



# 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**

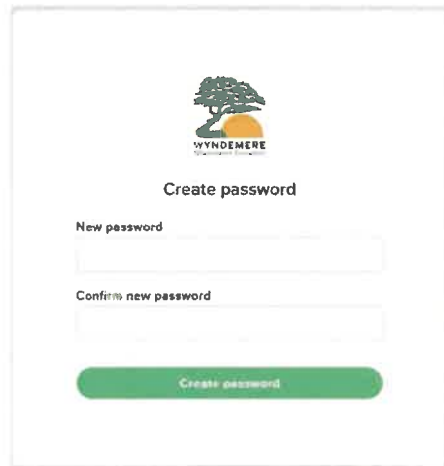
**Website:** <http://wyndemerehoa.managebuilding.com/Resident/>

**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**

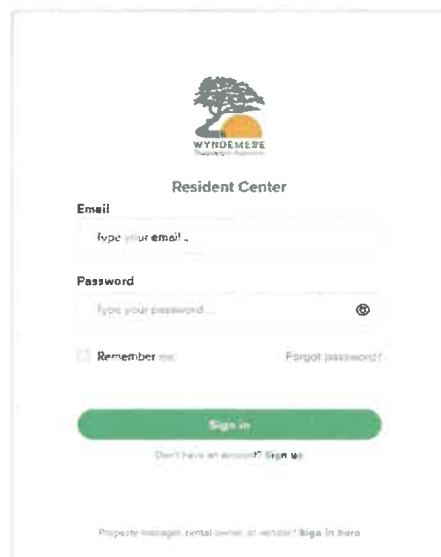
- Use at least **8 characters**
- Include **all** of the following:
  - **Uppercase letters (A–Z)**
  - **Lowercase letters (a–z)**
  - **Numbers (0–9) or Symbols (! @ # \$ % ^ & \*)**



The screenshot shows a web form titled "Create password" with the Wyndemere Homeowners Association logo at the top. Below the logo, 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, there are two input fields: "Email" and "Password". Below the "Password" field is a "Remember me" checkbox and a "Forgot password?" link. At the bottom of the form is a green button labeled "Sign in". Below the button is a link that says "Don't have an account? Sign up". At the very bottom of the page, there is a small link that says "Property messages, rental services, or rentals? 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"**.

A screenshot of a web form titled "Terms of Service". The form contains the text "Please accept our Terms of Service and Privacy Policy before continuing" followed by a checkbox labeled "I have read and accept Buildium's Terms of Service and Privacy Policy". Below the checkbox is a green button labeled "Continue to Resident Center".

Terms of Service

Please accept our Terms of Service and Privacy Policy before continuing

I have read and accept Buildium's Terms of Service and Privacy Policy

Continue to Resident Center

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

A screenshot of a "Welcome to the Resident Center!" notification box. The box has a close button (X) in the top right corner. It lists two features: "Pay Association Fees" and "Receive announcements". At the bottom is a green button labeled "Check out the Resident Center".

Welcome to the Resident Center!

You now have access to:

- Pay Association Fees
- Receive announcements

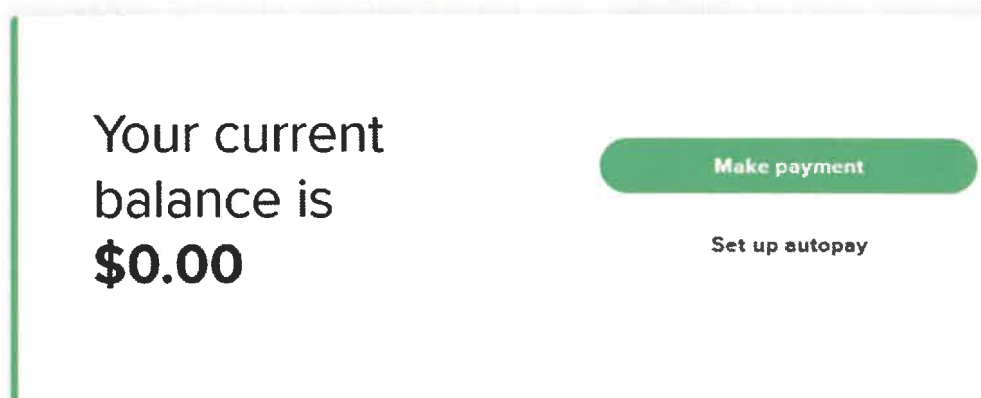
Check out the Resident Center

8. Click **"Check out the Resident Center"**

## **AUTOPAY SETUP**

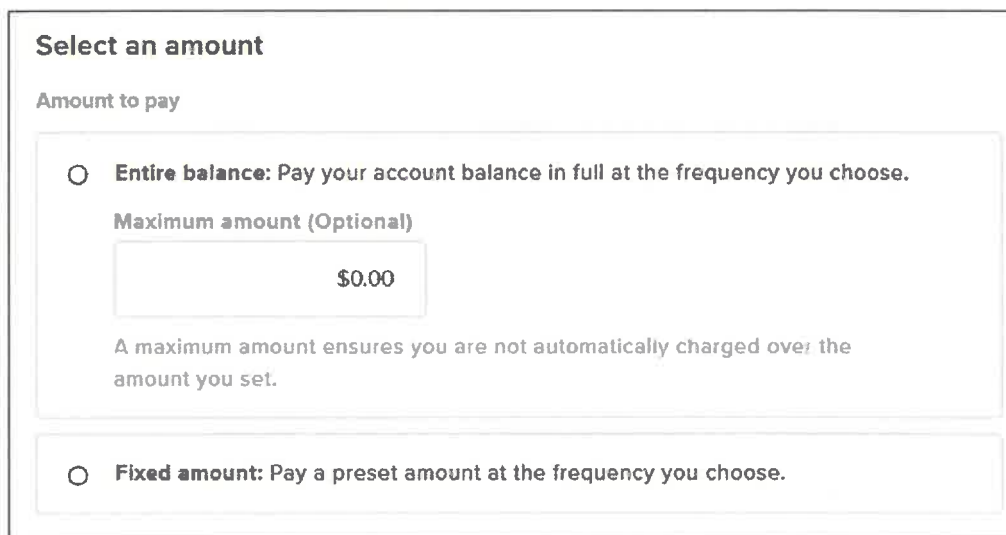
Once you're logged in, you'll be able to view your account balance and set up Autopay if you'd like. Here's how it works:

1. Click **"Set up autopay"**



A screenshot of a web interface showing the account balance. On the left, the text reads "Your current balance is \$0.00". On the right, there are two buttons: a green button labeled "Make payment" and a black button labeled "Set up autopay".

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



A screenshot of a form titled "Select an amount". Under the heading "Amount to pay", there are two radio button options. The first option is "Entire balance: Pay your account balance in full at the frequency you choose." Below this option is a sub-section "Maximum amount (Optional)" with a text input field containing "\$0.00" and a note: "A maximum amount ensures you are not automatically charged over the amount you set." The second option is "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**

United States ▼

**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!