

How to Set Up Recurring Assessment Payments

Want your payments to be made automatically each month? It's easy to **set-up recurring electronic payments** by going to the MyTennyson.com website, point to Resident Services, and from the drop-down menu click on Pay Assessments. This will take you to the SmartStreet.com website. Once there look for the Recurring Assessment Payment box (for reference, see image below). If this is your first time using the system you will need to register first, so click the Register button.



The image shows a web interface titled "Recurring Assessment Payment". It has two main options: "I have an existing login and password." with a "Login" button, and "I would like to register for login and password." with a "Register" button.

To Register with SmartStreet:

1. Type **Tennyson** in first blank space and click the **Find** button. A dialog box will open asking you to please select your association. Click on [Tennyson Homeowners Association Inc \(.OH\)](#).
2. Fill in your Personal Information
3. Click the Submit button.
4. Next you will be asked to select three Security Questions and type in the answers. You may want to jot these down as you will need to be able to answer these questions if you ever need to retrieve your password.
5. Click on **Upgrade Account**
6. Click on **Return to Login Page**

Smartstreet's Recurring Payments Setup

1. Click on the New eCheck Payment button
2. Enter your Homeowner Account number. This can be found on the lower right corner of the payment coupons you received in the mail and starts with TN. If you no longer have, or can't find your coupon book, you can obtain your Homeowner Account number by contacting Innovative Management.
3. Select the day you want the funds deducted from your account (payments received after the 15th of the month are subject to a late fee of \$15)
4. Select the months you want your payment to be deducted. (*Important Note: The system can only be set up 12 months at a time. Because we do not know what next year's assessments are going to be, do not schedule any automatic payments beyond December. Once next year's budget is finalized, you can log back in and renew your payments for the next 12 months at the new rate.*)
5. Enter the amount, including cents. Example: 255.00
6. Enter your nine digit Routing and Bank Account numbers and click Continue.
7. A dialog box will pop up indicating that you have selected Tennyson Homeowners Association Inc as your association and asking if you are sure this is correct. Click OK.
8. Your payment schedule will be listed. You can adjust payment dates, if necessary, at this time.
9. Type your name in the Signature box and click Agree.
10. You will then be presented with a page listing each of your payments. You must click the Confirm button at the bottom of the page to complete the process.
11. You will see a blue Confirmation note at the top of the final page. This is your way of knowing everything was completed successfully. The Bank will send a confirmation email to the address you used when you set up your account. You will also receive an upcoming Payment Notification email reminder each month.