

VCHECK PAYMENT INSTRUCTIONS (NOT for HOA Payments)

The following instructions are **ONLY** to be used for making payments for On Call Management, LLC and **NOT** any association we manage. Please follow these instructions and forward the e-mail confirmation to the interested party within our office. Should you have any questions, you may e-mail office@oncallmgmt.com

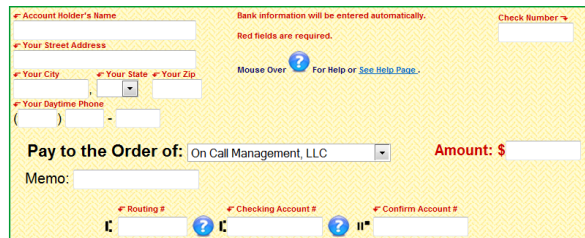
1. Visit our website: www.oncallmgmt.com

2. Select the  Tab on the Home ribbon in our webpage

3. From this drop down menu select 

4. Click the “PAY OCM Via VCheck Here” 

5. Select “On Call Management, LLC” as the “Payee”



The screenshot shows a payment form with the following fields and options:

- Account holder's Name:
- Your Street Address:
- Your City:
- Your State:
- Your Zip:
- Your Daytime Phone:
- Pay to the Order of:
- Amount: \$
- Memo:
- Routing #:
- Checking Account #:
- Confirm Account #:

Additional text on the form includes: "Bank information will be entered automatically.", "Check Number → ", "Red fields are required.", "Mouse Over ? For Help or See Help Page.", and "i" icons with question marks for help.

6. Enter your bank & personal information to complete the process

7. Remember to forward the e-mail receipt to the corresponding party within our office, to ensure confirmation of payment for respective matter.

THANK YOU!