

ACH Payments

1. You will need your account number and password in order to set up ACH services. 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 link “NEW AAB Set-up” located on the left side of your account’s homepage.
6. Provide banking information as directed.
7. Agree to the terms and conditions of use by checking the required box under the checking account information, and then click the Proceed button.
8. Alliance Bank will send to you a confirmation email. Make sure you click the link provide before moving forward. Note: You only have 24-hours to confirm.
9. To complete the enrollment, you will need to re-login with your email address and new Alliance Bank password you created.
10. Select “Add a Property” and nickname the account with something that will indicate which property the account is associated (example: “SHCA”).
11. You will need the following information to complete the Automatic Clearing House (ACH) enrollment:

Management Company ID = 1939

Association ID = SHD

Property Account Number = *This information is outlined on your payment coupon.*

Payment Date: *Select you date of debit* **Note: A payment date of no later than the 20th is suggested to allow processing time. Amount Due: \$62.00 (starting January 1, 2020)

11. Please make sure the recurring field is marked as “monthly”
12. Click “Proceed/Process” to confirm the payment
13. Click “authorize payment” on the confirmation page
14. You will receive a confirmation email

***Each month, you should receive a confirmation email from Alliance Bank for that month’s payment. If you do not receive a monthly confirmation, please access your account for payment verification.

***If there are any changes to your banking account or monthly assessment, it is your responsibility to update information through Alliance Bank’s website.

*** 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.

ACH Payments for Multiple Properties and/or Associations

1. For each additional property and/or Association you will need your account number, Management ID number and Association ID and password in order to set up ACH services. 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 Alliance Association Bank Website: <https://onlinepay.allianceassociationbank.com/home.aspx>
3. Click on Login icon at the bottom of the screen.
4. Enter your email address and password you created confirmed with Alliance Bank.
5. Click “Add a Property” from the Member Dashboard screen and enter the information provided from the management company.
6. You will need to provide nicknames for each account. Make sure you name each account so you will remember which property the account is associated.
7. You will not be required to enter your banking information again. **If you wish to pay from a different bank account than originally established, you will need to create new account with a new email address. For further assistance please contact Alliance Association Bank directly at 1-844-739-2331.
8. Once complete you will receive a confirmation screen.

***Each month, you should receive a confirmation email from Alliance Bank for that month’s payment. If you do not receive a monthly confirmation, please access your account for payment verification.

***If there are any changes to your banking account or monthly assessment, it is your responsibility to update information through Alliance Bank’s website.

*** 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.