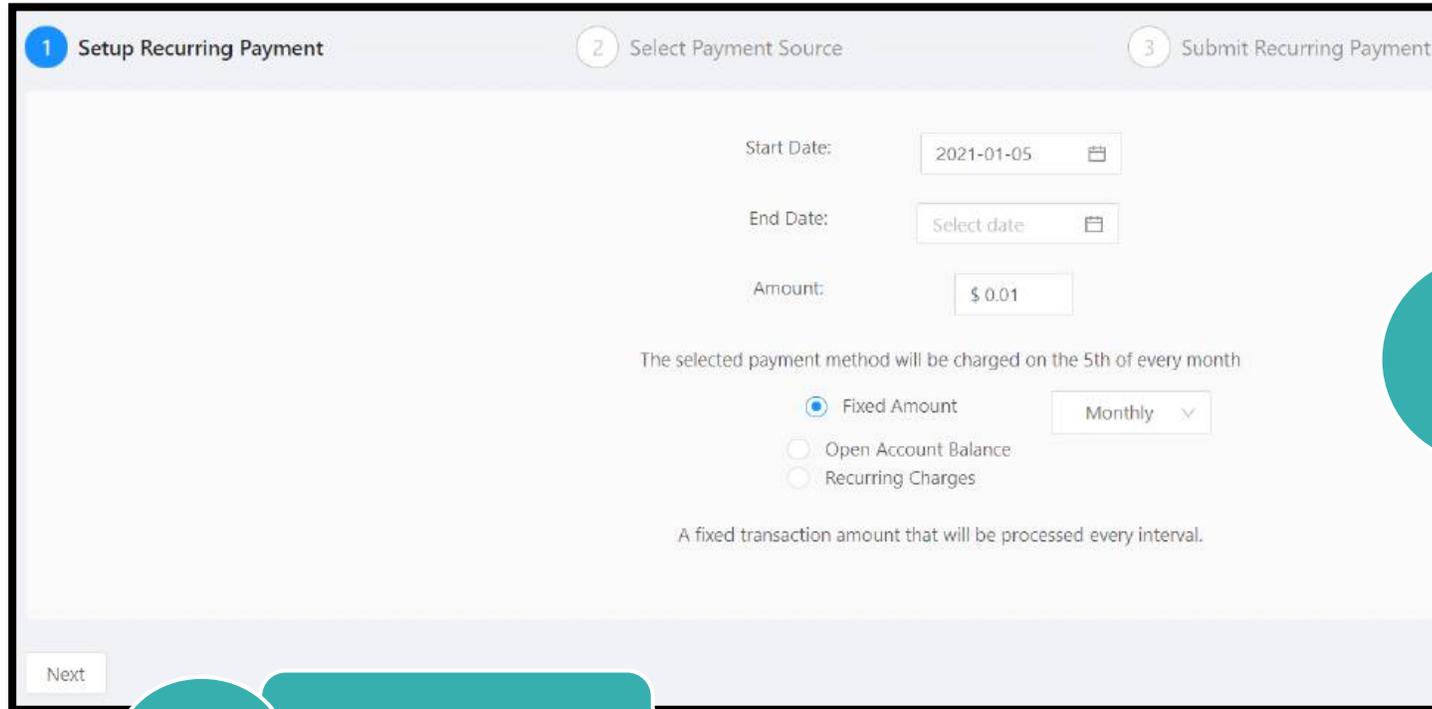


ATG Pay Logout

Recurring Payments Create

2

Click
Create



1 Setup Recurring Payment 2 Select Payment Source 3 Submit Recurring Payment

Start Date: 2021-01-05

End Date: Select date

Amount: \$ 0.01

The selected payment method will be charged on the 5th of every month

Fixed Amount Monthly

Open Account Balance

Recurring Charges

A fixed transaction amount that will be processed every interval.

Next

3

Select Start Date
& Type

4

Click Next

Recurring Payment – ACH

ATG Pay

Enter Amount 2 Select Source

Select Source

Card #4242 Delete

Previous More

Create Credit Card Create Bank Account

Previous Next

5 Select Create Bank Account

Recurring Payment – ACH

✓ Enter Amount 2 Select Source

Create Bank Account

Enter Required Information **6**

* Name:

* Routing Number:

* Account Number:

* Confirm Account Number:

* Account Type:

7 Click Add Bank Account

Recurring Payment – ACH

The screenshot shows the ATG Pay interface for selecting a payment source. At the top, the ATG Pay logo is on the left, and a progress bar shows 'Enter Amount' as step 1 (completed) and 'Select Source' as step 2 (current). The main heading is 'Select Source'. There are two radio button options: 'Card #4242' and 'Bank #6789'. The 'Bank #6789' option is selected. Each option has a red 'Delete' button next to it. Below the options are 'Previous' and 'More' buttons. At the bottom of the main content area are 'Create Credit Card' and 'Create Bank Account' buttons. At the very bottom of the interface are 'Previous' and 'Next' buttons. Two teal callout boxes with white text provide instructions: callout 8 points to the 'Bank #6789' option with the text 'Select Bank Account', and callout 9 points to the 'Next' button with the text 'Click Next'.

ATG Pay

Enter Amount 2 Select Source

Select Source

Card #4242 Delete

Bank #6789 Delete

Previous More

Create Credit Card Create Bank Account

Previous Next

8 Select Bank Account

9 Click Next

Recurring Payment – ACH

ATG Pay Logout

Setup Recurring Payment — Select Payment Source — **3 Submit Recurring Payment** — 4 Confirmation

Submit Recurring Payment

Payment Start Date	Wed May 05 2021
Payment End Date	Indefinite
Payment Interval	Monthly
Next Payment Amount	\$20.00
Next Convenience Fee	\$3.65
Cash Discount	-\$0.70
<hr/>	
Next Total (USD):	\$22.95

I Grant Wojciechowski confirm that the payment information is correct and per the [Terms and Conditions](#) authorize ATGPay beginning Wed May 05 2021 00:00:00 GMT-0500 (Central Daylight Time) and on a recurring basis to debit the amount based on the above information. **All recurring payments will be drafted on the 5th of the month.** Payments typically process in 1-2 business days.

Previous Submit

Review/Agree to
Terms

10

11

Click Submit

Recurring Payment – ACH

The screenshot shows the ATG Pay interface. At the top left is the ATG Pay logo, and at the top right is a 'Logout' link. Below the header is a progress bar with four steps: 'Setup Recurring Payment', 'Select Payment Source', 'Submit Recurring Payment', and '4 Confirmation'. The 'Confirmation' step is highlighted with a blue circle. The main content area is titled 'Confirmation' and contains the following text: 'Your recurring payment has been successfully processed. Please retain the below information for your records'. Below this is a table of payment details. At the bottom left of the page is a blue 'Done' button.

Payment Start Date	Wed May 05 2021
Payment End Date	Indefinite
Payment Interval	Monthly
Next Payment Amount	\$20.00
Next Convenience Fee	\$3.65
Cash Discount	-\$0.70
<hr/>	
Next Total (USD):	\$22.95
Confirmation Code:	sub_JO1wE6doP9PqL5

12

Click Done



Recurring Payments

Cancellations

Recurring Payment Cancellation

Click Next

1

Select Option

One Time Payment

A payment that processes just once.

[Next >](#)

Recurring Payment

A payment that processes on a set schedule.

[Next >](#)

Ledger

An overview of account transactions.

[Next >](#)

Register

Register another account.

[Next >](#)

Got Questions? Reach us at payments@atgonline.com

Recurring Payment Cancellation

Recurring Payments

Status	Start	End	Interval	Amount	Action
Active	Mon Jan 04 2021	Indefinite	Monthly	\$0.01	Cancel

< 1 > 10 / page v

2

Click Cancel

Recurring Payment Cancellation

Recurring Payments Create

Status	Start	End	Interval	Amount	Action
Inactive	Mon Jan 04 2021	Wed Dec 09 2020	Monthly	\$0.01	

< 1 > 10 / page v

NOTE: Status should now read as *Inactive*



Reviewing the Owner's Ledger

Reviewing Owner Ledger

Click Next

1

Select Option

One Time Payment

A payment that processes just once.

[Next >](#)

Recurring Payment

A payment that processes on a set schedule.

[Next >](#)

Ledger

An overview of account transactions.

[Next >](#)

Register

Register another account.

[Next >](#)

Got Questions? Reach us at payments@atgonline.com

Reviewing Owner Ledger

The screenshot shows an 'Owner Ledger' interface. At the top left, there is a callout 'A' pointing to the 'Account' field. At the top center, there is a callout 'B' pointing to the 'Last Payment Of' field. At the top right, there is a callout 'C' pointing to the 'Received On' field. A 'Back' button is located in the top right corner. The ledger table shows a list of transactions with columns for year, month, and balance.

Year	Month	Balance
2021	+ APRIL	BALANCE \$725
2020	+ OCTOBER	BALANCE \$925
	+ SEPTEMBER	BALANCE \$787.5
	+ JULY	BALANCE \$412.5
	+ JUNE	BALANCE \$375

- A. Owner account number tied to the homeowners association
- B. Amount of last payment
- C. Date the last payment was credited

Reviewing Owner Ledger

Ledger Back

Account: 9999-146987-1 Last Payment Of: \$ 100 Received On: 4/26/2021

2021 B BALANCE \$725

APRIL A

Date	Type	Reference	Comments	Amount	Balance
4/26/2021	Member Assessments - Village 2020			\$-100	\$725

2020 BALANCE \$825

OCTOBER C

Date	Type	Reference	Comments	Amount	Balance
10/12/2020	Member Assessments - Village (Delinquent Fee) 2020			\$37.5	\$825

- A. Expand/Collapse: Review or hide activity by Year/Month**
- B. Balance: Current owner balance**
- C. Detail: Association Billing and Payment Details**



Registering Multiple Accounts

Registering Multiple Accounts

Select Option

One Time Payment

A payment that processes just once.

[Next >](#)

Recurring Payment

A payment that processes on a set schedule.

[Next >](#)

Ledger

An overview of account transactions.

[Next >](#)

Register

Register another account.

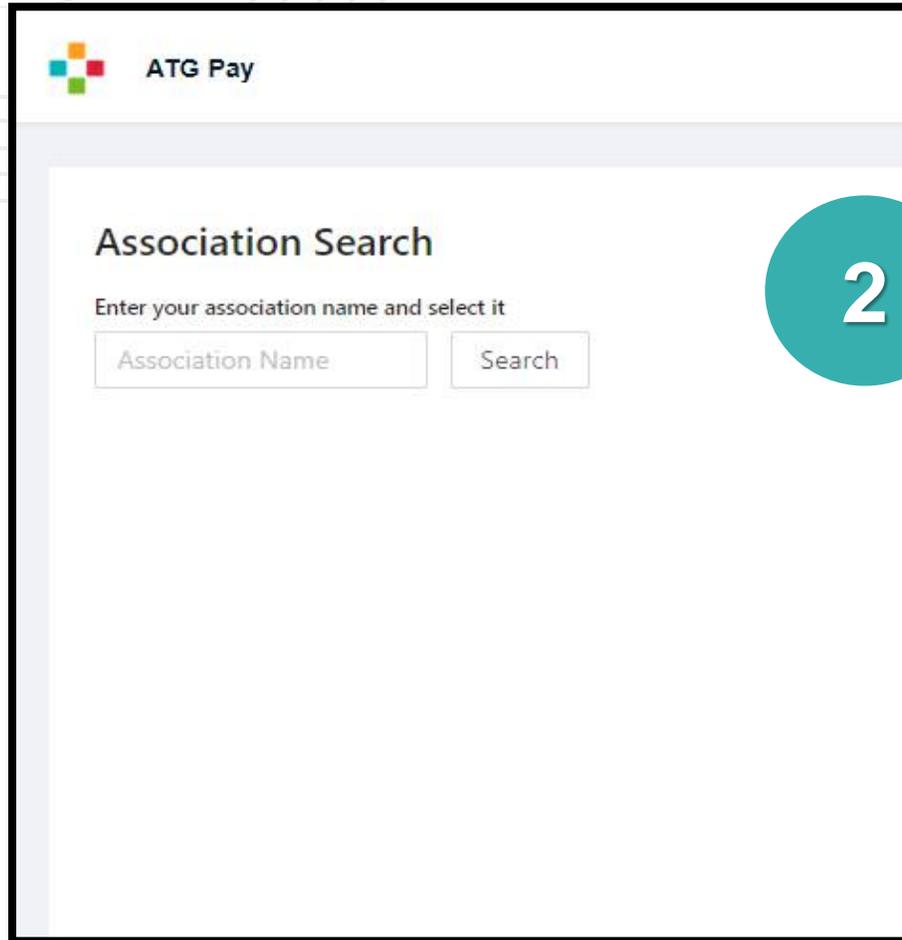
[Next >](#)

Got Questions? Reach us at payments@atgonline.com

Click Next

1

Registering Multiple Accounts



The screenshot shows the ATG Pay web interface. At the top left is the ATG Pay logo, consisting of a 2x2 grid of colored squares (orange, red, green, blue) followed by the text "ATG Pay". Below the logo is the heading "Association Search". Underneath the heading is the instruction "Enter your association name and select it". There are two input fields: a text box labeled "Association Name" and a button labeled "Search".

2

Enter
Association
Name

Registering Multiple Accounts

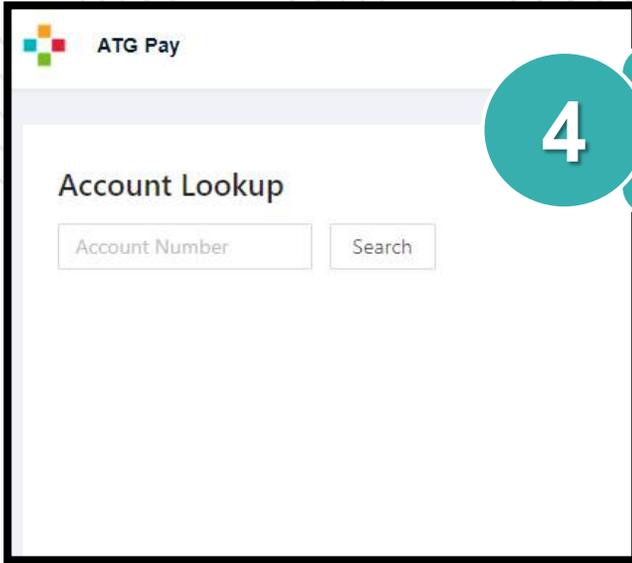
Association Search

Enter your association name and select it

A New Account Test	<input type="button" value="Select"/>
A New Account Test	<input type="button" value="Select"/>
A New Account Test	<input type="button" value="Select"/>
A New Account Test	<input type="button" value="Select"/>
A New Account Test	<input type="button" value="Select"/>
A New Account Test	<input type="button" value="Select"/>
A New Account Test	<input type="button" value="Select"/>
A New Account Test 2	<input type="button" value="Select"/>
A New Account Test 2	<input type="button" value="Select"/>
Test	<input type="button" value="Select"/>

Select Association 3

Registering Multiple Accounts



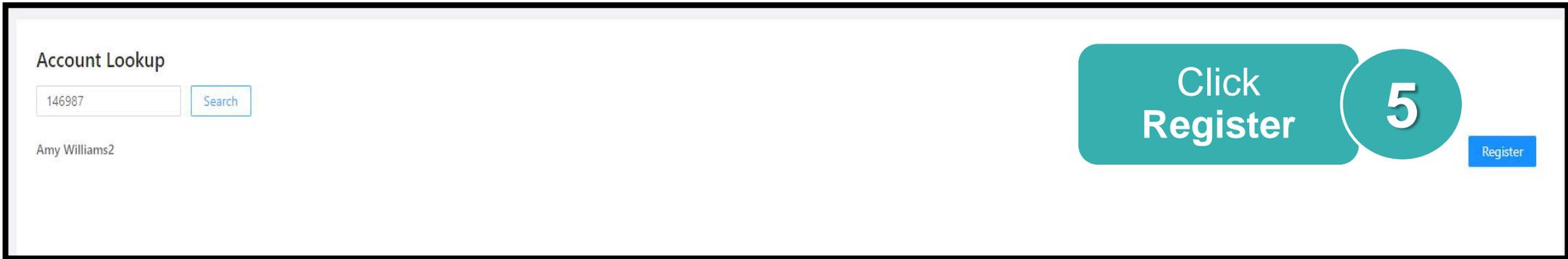
ATG Pay

Account Lookup

Account Number Search

4 Enter Account ID

Notes:
This will be your homeowner association account number assigned to the property.



Account Lookup

146987

Amy Williams2

Click Register **5**

Registering Multiple Accounts

Select Option

Select Account#

One Time Payment

A payment that processes just once.

Next >

Recurring Payment

A payment that processes on a set schedule.

Next >

Register

146972

146981

146981

177003

Notes: You will need to register a payment method with each individual account listed in the drop-down menu



ATG Pay Support

ATG Pay Support

ATG Pay provides a support team in the case there are any complications with the owner and Branch experience. Below are examples of common support requests;

- Naming or information update to owner profile
- Change of email address registered to the ATG Pay Portal
- Unable to register, Association not available
- Unable to identify association name and homeowner association account id
- Troubleshooting payment errors

All request are tracked and completed via a ticketing system at Payments@atgonline.com.