



Instructions for VEHOA Homeowners Dues Billing System

Thank you for reading these instructions. We have tried very hard to find a system that is easy to use and gives you the flexibility of how to pay your dues. We have a reliable system in **2Checkout.com**.

By reading this document you will learn how to pay your Valle Escondido Homeowners Association (VEHOA) Homeowners dues. Prior to 2009 we used the developer's billing system, the 2Checkout system belongs to the homeowners and all money collected goes directly to the VEHOA.

You may still receive bills from Mindy Batti for items such as your country club dues, maid service, gardening service, electricity and other services you may purchase directly from Lecheria or El Dorado International Holdings. Please continue to pay these as usual – the VEHOA system does not replace that one. Our system will only bill you for Homeowners dues and or assessments.

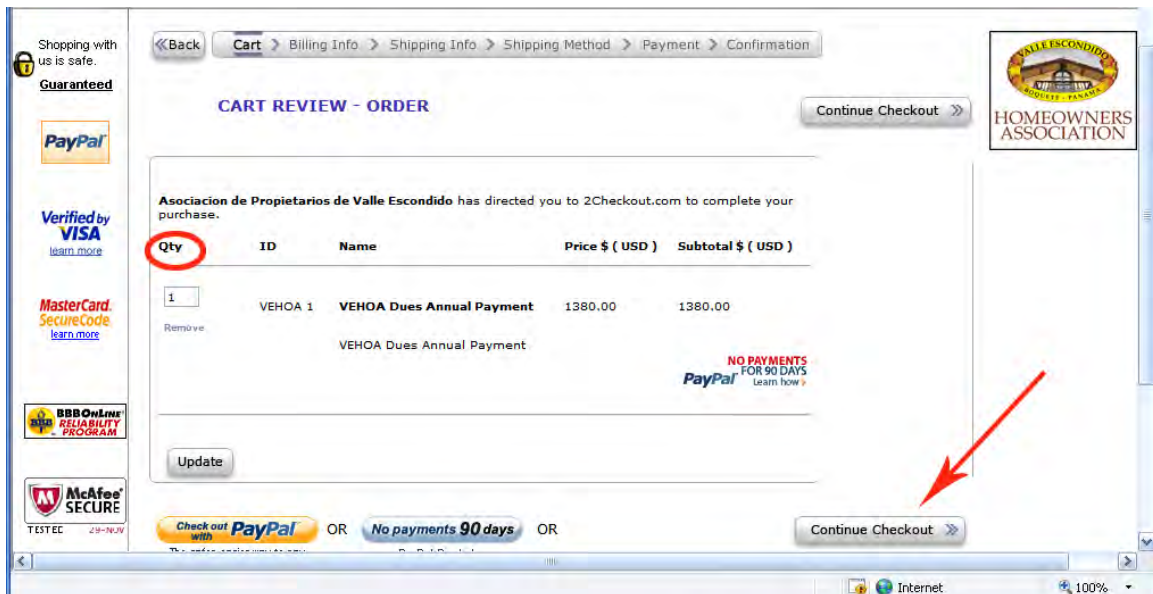
Let us begin!

1. On or about December 30, 2009 you will receive an email directly from vehoasc@gmail.com with your 2010 Homeowners Dues invoice. If you have not already done so please "white list" this address or add it to your address book so that your system will not send it to your Junk/Spam file.
2. In the email you will be directed to www.vehoa.com to give you more information on how you can pay your Homeowners Dues. Please visit the website now and let us know if you have any questions.
3. **We highly encourage everyone to pay by check, direct deposit or wire transfer to be sure the Association pays the least amount of processing fees.** If you choose to pay by credit card we are paying half of the processing fee and only adding a \$30.00 handling fee to the amount you owe.
4. If paying by credit card, we are using the internationally well known company, 2Checkout, for our credit card processing. None of the credit card information entered will be accessible by VEHOA. Only your name and email address will be shared with VEHOA for identification purposes. 2Checkout offers a completely secure method of payment.
5. **It is important to use the email address you have on file with VEHOA so that we can match your payment to your account.**

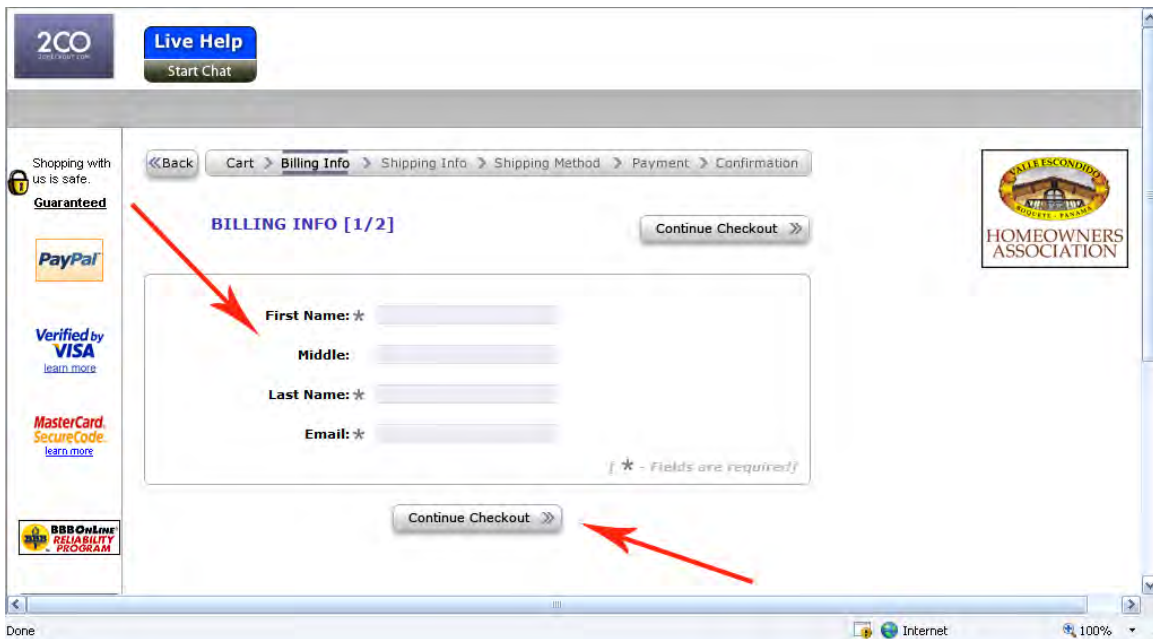
If paying by Credit Card:

1. Visit www.vehoa.com
2. Click on the “CLICK TO PAY BY CREDIT CARD” button.
3. Choose either the “CLICK HERE FOR BOCA RIO CONDOS” or the “CLICK HERE FOR ALL OTHER OWNERS” button depending on the type of property you own.
4. If you are a Boca Rio Condo owner by law you are offered the option of paying your homeowners dues annually or by a monthly recurring charge. Click the appropriate button.
5. If your property is other than a Boca Rio Condo then choose the “CLICK HERE FOR ALL OTHER OWNERS” button and then the “CLICK FOR ANNUAL PAYMENTS” button.
6. The page will refresh to the 2CO (2Checkout) website with the product VEHOA Annual Payment or VEHOA Monthly Payment depending on your choice.

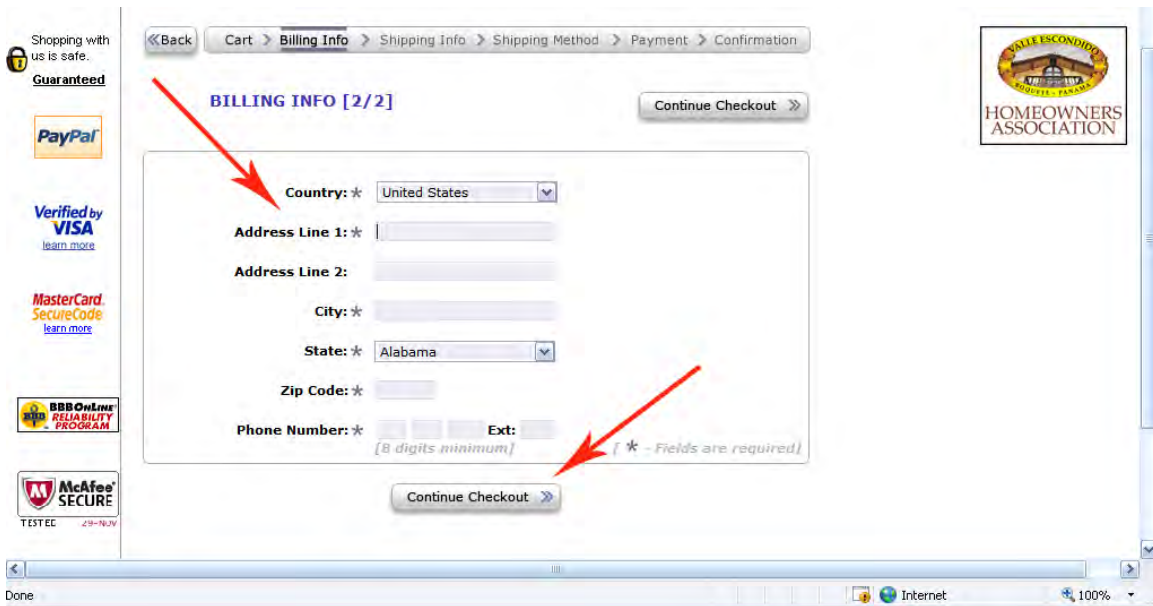
PLEASE REVIEW THE FOLLOWING SCREEN SHOTS FOR EXPLANATION



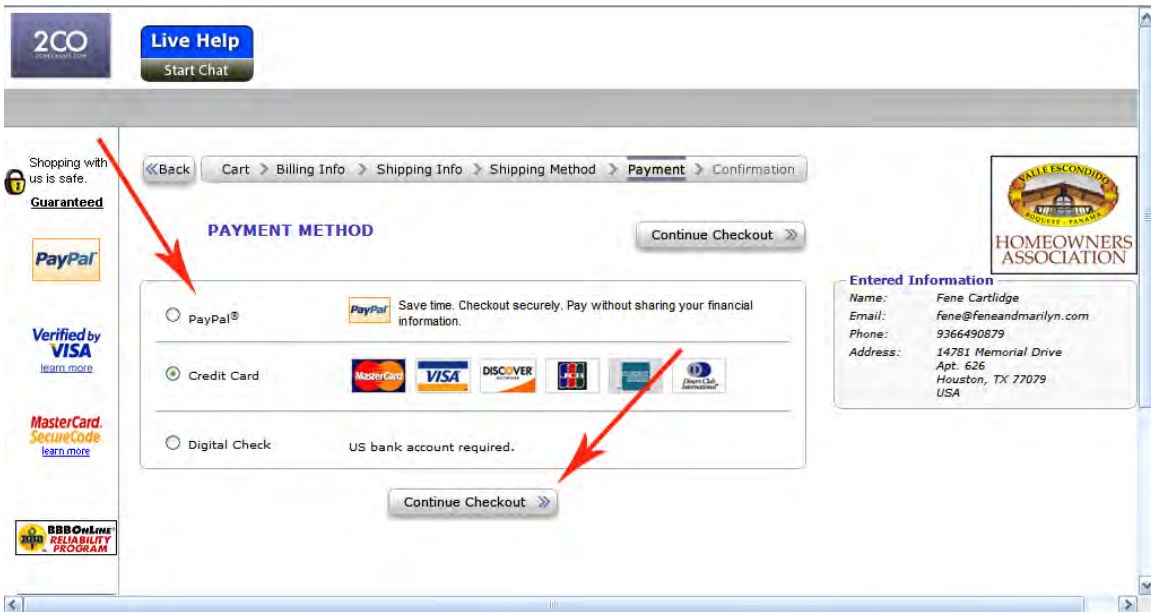
Be sure the quantity on the left is 1. Then click CONTINUE CHECKOUT.



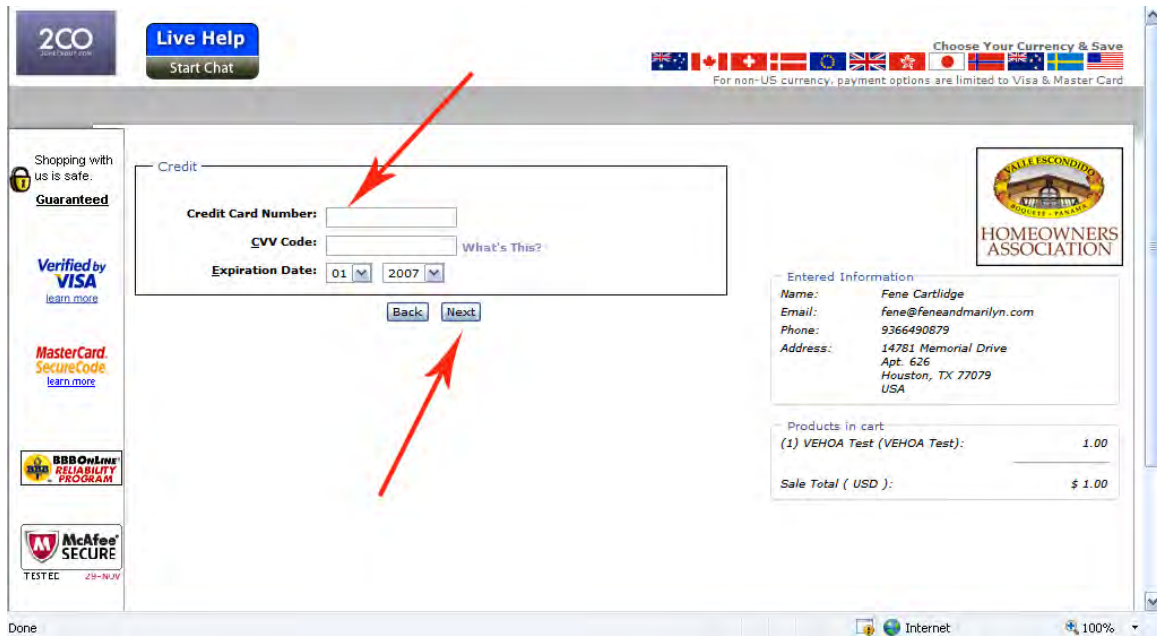
Complete the name used on your credit card. Please use the email address that VEHOA has on file so we can match your payment to your property number. Then click CONTINUE CHECKOUT.



Complete the Billing information using the address information on file with your credit card company. Then click CONTINUE CHECKOUT.



Choose your payment method. Then click CONTINUE CHECKOUT.



Enter your credit card information. Then click NEXT.

The screen will show "PROCESSING" and then "THANK YOU FOR YOUR PAYMENT."
You will receive a receipt in your email directly from 2Checkout.