Oak & Dale Properties' Website

Setting Up Auto-Pay

Register your account:

1. Go to https://oak.cincwebaxis.com
2. Click "Register" in the top right corner
3. Complete the registration form (only the items with a red asterisk are required)
4. After completing the form, click "Register" at the bottom of the page
   a. *We will verify the information you entered and then approve your account. Once approved, you will get an automated email with a link to set your password. Please be aware that if your email address does not match the information in our system, we will NOT approve your account*
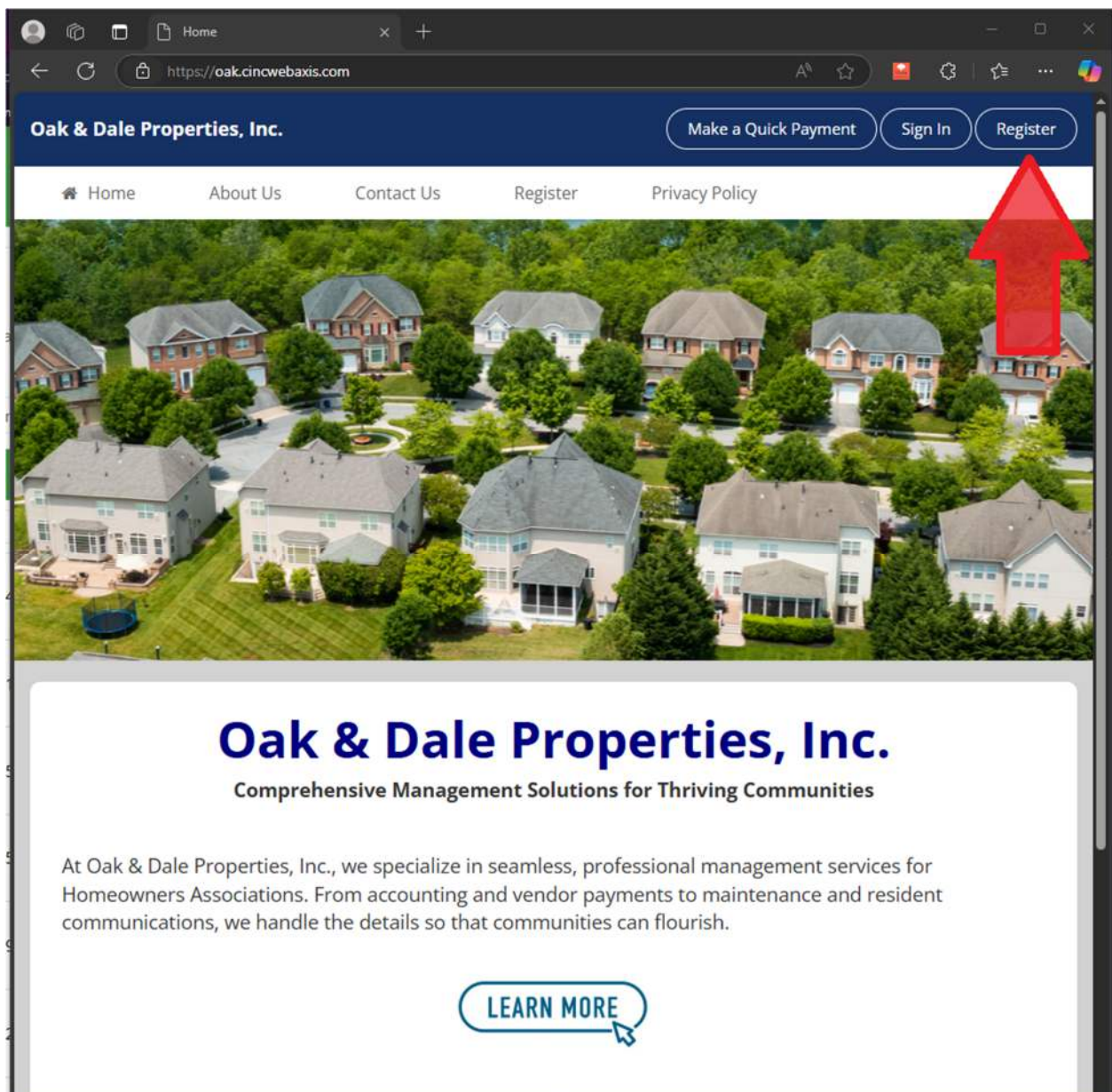
Recurring Auto-Pay:

*For a video guide, please go to: https://www.youtube.com/watch?v=gI89irJU6Wk

1. Once your account is finalized, login and click "Pay Assessments" at the top of the screen.
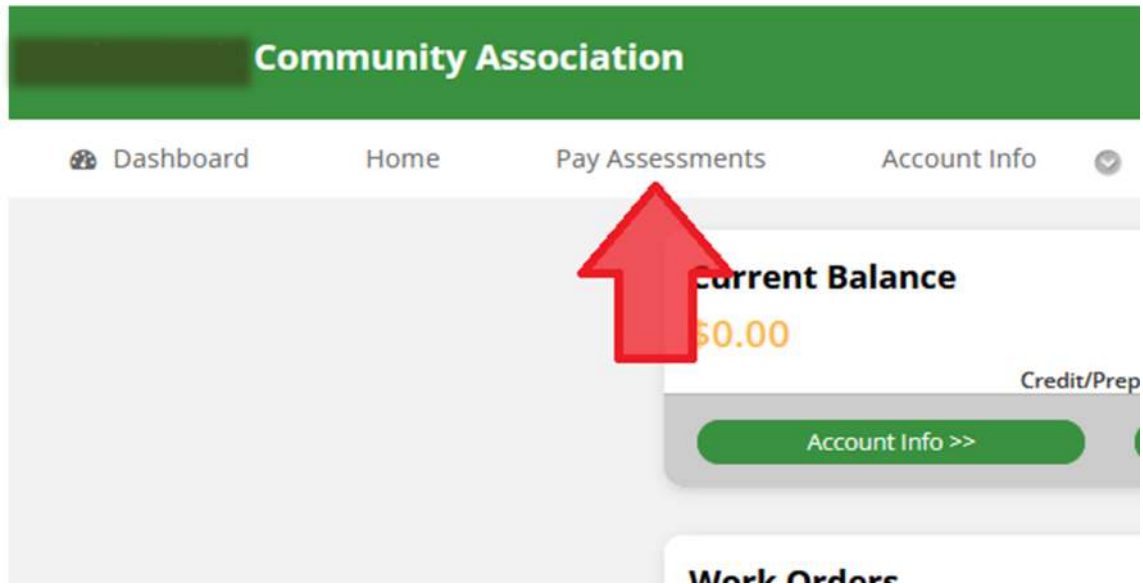
2. Scroll down to "Recurring Payments" at the bottom of the screen and select "New Recurring Payment".

3. In the pop-up screen, scroll down and select your payment method
   - o eCheck will draw the funds from your bank account directly
   - o Credit Card will draw the funds from you credit card

Please be aware that there is a 3.25% surcharge for all credit card payments and a $2 charge for all eCheck payments

New Recurring Payment

Choose Payment Method
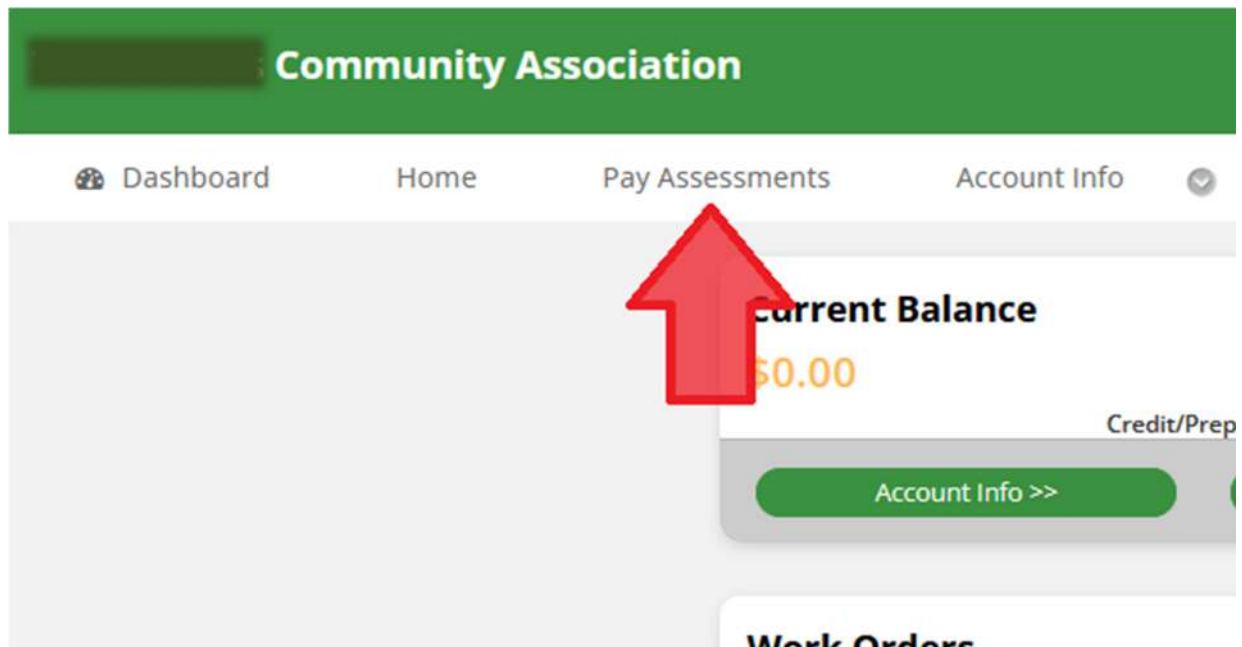
| Pay by eCheck | Pay by credit card |

4. Enter the required information:
- o The amount you would like to pay
- o Your bank account or credit card information
- o The frequency you would like to pay (e.g. monthly, quarterly, etc.)
- o The day of the month you would like funds to be withdrawn.

5. Once complete, click "Submit eCheck Payment" or "Submit" at the bottom of the screen.

New Recurring Payment ☒

Choose Payment Method

| Pay by eCheck | Pay by credit card |

Pay by eCheck

Amount:* $0.00

Bank Account Type:*   Personal Checking

Bank Routing Number:*

Confirm Bank Routing Number:*

Bank Account Number:*

Confirm Bank Account Number:*

Recurring Details

Frequency: Monthly

Processing Day Of Month:*   18

By choosing Monthly as the payment frequency, your payment schedule will not expire.

Submit eCheck Payment

Please be aware that there is a 3.25% surcharge for all credit card payments and a $2 charge for all eCheck payments

One-Time Payment:

1. To submit a one-time payment, select "Pay Assessments" at the top of the screen.

2. Scroll down to "Choose Payment Method" and select "Pay by eCheck" or "Pay by Credit Card"

3. Enter the required information (marked with a red asterisk) and then select "Submit eCheck Payment" or "Submit".

Please be aware that there is a 3.25% surcharge for all credit card payments and a $2 charge for all eCheck payments