



## Editing the Maximum Monthly Payment Processing Limit

Follow the instructions below to change your maximum monthly processing limit.

1. Log in to the [Online Portal](#). Make sure the login screen has the green Park Plazas tree logo. If not, look for and click on the *Resident/HOA Portal* button.
2. Once logged in, **Click on Payments** in the black menu bar on the left.
3. Look for and **click on “Edit”** in the area to the right, below the green bar and the words *Scheduled Payments*.
4. On the next screen, **click on the blue Continue button** to get to the *Edit Autopay Details* screen. (Also, in this section, you may add a name for a particular payment source and change the payment processing date. If you want to change the bank information, you will need to add a new auto pay method and then delete the old one.)
5. Towards the bottom of the screen, look for “*Pay what I owe up to a maximum of:*”.
6. **Enter the desired maximum amount.** There is no need to add a decimal. Note: once an edit is made, the Update Auto-Payment button will turn blue with white letters.
7. To save your changes, **click on “Update Auto-Payment”**.