



“Bruton Glen” Homeowner’s Association

Attn. Board of Director’s

P.O. Box 5546

Williamsburg, Virginia 23188-5546

E-Mail: BrutonGlenHOA@cox.net



**Welcome To Your New On-Line
Payment Processing Program**

PaySimple



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INSTRUCTIONS:

❖ Getting Started

- To get started, simply open the Association’s web site; www.BrutonGlen.org
- Once opening the site, you be directed to the “*Home Page*”.
- Here you’ll need to click on the provided tab link “*HOA Payments*”.
- **Example:** **Please See Next Page.**



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INSTRUCTIONS:

❖ Getting Started

The screenshot shows the website's navigation menu with the following items: Home, Newsletters, Covenants, By-Laws, Rules & Regs, Board of Director's, ARC Committee, and P&U Committee. Below this is a secondary menu with: Home, Homeowner's, Messages/News, Holiday Message, HOA Payments (circled in red), Community Events, Community Projects, Realtor's Page, Nominations, and E-Voting. A yellow callout box with a red arrow points to the 'HOA Payments' link, containing the text: 'Click Here To Open “HOA Payments” Page, In Order To Submit Payments.'

"Bruton Glen" Homeowner's Association
A Community Web Site...designed and established primarily for its Homeowner's

Welcome To Your Community Web Page...

Home Newsletters Covenants By-Laws Rules & Regs Board of Director's ARC Committee P&U Committee

Home Homeowner's Messages/News Holiday Message HOA Payments Community Events Community Projects Realtor's Page Nominations E-Voting

Our Community

Bruton Glen is a neighboring community of Queen's Creek Estate's & Nelson Park Subdivisions, located in York County. These single family homes range in various styles and sizes, which provide warmth and comfort to its homeowner's. This warmth is also shared by the board members, committee members and its residents as you'll find friendly and caring individuals.

Originally established in 1995, the construction of homes began to develop rapidly. Throughout the next several years, this community would conclude the onset of the first phase developing forty-three homes of the original start of our community as we know it today. Shortly after the completion of the first phase, the development and construction of the second phase would begin to move forward almost over night. It wouldn't be long before Bruton Glen would finally come to see its completion of the remaining forty-five homes, consisting of a total of eighty-eight homes in our community.

Our Mission

To provide our Homeowner's and residents a pleasant and comfortable community, in which they can live and raise their families. To also provide our Homeowner's and residents an avenue of obtaining Association information pertaining to community events and activities, while providing a means of communication with its board and committee members.

Association's Profile

Whether you're aware of it or not, Bruton Glen has an established Homeowner's Association, which is managed by a Board of Director's whom provides assistance to its homeowner's with various business matters associated within our community. However, the primary purpose of the board, is to manage the Association and its business practices and to assure that our community maintains its esthetics.

UNDER CONSTRUCTION

Certain pages within this web site are currently under construction as designated by this symbol. We apologize for any inconvenience while we re-design and reorganize our web site. Please check back in often as new information is being provided for our community, which providing Homeowner's and resident's a better means of communication of community events and activities.



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INSTRUCTIONS:

❖ Getting Started

- Next after opening the web sites “*Home Page*“ & ”*HOA Payments Page*”.
- Continue to proceed to the next step.
- Click on the provided link “*Payment Processing*”.
- Here, you’ll be directed to the “*PaySimple*” Log-In Page.
- **Example:** **Please See Next Page.**



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INSTRUCTIONS:

❖ Getting Started

- Click Here To Open “PaySimple” Log-In Page, In Order To Begin The Log-In Process.
- Once Opening This Page, Homeowner’s Will Need To Create Their Log-In Credentials, Prior To Submitting Payments.
- After Completing This Process, Homeowner’s Can Then Begin The Payment Process.

"Bruton Glen" Homeowner's Association
A Community Web Site...designed and established primarily for its Homeowner's

Welcome To Your Community Web Page...

Home Newsletters Covenants By-Laws Rules & Regs Board of Director's ARC Committee RAC Committee

Home Homeowner's Messages/News Holiday Message HOA Payments Community Events Community Projects Realtor's Page Nominations E-Voting

This page is allocated towards the "Homeowner's" of Bruton Glen, providing them with a link to PaySimple, in order to process HOA Assessment payments directly on-line via the internet. Homeowner's may elect to pay HOA assessments on-line, directly through the use of PaySimple or through various other available methods.

HOA Assessments Payments: **PaySimple** **It's Finally Here, Try It...Relish It...& Use It!**

Attention Homeowner's: Before continuing with submitting your HOA assessments payment(s), please take the time to read the instruction below. Once you've read the instruction, simply click on the link provided in order to start processing your payment. Homeowner's will need to start by completing the initial information forum prior to submitting payments. Once this information has been submitted, it can be saved for future processing of payment transactions or as creating reoccurring payments.

Read Instructions: Simply click on the link provided in order to open and read the instructions, allowing on-line payment processing via internet. These instructions have been provided to assist homeowner's with the set-up and implementation of submitting HOA assessment payments on-line via the internet, using a secured program.

Payment Processing: In order to continue with submitting your HOA assessments payment, simply click on the link provided and following the instructions. Homeowner's using this payment processing program for the first time will need to set-up their profile and creating a log-in, prior to continuing with submitting payments.

Send E-Mail To: BrutonGlenHOA@cox.net with questions or comments about this web site.
Last Modified: Tuesday, October 15, 2013



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INSTRUCTIONS:

❖ Getting Started

- Next after opening the “*Payment Processing*” Page.
- Homeowner’s are directed to the “*PaySimple*” Log-In Page.
- Here; Homeowner’s logging in for the first time, must click on the provided link “*Click Here To Pay Now*”.
- **Example:** **Please See Next Page.**



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INSTRUCTIONS:

❖ Getting Started

- First Time Users Must Click Here To Proceed & Submit Payments.

The screenshot shows the PaySimple website interface. At the top left is the Bruton Glen Homeowner's Association logo. In the center, a button labeled "Click Here to Pay Now" is circled in red, with a red arrow pointing to it from the yellow instruction box. To the right is a "Log Into Your Account" section with the text: "If you have an account you can log in here, otherwise use the 'Click Here to Pay Now' button to make a payment." Below this are input fields for "User ID:" and "Password:", a "Login" button, and links for "Forgot Password?" and "Change Password". At the bottom of the page, there is a "Secure Payment Form" logo and a disclaimer: "By enrolling or making a payment with PaySimple, you agree to the Buyer Terms and Conditions. Please use one of the following browsers to view this site: Internet Explorer 6+, Firefox 3+, and Safari 3+." A "Contact Us" link is visible in the top right corner.



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INSTRUCTIONS:

❖ Getting Started

- Next after opening the “*Payment Processing*” Page.
- Homeowner’s will need to complete the “*On-Line Payment Form*”.
- After providing the required information, simply click on the “*Submit Payment*” button at the bottom of the page.
- **Example: Please See Next Page.**

The screenshot shows the "HOA Assessments - On-Line Payment Form" for Bruton Glen Homeowner's Association. The form is divided into several sections:

- Order Information:** Fields for Company name, File name, Phone, Email, Customer ID, Last name, All phone, and All email.
- Payment Information:** Fields for Invoice number, Payment amount (set to \$0.00), Service (set to "On-line payment"), and Payment date (set to "Oct 18, 2013 / Home").
- Choose Payment Type:** Radio buttons for "Credit Card" (selected) and "ACH (eCheck)". Below this is a section for "Credit card accounts (optional)" with fields for Card type (American Express), Card number, Expiration date, and CVV2 Code. There are also "CVV2 located on back of CARD" and "CVV2 located on front of AMEX card" labels.
- Billing Address:** Fields for Address 1, Address 2, City, State/Province (set to "VA"), Country (set to "USA"), and ZIP/Postal Code.
- Create Account:** Fields for User ID, Password, and Repeat password.
- Terms and Conditions:** A checkbox for "I accept the terms and conditions" and "Submit Payment" and "Cancel" buttons.

At the bottom of the page, it says "Bruton Glen Homeowner's Association, Attn: Board of Directors, P.O. Box 5546".



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INSTRUCTIONS:

- Click Here To Submit Payments.
- A Confirmation Page Will Be Rendered.

❖ Getting Started

- Next after clicking on the “*Submit Payment*” button.
- If any required information is missing, Homeowner’s will receive an error message.
- If an “*Error Message*” is received, simply complete the required fields, making any corrections.
- **Example:** Please See Next Page.

The screenshot shows the "HOA Assessments - On-Line Payment Form" for the Bruton Glen Homeowner's Association. The form is divided into several sections:

- Order Information:** Fields for Company name, File name, Phone, Email, Customer ID, Last name, All phone, and All email.
- Payment Information:** Fields for Invoice number, Payment amount (set to \$0.00), Service, and Payment date (set to Oct 18, 2013 / Today).
- Choose Payment Type:** Radio buttons for Credit Card (selected) and ACH (eCheck). Below are fields for Card type (American Express), Card number, Expiration date, and CVT/CV2 (with "CVT2 located on back of AMEX card" and "CVT2 located on front of AMEX card" notes).
- Billing Address:** Fields for Address 1, Address 2, City, State/Province (with a dropdown menu), Country (USA), and ZIP/Postal Code.
- Create Account:** Fields for User ID, Password, and Repeat password.
- Terms and Conditions:** A checkbox for "I accept the terms and conditions" and a "Submit Payment" button.

A red circle highlights the "Submit Payment" button at the bottom right of the form.



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INSTRUCTIONS:

- If an error message is received, simply make all necessary corrections and try again.

❖ Getting Started

- Next after making any necessary corrections, simply click on the “*Submit Payment*” button again.
- If all required fields have been completed and any errors have been corrected, the submission will proceed without cause.
- Homeowner’s will receive a “*Payment Confirmation*”
- **Example:** Please See Next Page.

The screenshot shows the "HOA Assessments - On-Line Payment Form" with several error messages highlighted in red boxes. The top error message states: "The following issues must be fixed: Payment amount is required. Please select a credit card or enter credit card information before processing. Contact Information is not correct. Billing Information is not correct. You must agree to the terms and conditions to have your payment processed." The bottom error message states: "The following issues must be fixed: The Credit Card Number you entered is not valid. Expiration date must be in the future." The form includes sections for Order Information, Payment Information, and Choose Payment Type.



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INSTRUCTIONS:

❖ Getting Started

- Finally, after completing the “*On-Line Payment Form*” and submitting a payment, then receiving a “*Payment Confirmation*”.
- Homeowner’s are done.
- HOA Assessments have now been submitted and being processed as prescribed by the Homeowner.

 "Bruton Glen" Homeowner's Association
A voluntary HOA that protects and enhances property for its members

"SAMPLE ONLY" Print

HOA Assessments - On-Line Payment Form

Payment Information

Confirmation #:	9415798
Payment Date:	October 12, 2013
Amount:	\$49.50
Payment Type:	Credit Card
Credit Card Type:	Master
Account #:	*****5964

Your Contact Information

Customer ID:	123456789
Name:	John & Jane Doe
Email:	JohnJaneDoe@gmail.com
Billing address:	109 Bruton Drive Williamsburg, VA 23185

Terms & Conditions

I authorize Bruton Glen Homeowner's Association to debit the bank account or credit card indicated in this web form, for the noted amount on today's date. This payment is for the Association's HOA Assessments noted on the web payment form. I understand that refunds and cancellations are not permitted, however exceptions may be made on a case-by-case basis. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted transaction date. In the

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(757) 355-1234
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<http://www.bratonglen.org>

By enrolling or making a payment with PaySimple, you agree to the Buyer Terms and Conditions.



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“CONGRATULATION”

This completes the On-Line payment process.

The logo for PaySimple, with "Pay" in blue and "Simple" in green, set against a white background with a grey border.