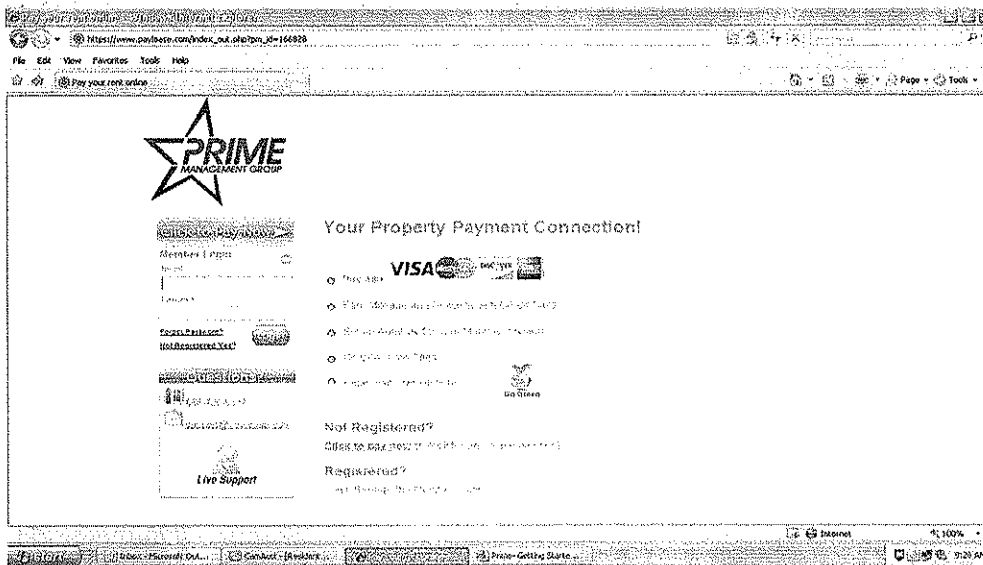




Credit Card payment

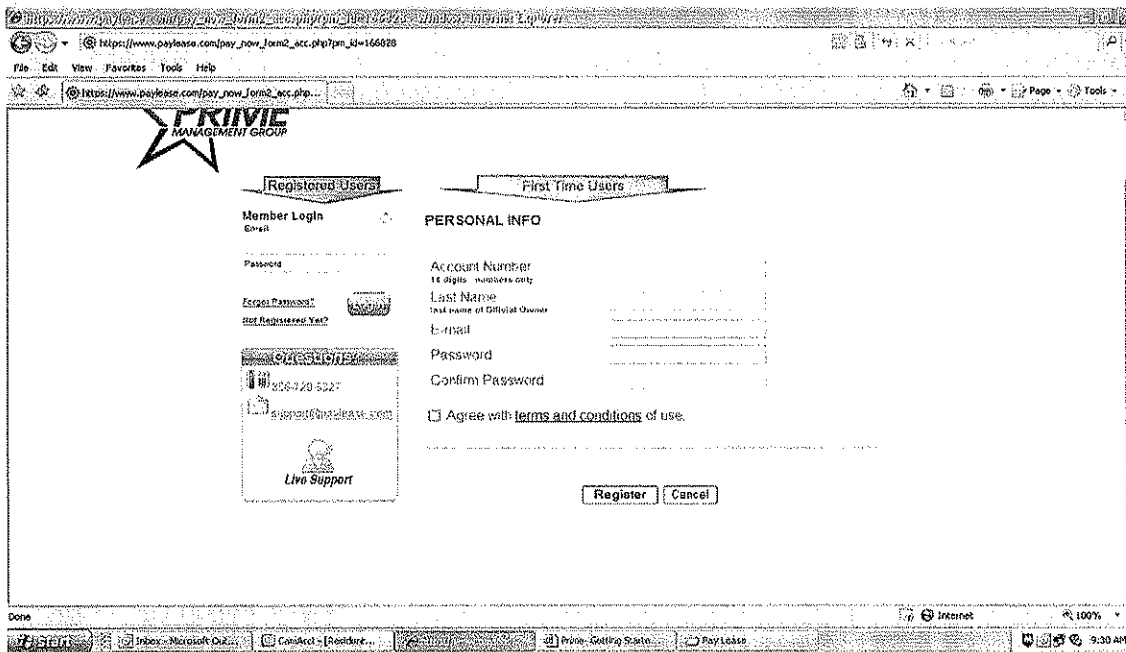
Getting Started

1. Visit www.primemg.com and select "Pay Association Fees" in the left hand corner.
2. Select "Pay by Credit Card".
3. You will arrive at the log in screen supported by PayLease.



Logging in

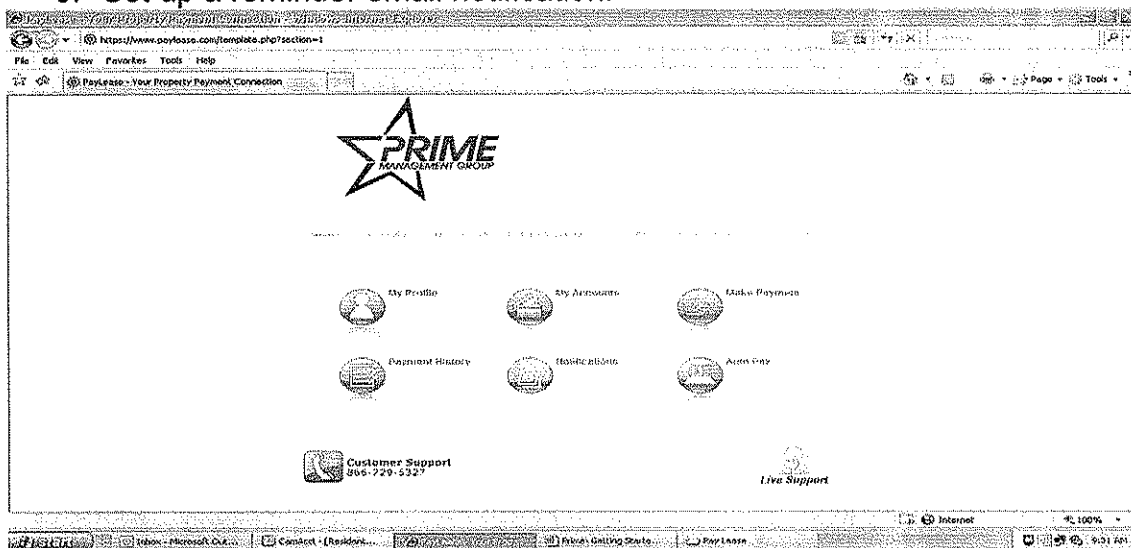
1. *First time* users must register by selecting "Not Registered" or "Click to Pay Now". A valid email address, 14-digit homeowners account number, and last name of official owner is required.
2. *Returning* users simply enter in the email address and password to get started. Or select "Pay Now" and complete the members' login.



Home Page

Within the home page you are able to:

1. Update your user information by selecting "My Profile".
2. Set up a credit card for future payments by selecting "My Accounts".
3. Make a One-time Payment.
4. Schedule a Recurring Payment.
5. View your payment History.
6. Set up a reminder email notification.



Make a One-time Payment

1. Select "Make a One-time Payment" from the home page.
2. Select the type of payment and the payment amount you would like to charge to your credit card.
3. Review and select "Continue".
4. Select the type of credit card you wish to pay with.
5. Enter in the required card holder's information, Review, and select "Continue".
6. Review your transaction and select "Submit Payment".
7. A receipt will be displayed and an email will be forwarded to the email address listed in your profile.

The image displays two screenshots of the Prime Management Group website's payment interface. Both screenshots feature the Prime Management Group logo at the top center.

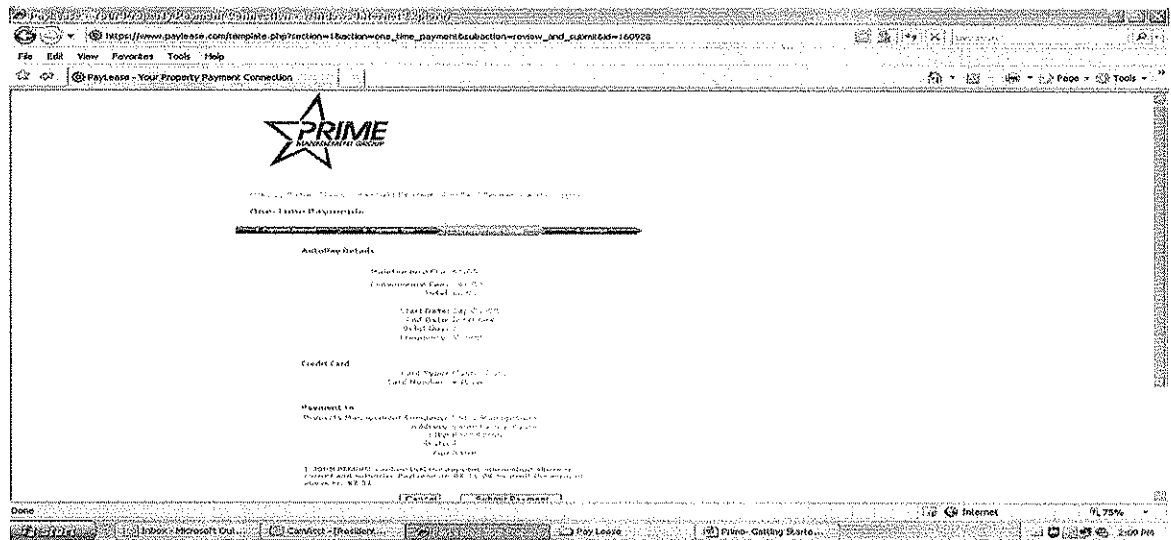
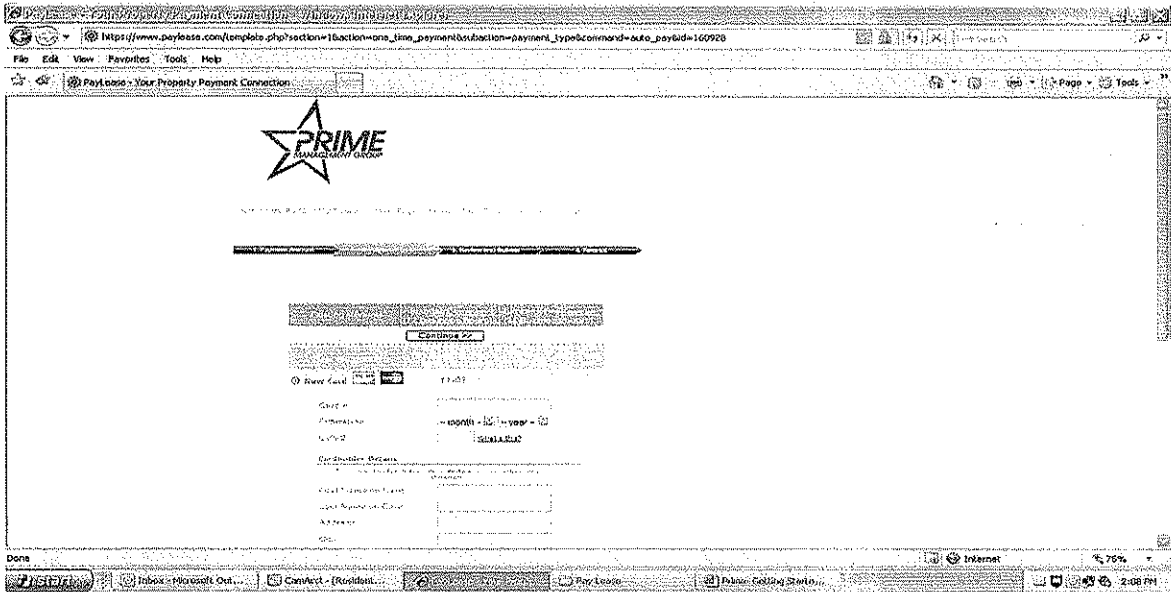
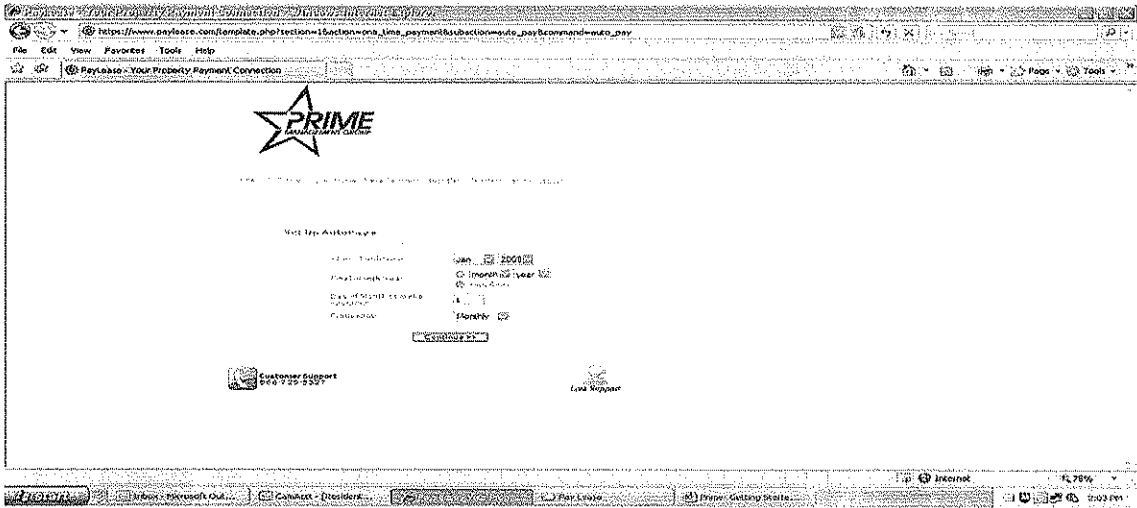
The top screenshot shows the "One-time Payments" section with a "Continue >>>" button. Below the button, there is a "Customer Support" section with the phone number 866-729-5327 and a "Live Support" icon.

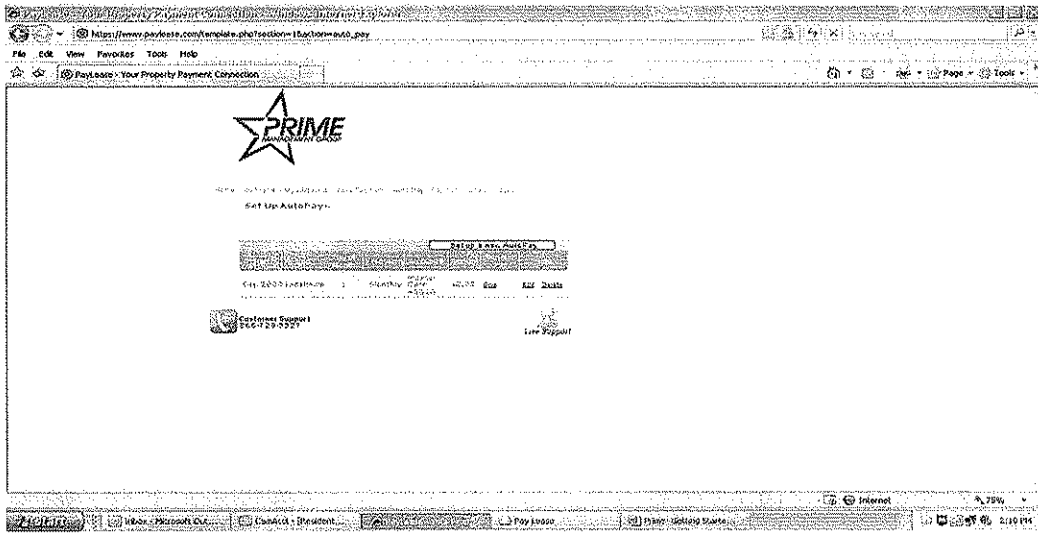
The bottom screenshot shows the "One-time Payments" section with a "Payment Amount" field and a "Make Card" selection option. The "Make Card" option is selected, and the amount is \$2.00. Below this, there are fields for "Card No.", "Exp. Date", and "Cardholder Name".

Schedule a recurring payment

1. From the home page select "Schedule a Recurring Payment".
2. Select the type of payment and the payment amount you would like to charge to your credit card.
3. Review and select "Continue".
4. Select the month you would like your recurring payment to begin in.
5. Determine the "End Date". If you would like the payment to be made indefinitely select "Indefinite".
6. Select the day of the month you would like your payment to be made.
7. Choose the frequency of your payment i.e. monthly or quarterly.
8. Select the type of credit card you wish to pay with.
9. Enter in the required card holder's information, review and select "Continue".
8. Review your transaction and select "Submit Payment."
10. A receipt will be displayed and an email will be forwarded to the email address listed in your profile.

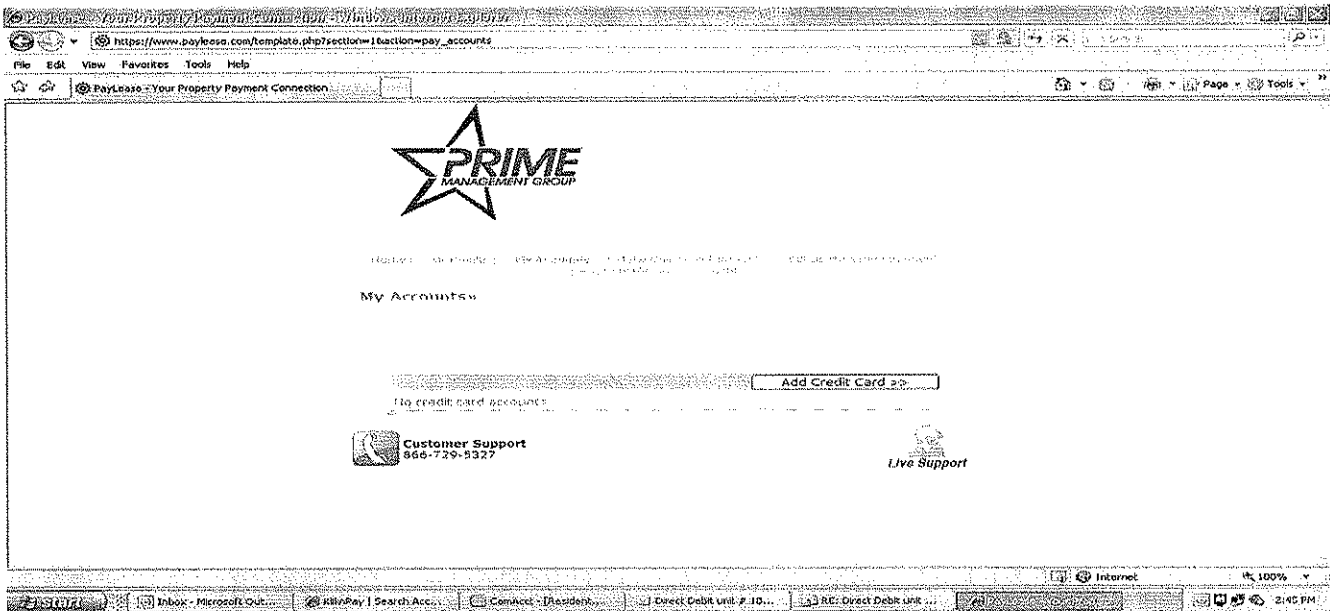
The image displays two screenshots of the PayLease website's 'Set Up AutoPay' interface. The top screenshot shows the initial setup screen with the PRIME MANAGEMENT GROUP logo, a 'Get Up AutoPay' heading, and a 'Get up a new AutoPay' button. Below this, there are links for 'Customer Support 866-729-5227' and 'Live Support'. The bottom screenshot shows a more detailed form for setting up the recurring payment. It includes fields for 'DEBIT/SAVE FOR', 'PAY FREQUENCY' (with radio buttons for 'month' and 'year'), 'PAY DATE' (with radio buttons for 'month' and 'year'), 'PAY AMOUNT', 'PAY DATE', and 'PAY DATE'. A 'Continue >>' button is located at the bottom of the form. The browser's address bar in both screenshots shows the URL: https://www.paylease.com/template.php?section=1&action=one_line_payment&action=auto_pay&command=auto_pay.

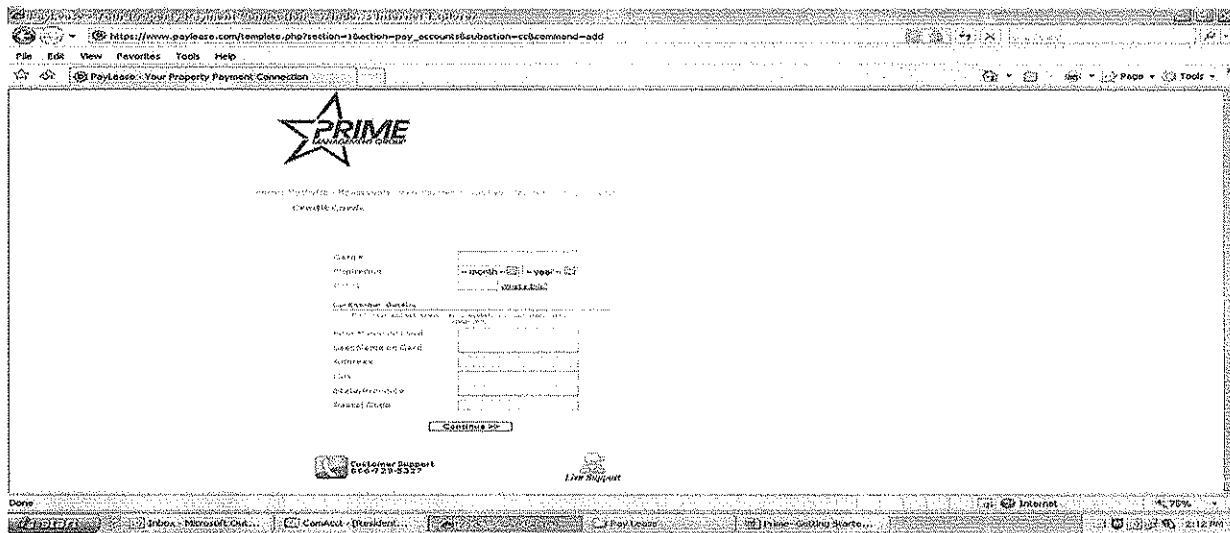




Storing credit card information for future payments

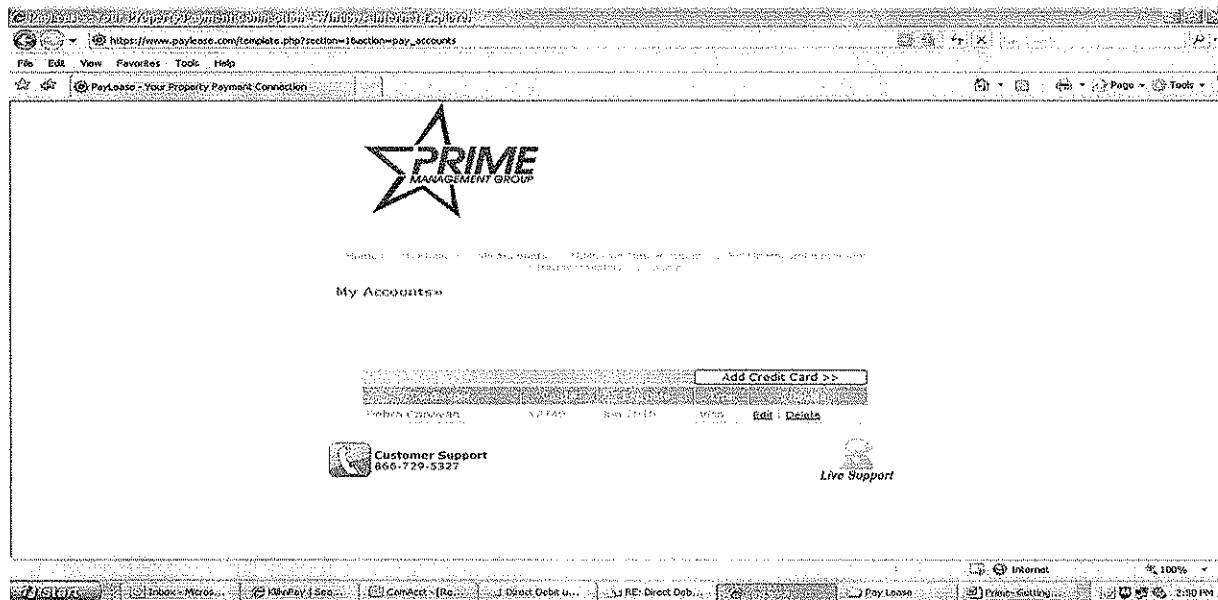
1. From the home page select "My Account".
2. Select "Add Credit Card".
3. Enter in the required card holder's information.
4. Review and select "Continue".





Edit and/or Delete my credit card information

1. From the home page select "My Accounts".
2. To edit your card information, choose "Edit".
3. To delete your card information, choose "Delete".



****For customer care or technical support, please contact the customer service department for PayLease by dialing 1-866-729-5327.**