



Barkan Owner Portal - Setting up Payments

Payments Home

I. Making a One-Time Payment:

1. Go to the **Pay Assessments** tab at the top and click **Make a Payment**.
 - If prompted, save a billing phone number by going to **Account Info → My Profile →** and select the **Communication** tab, then click **Add/Change**.
2. The default payment type will be **One-Time Payment** (you have the option to change this to Autopay if preferred).
3. Select a payment method:
 - Apple Pay or Google Pay may appear as an option from your browser.
 - To add a new method, select **Debit/Credit Card** or **eCheck** from the drop down. Enter the details and click **Save Payment Method**. This will save securely to your Wallet for future use, or you can delete it once the payment is complete.
 - You can also select **Add Payment Method** on the pay assessments screen to save a new method.
4. Enter the payment amount (required for One-Time Payments).
5. Click **Review Payment**, then **Submit** (or **Pay with Apple/Google Pay** if applicable).

II. Setting Up AutoPay:

1. Select **Add Autopay** at the bottom of the Pay Assessments screen.
2. Follow step I. 3. above.
3. Under payment amount, choose **Fixed Amount**, **Assessment Balance**, or **Total Balance**.
 - *Note: only the fixed amount option is available for debit/credit cards. Assessment and Total Balance options will pull the full balance due on the payment date.*
4. Select a frequency (monthly, quarterly, etc.) and click **Select This Payment Type**.
5. Choose a payment date (typically within the first 5 days of the month. “Early” payment dates at the end of the prior month may not pull if no balance is due until the 1st).
6. Click to **Review AutoPay Setup**, then click **Set Up AutoPay** to complete.

III. Changing or Canceling AutoPay:

1. Go to **Manage AutoPay** on the **Pay Assessments** screen.
2. Click **Cancel AutoPay**.
3. Create a new payment. Under **Pay Assessments**, select **Make a Payment** or **Add AutoPay**, then follow the steps above.

Important: Deleting a payment method from your Wallet does **not** cancel AutoPay. AutoPay will continue using the deleted method until you cancel it the payment series.