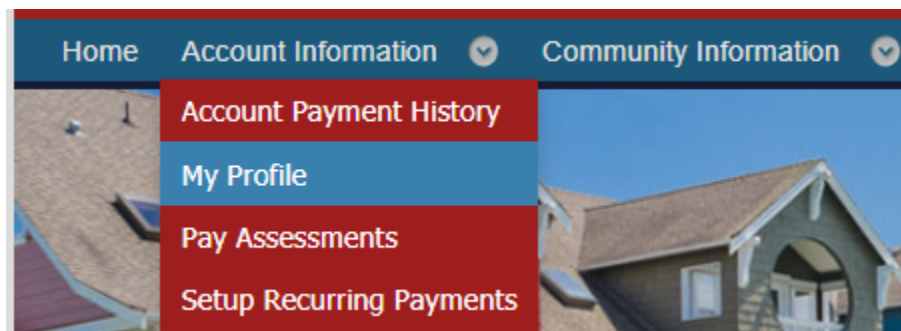


## Adding and Paying for Multiple Accounts with Omega Association Management

If you have more than one property managed by Omega Association Management, or you have to pay dues to both a master and sub-association that we manage, you will have to have the accounts in question attached to your login. Payments must be made separately to each individual account. It is important that master or sub dues are paid to the correct account. The payments must be made separately when paying online. Below are instructions on how to add accounts to your login, and switch between them to make payments, or access information only available on a particular Community's webpage.

1. When logged into the website, go to the **Account Information** tab, and choose **My Profile**.



2. Scroll to the bottom of the page, where it will show the account number and address of the account you are currently viewing. Click the **Register an Additional Property** button as shown below.

Property Information - Click below on the Account Number of the property that you wish to make a payment for or to view information

Default	Account	Address	Unit
<input type="radio"/>	999KW227	227 Kings Way	

3. When the **Register Property** box pops up, enter in the required information. Enter in the account number of the new account you are adding to your existing website login info. For the address, put in your MAILING address. Only enter the property address of the property you are registering IF that is where you receive mail. The mailing address is used for confirmation purposes by your bank when paying online, this WILL NOT change the mailing address we have in our system. Any field marked with a red asterisk requires the field to have data entered into it, before you can hit **Submit**.

Register property

Additional property information

Complete the following information to register an additional property to your existing profile. You will be able to use the same login for all of your properties.

Account information

Account:\* 999QC148

Address

Street Number:\* 227

Street Address:\* Kings Way

Address Line 2:

City:\* Raleigh

State:\* North Carolina

Zip:\* 27606

Unit No:

Submit

Cancel

4. After you hit **Submit**, Omega Management will approve the registration during our normal working hours of 9AM-5PM M-Th, or 8AM-12PM Friday. You WILL NOT receive an e-mail notifying you of the registration approval as with your original website registration. The additional website registration should be approved within one business day. To check, go back to the **My Profile** page from step one, scroll to the bottom of the page, and see if the new registration shows up. If it shows, to switch between accounts, click on the **Switch Account** button to the far right of the account. If an account DOES NOT show the **Switch Account** button, this is because that is the account you are currently viewing.

Property Information - Click below on the Account Number of the property that you wish to make a payment for or to view information

Default	Account	Address	Unit
<input type="radio"/>	999KW227	227 Kings Way	
<input type="radio"/>	999QC148	148 Queens Court	<div>Click here to switch to this account <div>Switch Account</div></div>

Submit

Register an Additional Property