



Stillwater Community Management  
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**RE: Mutual of Omaha Online Account Setup and Payment Instructions**

Mutual of Omaha – Community Association Bank has an online tool that allows you to pay your HOA dues with a Debit or Credit card. Use the following steps to make a payment.

Step one. Visit [www.mutualofomahabank.com](http://www.mutualofomahabank.com). Select “Make a Payment” in the center of the screen. Select “Pay HOA Assessments” option. This selection should be pre-selected. Hit “GO”. You will be taken to a screen with payment options.

**Registration**

The first time you use the application you will want to use the **Click [here](#) to register for Scheduled Card Payments, One-Time Card Payments and Transaction History** option. This will allow you to make future payments without entering all of your information again.

Enter your information. Items marked with \* are required. Enter property information. Property type is “Association”. Property is the address of the home you are paying dues for. Create a password. Select Save or Next on the bottom of the screen.

You will see 4 options, select Step 2: Property/Properties. Then New Property. Enter required information. You will need your account number from your coupons to complete this step.

Account number looks like this: **2302 00SHA0 0000000003528**

**Management Company ID** is the first 4 digits of account number, 2302

**Association ID** is the middle three letters plus a leading or trailing zero: SHA0

**Account Number** is the 1 to 5 digit number under “Account Number” on your coupon.

Number 1 **Account Number** 3528 Customer Name Alfred Williams Due Date 01/01/2017 Amount Due \$140.00  
 113 Eighth Ave Late Date 01/06/2017 Late Amount \$165.00  
 Make check payable to: 3. Your account number is at the top of the coupon. It is a one to five digit number.  
 REMIT TO: Stillwater Homeowners Association  
 C/O Stillwater Community Management  
 P.O. Box 29141  
 Phoenix AZ 85038  
**2302 00SHA0 0000000003528 ALFREDWILLIAMS 012345 5**  
 1. Management Company ID is always 2302  
 2. Association ID is now three letter code PLUS a leading or trailing zero. In the above case it is SHA0. **000SHA** would be OSHA.

If you do not have a coupon book, please contact your community manager to get this information.

