



PAY YOUR MONTHLY ASSESSMENT ONLINE

PLEASE USE A PC WHEN MAKING A PAYMENT, OUR ONLINE PAYMENT SYSTEM WILL NOT WORK WHEN USING A TABLET OR SMART PHONE.

1. Open your web browser.
2. Type www.miamimanagement.com
3. Click on the green button on the right-hand side that says **“PAY ONLINE”**
4. This will redirect you to a log in page that asks you for your user name and password, since it is your first time paying online, please look at the bottom of the page and click on where it says **“SIGN UP”** then, you will be able to create your user name and password.
5. Please input your account number as it shows in the example to your right hand side INCLUDING the –CU (please use capital CU)
6. Please insert your billing name ***EXACTLY*** as it appears on your bill or on your coupon book. (If a letter is capitalized on your bill or coupon book it needs to be capitalized when signing up as well.)
7. This will then take you to a page where you will be able to pick your username and password. Continue filling out all the boxed required by the website. If you have any questions or concerns you can always refer to the examples located on the right of the page.
8. The pin number is any combination of numbers you desire.
9. When you are done filling this out it will take you to your welcome page.
10. If you are paying with a check/bank account: Click on the image of the pencil with the check and input your banking information such as the routing number and account number and save this method of payment.
11. If you are paying with a credit card: Click on the image of the credit card and input your credit card information and save this method of payment.
12. Click on the image of the clock or Pay Online.
13. Select what you want to pay.
14. Select the nickname you picked while entering either your credit card or banking account information in the drop box that stated **“payment method”**
15. Read all the terms and condition as a service fee will be charged and click on the check box to agree.
16. Click **“make payment”** at the bottom of the page.
17. Congratulations, your payment should go through.
18. If you have any issues or concerns, please feel free to contact us at 305-378-0130 EXT. 700 for customer service.
19. Verify your credit card / banking information is correct when getting an error message. A lot of the times the errors received are due to incorrect credit card/banking information being input into the system.