Credit Card Payments

- 1. You will need your account number and password in order to make your payment by credit card. If you do not have this information, please contact the management office at 702-361-6640 or email information@olympiacompanies.com
- 2. Log into to your account through the Association website: www.southernhighlandshoa.com
- 3. Click on the "MY ACCOUNT" in the upper right-hand corner.
- 4. Enter your account number and password received from the management office and click on the blue arrow on the bottom left of the screen.
- 5. Click on the credit card symbol.
- 6. You will be directed to the Alliance Association Bank website.
- 7. You will need to confirm the following information to process your credit card payment:

Management Company ID = 1939 Association ID = SHD Property Account Number Email Address

- 8. Click Search and complete the requested information.
- 9. You will receive a confirmation email once completed.
- ***Please note, if the assessment account is in lien status for delinquent assessments, you will be unable to access the account online until the balance has been paid in full and the lien has been released from the property.
- *** Please note, payments may take up to 5 business days to process and post to your account. It is recommended payments are made no later than the 20th of the month.
- ***Alliance Association Bank will charge processing fees per transaction.