

Trenholm Towns

Online payments through Pacific Western

This is not a third-party website; this is the website for the HOA's bank and funds go directly into the HOA's account.

This is a **FREE** service when using your routing number and bank account number (**e-check**). If you use a *debit card or credit card* the bank does *charge a fee*.

1. go to www.hoabankservices.com – this will direct you to Pacific Western Bank
2. Left center click on button that says "Make Payment"
3. You have three options here:
 - a. returning user – this is for when you have your login already set up and are going back in to make a payment or change a recurring payment.
 - b. Make on time payment as guest – this is if you do not want to save an online profile, you will need to enter your banking information every time when using this option.
 - c. register an account – you must use this if you want to set up recurring automatic payments. You can also use this even if you go in every month to process a payment, but it will save your banking information so you will not need to enter it every time. PLEASE note: you will need to remember your username and password. Management is not privy to this information.
4. No matter which option you select the first thing asked will be the Homeowner Association Name, you will type in Trenholm Towns and then hit FIND. Make sure you select Trenholm Towns (Columbia, SC).
5. You will then enter your Homeowner ID which is the Account # that is on your coupon. Hit CONTINUE
6. You can give your account a nickname, this is your choosing, and this is for you only (this is only if you are setting up a profile).
7. Next step will be different depending on if you are setting up a profile to register or making a payment as a guest. Just follow prompts and enter the information needed.

Owner of multiple units: You can make different unit profiles under one log-in. But you need to break down each unit into its own profile in order to post correctly into management software.

If you have any questions, you may call the office or you may call Pacific Western directly at 888-705-0600.