

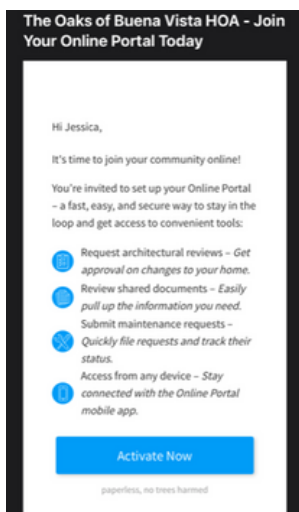
HOW TO USE APPFOLIO

To use AppFolio, you must first email hoaoaksofbuenavista@gmail.com to gain access to your account. Once a Board member has registered your account, follow the instructions below.



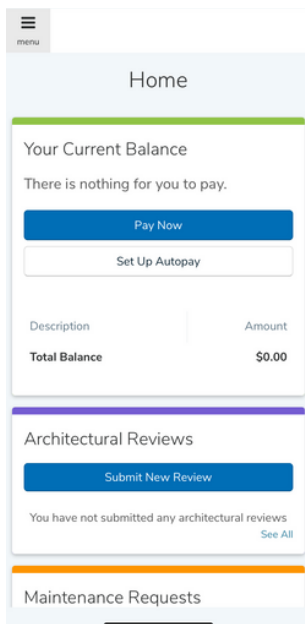
1

Download the AppFolio app via the Apple App Store or Google Play Store. The app is named "Online Portal by AppFolio."



2

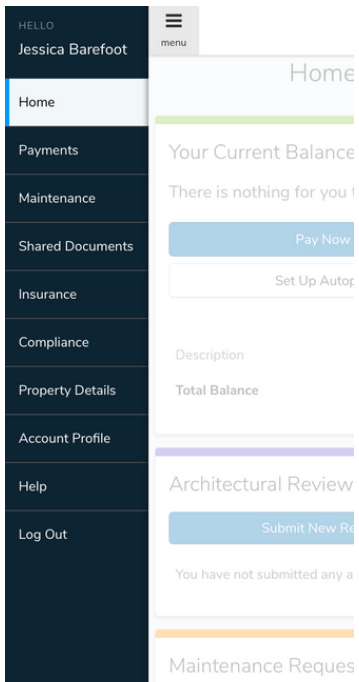
After a HOA Board member has registered your account, you will receive an email to "Activate Now". Click the button to begin.



3

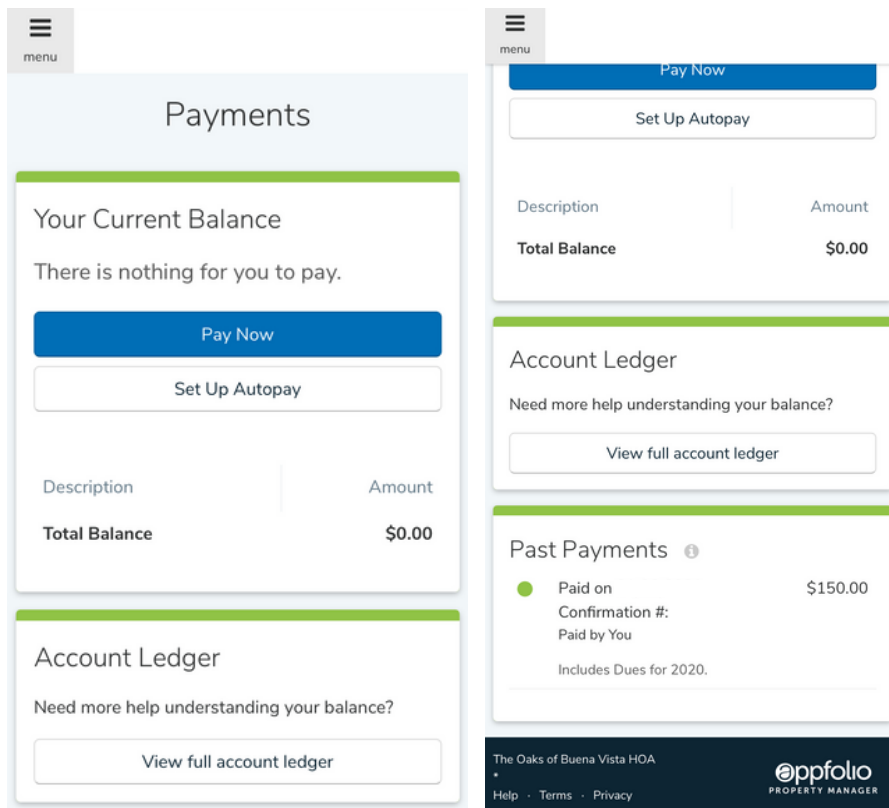
Once you enter your email and create a password, you will now have access to AppFolio. You should see a screen similar to this.

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4

Click the Menu button in the top left corner and click Payments.



5

Your current balance will show on the Payment screen. Here you will have the ability to add bank or credit card information to process your payment. Click Pay Now and authorize AppFolio to pay the selected amount for your HOA dues. You can also view Past Payments made through the AppFolio app.