



# *The Woodlands*

## *Property Owners Association*

### Woodlands POA Mutual of Omaha “Step by Step” Process to Set-up Online Profile

Please remember to update your banks “Bill Pay” with the following address: **Woodlands Property Owners Association, P.O. Box 98067, Phoenix, AZ 85038**, and be sure to include the following information in that appropriate field that applies: **3149** (Mgmt. ID), **WDL** (Assoc. ID), **Your Lot #**.

To pay by eCheck (which is essentially an ACH) through Mutual of Omaha, please follow the following steps:

- Go to <http://mutualofomahabank.com/community-associations/make-a-payment>
- Then you will need to then register/create an account
- After registering, you **do not** need to click on “My Profile” – Step 1, because you just entered all this information during the initial registration.
- Next you will need to click on “Manage Property/Properties” - Step 2, then it will bring you to the next screen where you will need to click the box “New Property”. Then, it will bring to the next screen where you will have a drop down box with a black down arrow. Click on the black down arrow and select “Association”. Next fill in your property’s municipal address (i.e. 500 Sweet Bay Drive **\*Please contact us if you do not know it**). Next fill the property zip “70448”. Next fill in the Management Company ID, which is “3149”. Then, fill in the Association ID with “WDL”. Then, fill in your Property Account # (This is your Lot #. **\*Please contact us if you do not know it**). Then, check the box that says “**I confirm the management company, association name and property account number are correct**”. Lastly, click the orange box “Save”. **Repeat this step if you have multiple properties.**
- Now it brings you back to the screen with Step 1 to Step 4. Next click on “Manage Payment Accounts” - Step 3” and it will bring you to a screen where you will need to click the box “New Account”. Then, it will bring you to the next screen where you will need to enter your personal banking information. Once you have entered your personal banking information you will need to click the box “Save” at the end/bottom of that screen.
- Now it brings you back the screen with Step 1 to Step 4. Next click on “Scheduled Payment(s)” – Step 4. Choose make a “scheduled payment(s)”, the will see a drop down box under “Property” and you will need to click on the black down arrow and select your property. Then, you will see a drop down box under “Account” and you will need to click on the black arrow and select your account. Next you will see a field to enter the “Payment Amount”, here you will enter the full or quarterly amount on your invoice. Lastly, click the orange box “Continue”.
- Once the scheduled/reoccurring payment is complete you can print that schedule out, and we would appreciate obtaining a copy to have on file. Please email to [info@pelicanmanagement.org](mailto:info@pelicanmanagement.org), fax to 1-225-286-7546, or mail to PO Box 87234, Baton Rouge, LA 70879.

If you have any problems or questions you can call Mutual of Omaha at 866-800-4656, or Pelican Association Management at 225.286.7546.