How to pay your Monthly Condominium Association charges via your online login to VMS

1. Navigate to:
   https://relb.vmsclientonline.com

2. Enter the following:
   Account number – This is a 5 digit numerical sequence that is provided to you. IE: 12345
   Password - If you do not already have one, please email mgmt@relb.com so one can be provided.
   Please be sure to include your name, address and unit number.

3. Once you successfully input your login information as noted in item 2, you will be immediately brought to the following screen.

4. Click on the **e-Payment** tab in the 2nd row, the lower portion of the screen will reformat and the following will appear.
5. Bank account or credit card payments
   - Select the method in which you wish to pay the HOA fee; once selected you will be brought to a new screen.

5a. – Add Bank information for reoccurring payments (Bank account information required)
    ACH Auto Debit. Once this tab is clicked you will be directed to this page listed below. Enter your personal info
    * Bank Name: Chase Bank
    * Name on Account: JOHN DOE
    * Account Type: Checking
    * Account number: 987654321
    * Routing number: 123456789
    * Start Withdrawal: 02/2016 – Select the Month in which you wish for the ACH to initiate. Auto debit can only be set up for the following month, not the current month; this must be done 10 days prior to the 1st.

5b & 5c - One time payments: with Credit Card/Check

5b. Credit Pay - One time credit card payment
5c. Echeck/Check Pay – One time payment by check (account information required)

*Please click on either one of these icons for any ONE time payments you wish to make Via Credit card/Debit card and or by Check.
* Once you click on the icons mentioned above you will be brought to the screen below.
* Click on the Tab that would best fit your need for payment.
6. Click on your choice of payment

7. Then click continue on the screen below

8. Click on make payment under one—time payment

9. The following screen will appear, your info will auto populate. Just fill in the missing information and confirm to make final payment.

Revision: January 19th, 2016

E-MAIL: MGMT@RELB.COM

WEBSITE: WWW.RELB.COM/MGMT