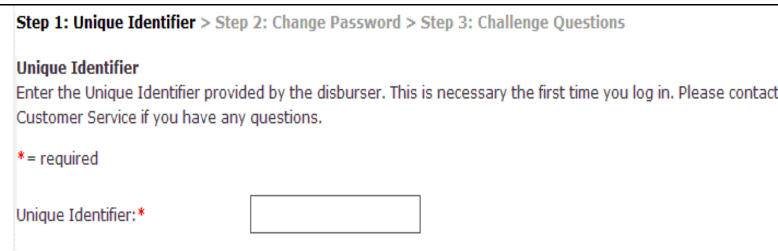
How to register to receive your payments via EDS

These instructions explain how to register and setup your payment preferences.

Part 1: Registering and Creating Passwords in EDS

To log in for the first time, follow the instructions below:

1. From CMHA's Web site, http://www.cmhanet.com/s8/epayments.htm click the "**Link to E-Disbursements**" button on the right-hand side of the page.
2. To log in to the system, use the **User ID** and **Password** provided to you by CMHA.
3. Click **Login**.
4. Enter the **Unique Identifier** from your registration letter (ex. L000000#########. The L000000 is your Login ID and the #'s are either your tax ID or Social Security number).
5. To change your password, enter your **Current Password** from the registration form and then create a **New Password** in the next two fields.

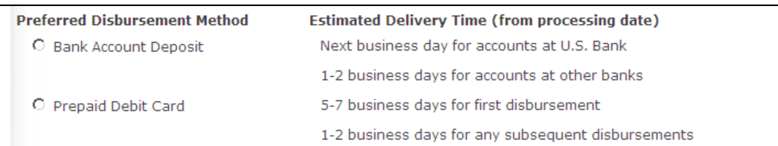


6. Select three challenge questions and answers from the choices displayed. These answers are case sensitive and will be used by the system to identify you if you forget your password.

Part 2: Selecting Payment Method (Preferred Disbursement Method)

Select your preferred disbursement method from those offered by CMHA, which include bank account deposit or prepaid debit card.

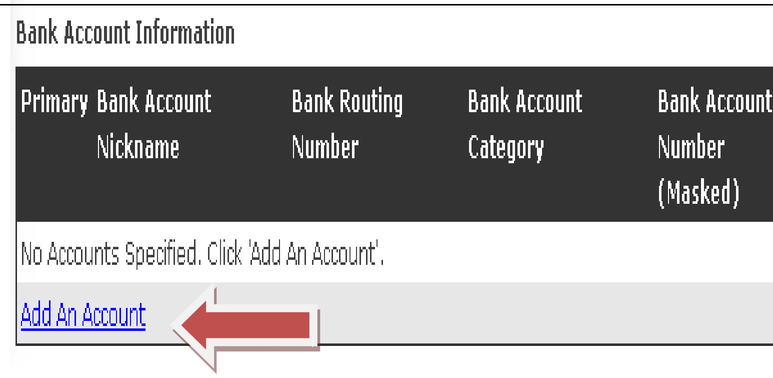
1. In the **Preferred Disbursement Method** section, select your payment method and follow the instructions for the method you selected below.



Bank Account Deposit

If you choose to have the payment deposited to your bank account, provide information about this account:

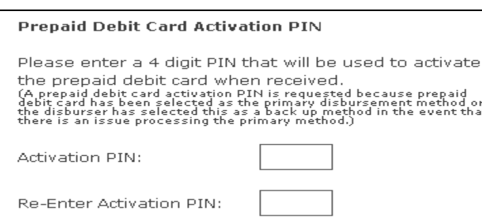
1. In the Bank Account Information section, click **Add An Account**.
2. On the Bank Account Info screen, complete the following: **Account Nickname, Routing Number, Account Number, Account type, Primary Account,** & **Authorization Box**.
3. Click **Save**.



Prepaid Debit Card

If you choose to receive a prepaid debit card:

1. Enter your shipping address information for card sent via U.S. mail.
2. Enter your 4 digit activation PIN (twice) that will be used to activate your card when you receive it.
3. Click **Save**.



Ending Your Session

To close your session:

7. Click **Logout** in the upper right portion of the screen. You will be redirected to your remittance site for registration completion.

Changing Preferences

You can log back into the system at any time to change your disbursement method or contact information. You may also track the status of your payments and view your payment history through the E-Disbursement Service site. Payment details and downloadable remittance data are provided through the remittance site only.

Questions? Click **Help** in the upper right portion of the screen for additional information.

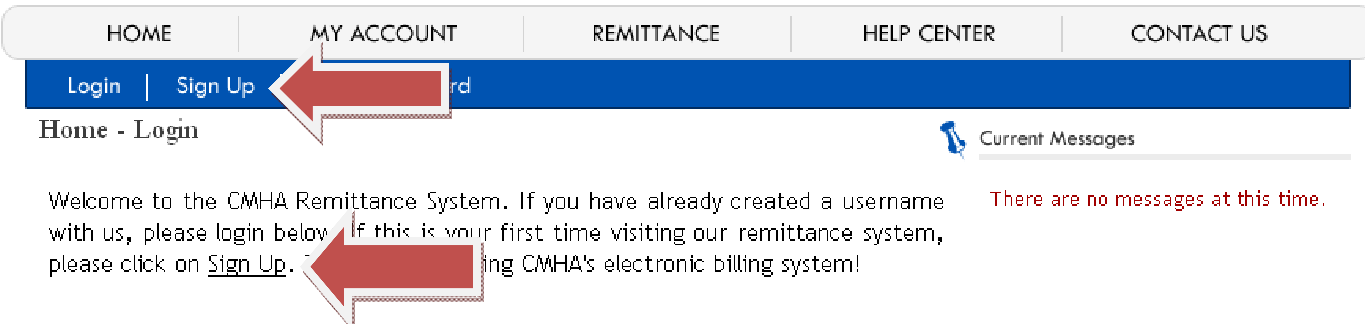
How to register to view or download remittance statements

These instructions explain how to register and setup your remittance preferences.

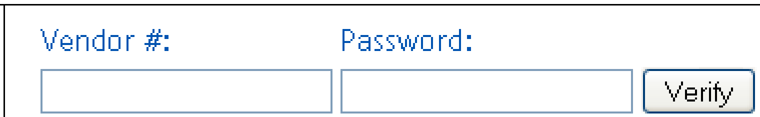
Part 1: Registering and Creating Passwords in Online Remittance Access

To log in for the first time, follow the instructions below:

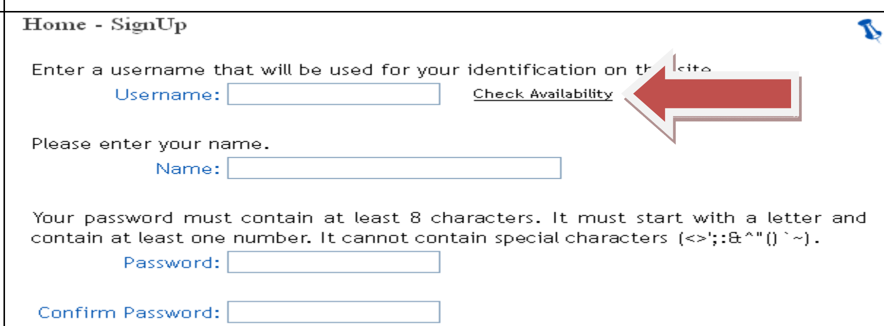
8. From CMHA's Web site, http://www.cmhanet.com/s8/epayments.htm, click the Payment Detail link, or by using the direct link https://smartbillcorp.com/ha/frmLogin.aspx?ws=cmha
9. To register, click "**Sign up"** to access the Remittance Statement System.



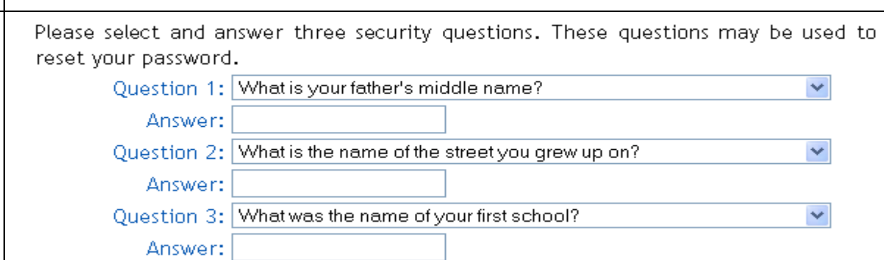
10. Enter the **Vendor #.** The vendor # is the **Login ID** provided to you on the registration letter by CMHA in step 2.
11. Enter the same **Password** provided to you on the registration letter by CMHA from step 2. Then click "**Verify**".



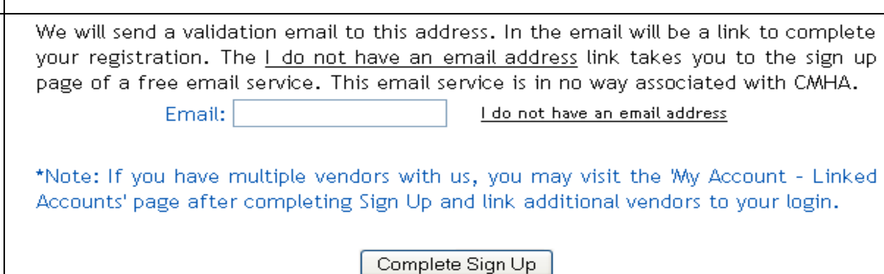
12. After you are signed in, you will then be prompted to create a **Username** that you will use to login with in the future (the username can be whatever you like, just click "**Check Availability**" to ensure it's available). Next, you will be asked to enter your full name. After that you will need to change your password, enter your **New Password** in the next two fields.



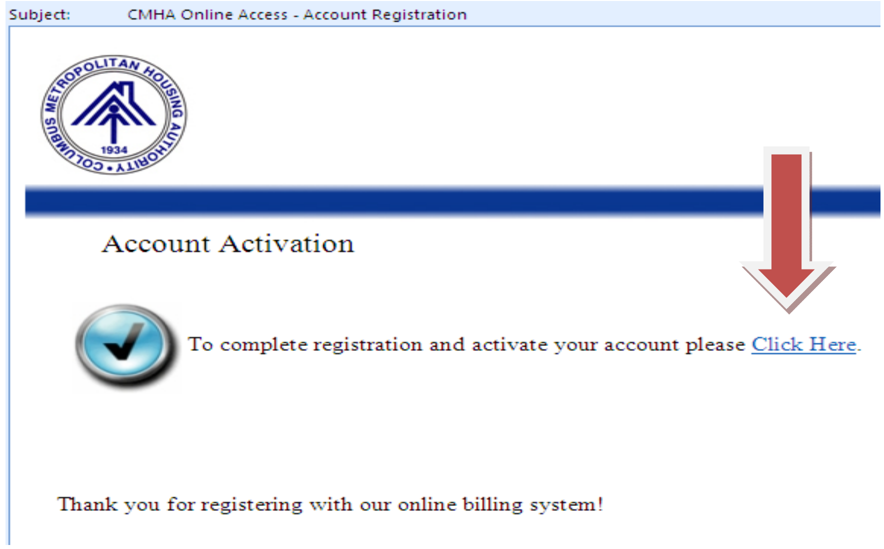
13. After that, you will need to answer **Three Security Questions**. From the choices displayed, select the same three challenge questions and answers you chose in the EDS system. These answers are case sensitive and will be used by the system to identify you if you forget your password.



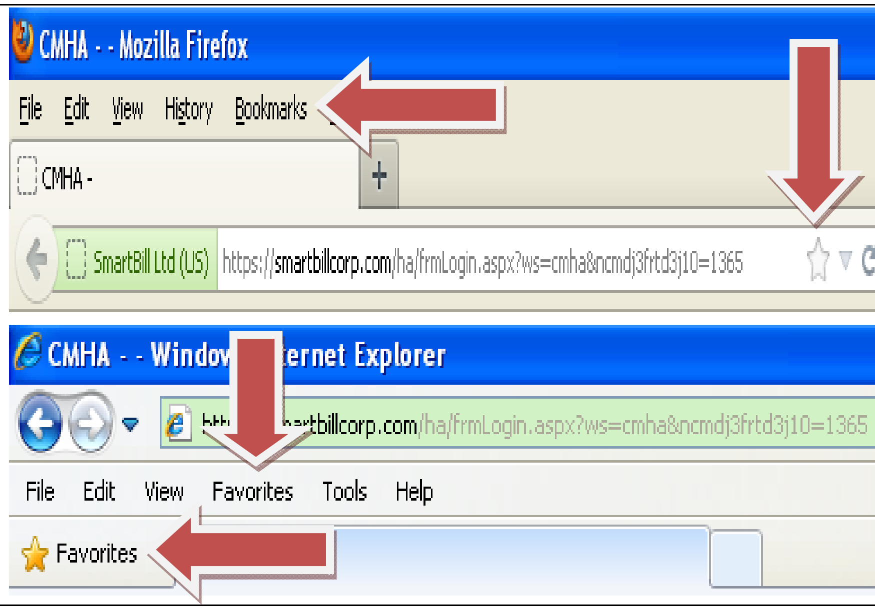
14. Scroll down and fill in your email address. If you don't have an email address you may click on the "**I do not have an email address**" link. This will take you to the sign up page of a free email service. After the email address is entered click on the "**Complete Sign Up**" button.



15. Within a couple of minutes you will receive an email asking you to complete your registration. The email will come from "**online.smartbillcorp.com**". Once the email is received, open it and click the link "**Click Here**" (in the event that the email does not show up in your inbox, check your "**Junk Mail**"). You will be redirected back to the payment detail site.



16. Once you are on the payment detail site you may want to add this website to your favorites or bookmarks. In Firefox, click the "**Bookmarks**" tab in the menu bar or "**Star**" icon in the address bar and save the link. In Internet Explorer, click the "**Favorites**" tab in the menu bar or the "**Yellow Starred Favorites**" tab next to your browser window and click "add to favorites"
17. After that step, enter the "**Username**" you created and the "**Password**" you created in their respective fields and click "**Log on**".



18. Now that you are logged in you can view your Remittances. To do so, click the tab labeled "**Remittance**", directly below the "**CMHA**" logo, and click "**View**" or "**Download**" for the payment details you would like to view.

Ending Your Session

To close your session:

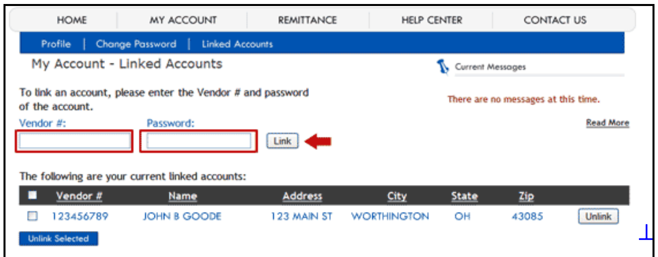
19. Click **Logout** in the upper right portion of the screen, or you can choose to be redirected back to CMHA's website by clicking on *CMHA Home Page* from the Remittance Statement site.

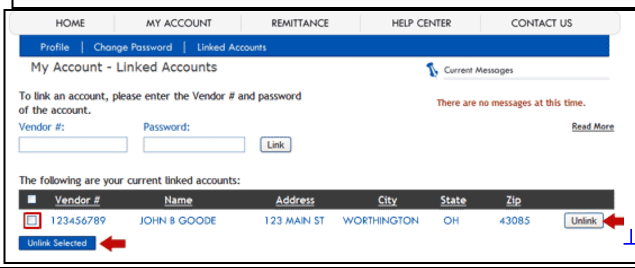
CMHA Home Page | Terms of Use | Logout

20. Logout and close your browser for security when finished.
21. **Questions?** Click **Help** in the middle right portion of the screen for additional information.

Part 2: Linking Multiple Landlord IDs for single sign on

To link a new account, click on the "**My Account**" tab located beside the "**Remittance**" tab. Once there click on the "**Linked Accounts**" link. Enter the Vendor # and password for the account from the registration letter that was sent to you by CMHA. Then click on the "**Link**" button. The new account will appear in the grid below. The grid shows all accounts you currently have linked together. To unlink an account, click on the "**Unlink**" button on the row you want to unlink. If you want to unlink multiple accounts, check the box beside each account you want to unlink, and then click on the "**Unlink Selected**" button at the bottom-left. As always, you may click on a header in the grid to sort the grid.

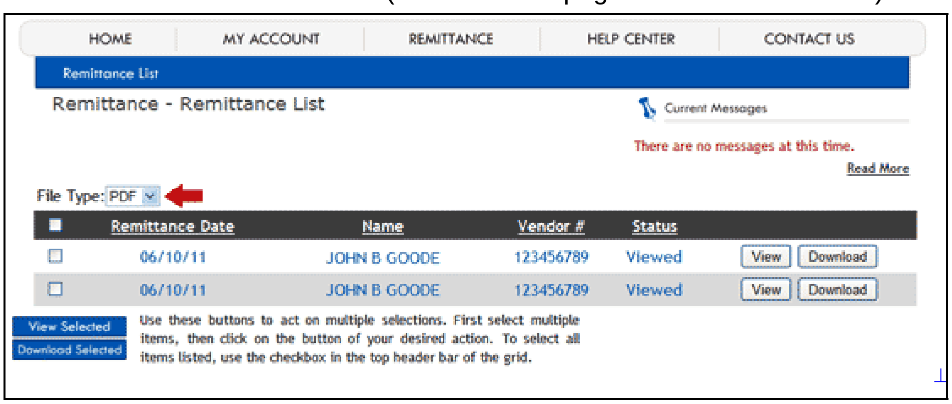




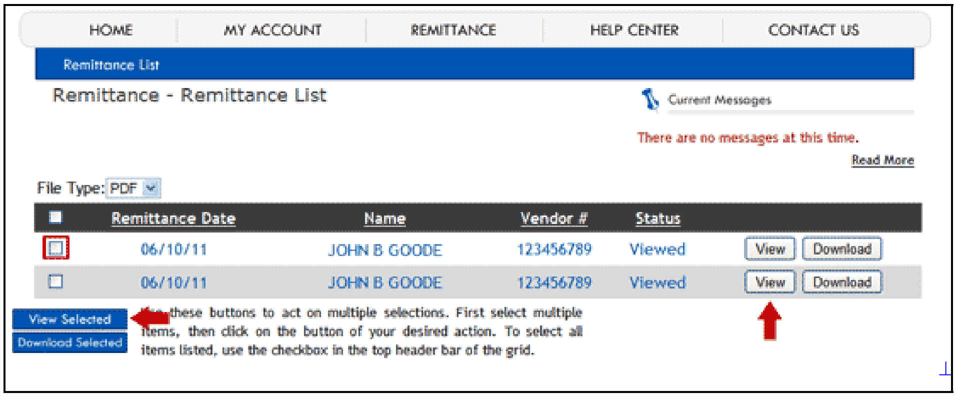
Part 3: Viewing and Downloading Remittance Statements

To view or download remittance statement details:

Step1: Select the file format you prefer. Remittance is available as a PDF or CSV file. Adobe Reader is required to view remittance in PDF form (see bottom of page for the download link).



Step 2: The grid shows all remittance on your account. This can be multiple accounts if you have linked them together. To view remittance, click on the 'View' button in the row you want to view. To view multiple items, check the boxes beside the remittance you want to view. Then click on the 'View Selected' button at the bottom-left. You may also download remittance in the same manner. You can sort the grid by clicking on any header.



In PDF Format, your remittance will appear on the screen using the Adobe Reader plug-in. You may Save, Print, Email, Etc. by clicking on the appropriate option in the Adobe Reader Toolbar.

In CSV Format, your remittance will appear as a comma separated values file. This format can be viewed as plain text, or it may be imported into Microsoft Excel.