



# **INSTRUCTIONS**

## **BUILDIIUM**

# **HOMEOWNER ACCOUNT ACTIVATION AND AUTOPAY SETUP**

[HTTPS://WYNDEMEREHOMEOWNERS.SHAREPOINT.COM/SITES/WHOAIT/SHARED  
DOCUMENTS/IT DOCS/MAIN OFFICE/BUILDIIUM](https://wyndemerehomeowners.sharepoint.com/sites/whoait/shared%20documents/IT%20DOCS/MAIN%20OFFICE/BUILDIIUM)





## BUILDING INSTRUCTIONS


### HOMEOWNER ACCOUNT ACTIVATION

1. Open email Application and check for **welcome email**.

Welcome to your new owner account with Wyndemere Homeowners Association, Inc.!




 donotreply@managebuilding.com  
To: Whoa IT

 If there are problems with how this message is displayed, click here to view it in a web browser.

  
WYNDEMERE  
Homeowners Association

Hi AMBLEWOOD CONDOMINIUM,

You're invited to join our homeowner site! You can enjoy many benefits including the ability to:

-  Make online payments and set up autopay
-  Submit maintenance requests and general inquiries
-  Access important association documents

Watch this [short video](#) to see everything the site has to offer!

[Activate account](#)

**Account information**

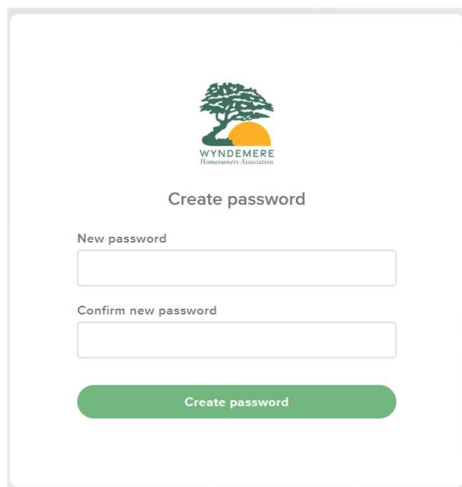
**Website:** <http://wyndemerehoa.managebuilding.com/Resident/>

**Username:** [it\\_whoa@wyndemerehomeowners.com](mailto:it_whoa@wyndemerehomeowners.com)

2. Click the green "**Activate Account**" button.

3. A web browser tab will open to **create a password**

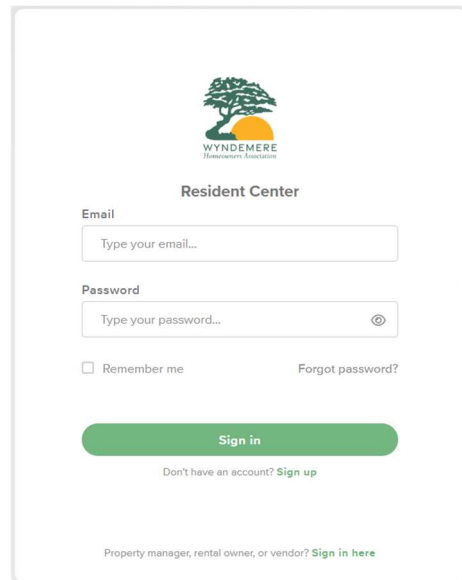
- Use at least **8 characters**
- Include **all** of the following:
  - **Uppercase letters (A–Z)**
  - **Lowercase letters (a–z)**
  - **Numbers (0–9) or Symbols (!@#\$%^&\*)**



The screenshot shows a web form titled "Create password" with the Wyndemere Homeowners Association logo at the top. Below the logo, the text "Create password" is centered. There are two input fields: "New password" and "Confirm new password". At the bottom of the form is a green button labeled "Create password".

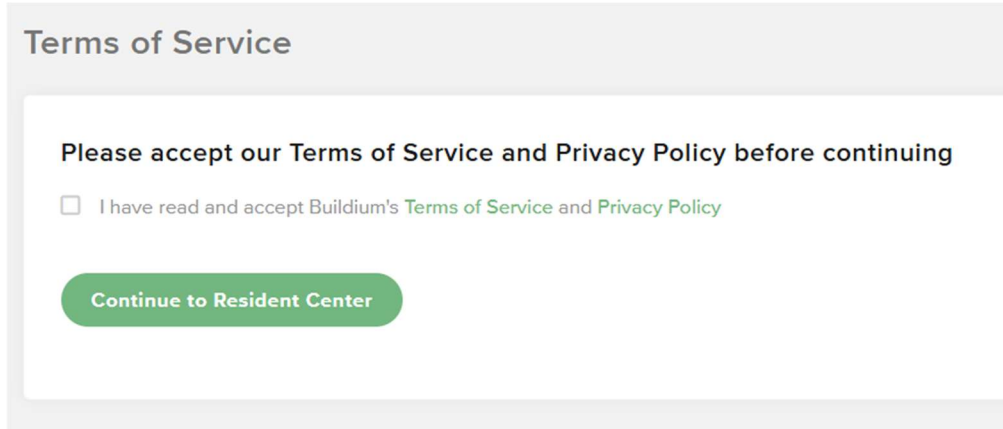
4. **Confirmed new password** and click on **Create password**

5. A new window will appear, asking you to enter your **Email** and the new **Password**. Check the "**Remember me**" option, then click **Sign In**.



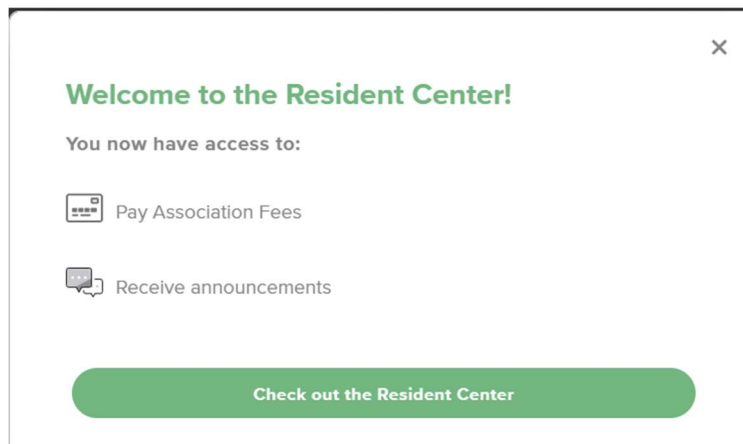
The screenshot shows a web form titled "Resident Center" with the Wyndemere Homeowners Association logo at the top. Below the logo, the text "Resident Center" is centered. There are two input fields: "Email" and "Password". Below the "Email" field is a checkbox labeled "Remember me". To the right of the "Remember me" checkbox is a link labeled "Forgot password?". At the bottom of the form is a green button labeled "Sign in". Below the "Sign in" button is a link labeled "Don't have an account? Sign up". At the very bottom of the form is a link labeled "Property manager, rental owner, or vendor? Sign in here".

6. Once you're logged in, your new homeowner portal will be activated by accepting the **Terms of Service**. Check “**I have read and accept Buildium’s Terms of Service and Privacy Policy**”.



The screenshot shows a modal window titled "Terms of Service". The text inside reads: "Please accept our Terms of Service and Privacy Policy before continuing". Below this is a checkbox with the text "I have read and accept Buildium's Terms of Service and Privacy Policy". At the bottom of the modal is a green button labeled "Continue to Resident Center".

7. You will be presented with the following **Welcome** screen



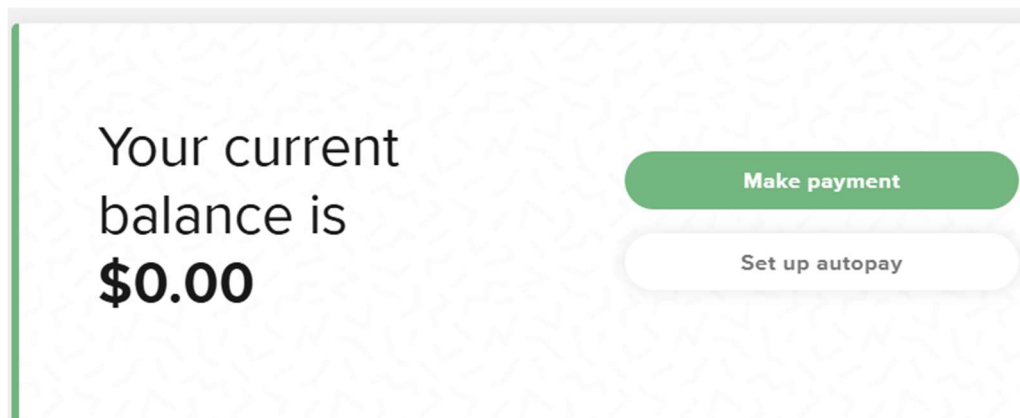
The screenshot shows a modal window titled "Welcome to the Resident Center!". Below the title, it says "You now have access to:". There are two items listed: "Pay Association Fees" with a credit card icon and "Receive announcements" with a speech bubble icon. At the bottom is a green button labeled "Check out the Resident Center".

8. Click “**Check out the Resident Center**”

## **AUTOPAY SETUP**

Once you're logged in, you'll be able to view your account balance and set up Autopay if you'd like. Here's how it works:

1. Click **“Set up autopay”**



2. **Select an amount.** You can either select the **Entire balance** or **Fixed amount**.

### Select an amount

Amount to pay

**Entire balance:** Pay your account balance in full at the frequency you choose.

**Maximum amount (Optional)**

A maximum amount ensures you are not automatically charged over the amount you set.

**Fixed amount:** Pay a preset amount at the frequency you choose.

### 3. Select a payment method:

- **Credit Card:** This option includes a **3% fee.**
  - Fill in the following information
    - **Name on card**
    - **Card number**
    - **Expiration date**
    - **Security code**
    - **Billing address**

**Select a payment method**

Credit card ▼

(2.99% handling fee)

Name on card

Card number

Expiration date

Security code

**Billing address**

Country

Address line 1

Address line 2

City

State

Postal code

- **Bank Account:** This option has **no fees.**
  - **Fill in the following information**
    - **Account type**
    - **First and last name**
    - **Routing number**
    - **Account number and confirm account number**

**Select a payment method**

Bank account ▼

(No Fee)

Account type

Checking  Savings

First name

Last name

Routing number  ?

Account number  ?


Confirm account number

4. **Set a payment start date and frequency:**


- Select **payment start date** – We recommend setting the start date to **MM/01/YY**, as that’s when the quarterly assessments are due.
- Select **Frequency**. Please choose “**Quarterly**”, and click **Next**

**Select a payment start date and frequency**

Payment start date

12/23/2025 

Frequency

Monthly 

The payment will start monthly on Dec 23, 2025

You may cancel this payment at any time.

**Next** **Cancel**

Once you've made all your selections, the system will ask you to confirm that everything is correct. After confirming, you’ll see a notification saying you’re all set!