

Setting up access to your account with HOA Accounting Inc.

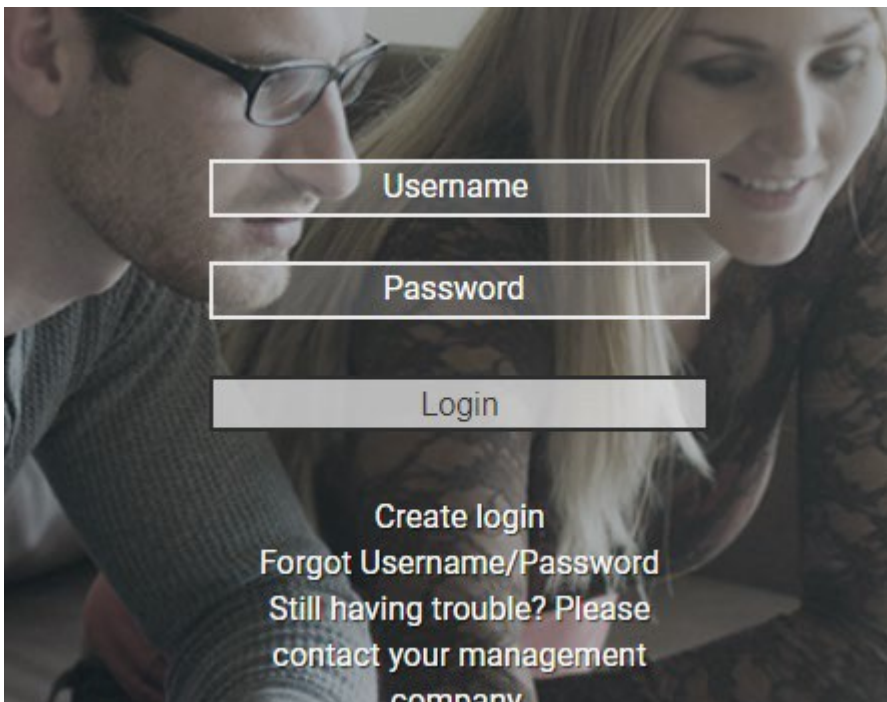
Go to [www.hoaaccountinginc.com](http://www.hoaaccountinginc.com)



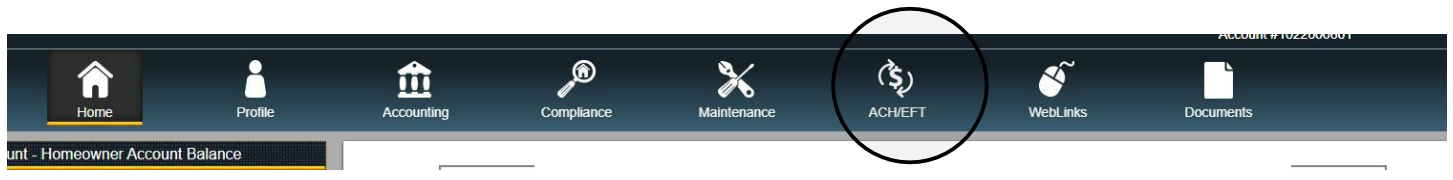
The following screen will appear.



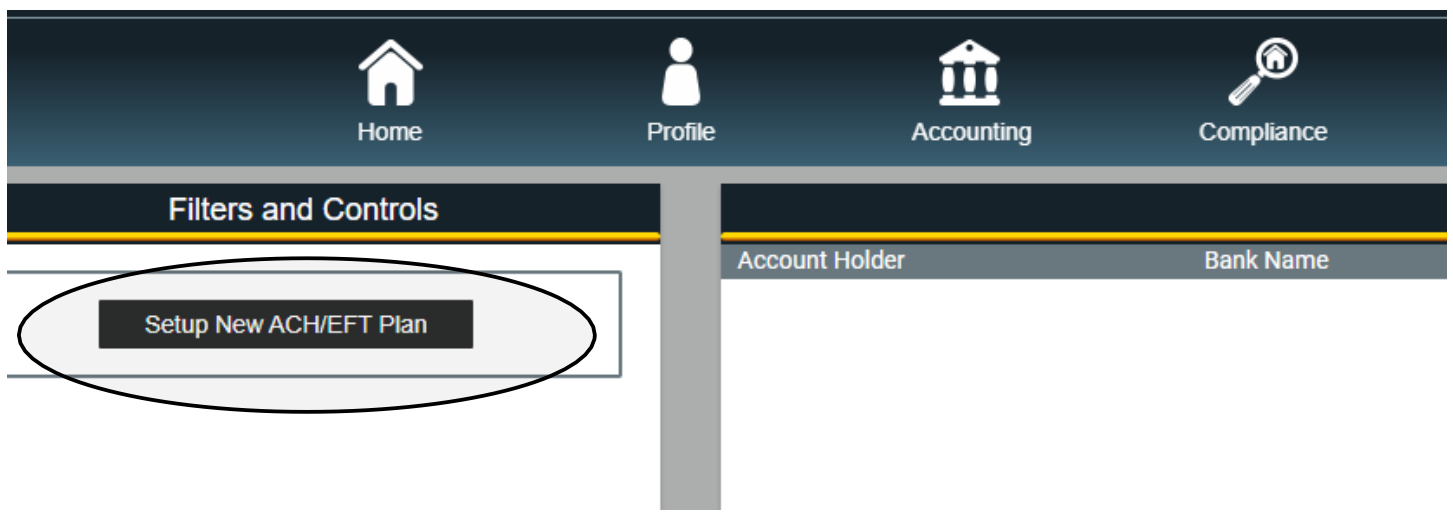
Enter your username and password.



Select "ACH/EFT" in the top row



Select "Setup New ACH/EFT Plan"



Enter your information and then select "Save and Submit"

You may use the current date as the Start date.

**ACH/EFT Setup**✕

**Bank Information**

**Account holder:**

**Bank:**

**Account Type:**

**Routing #:**

**Account #:**

**ACH/EFT Payments**

**Start Date\*:**   
\*The date your plan will activate

**End Date\*:**   
\*Leave blank for no plan expiration

Need Help?

Save and Submit

Close

You have successfully set up your ACH.