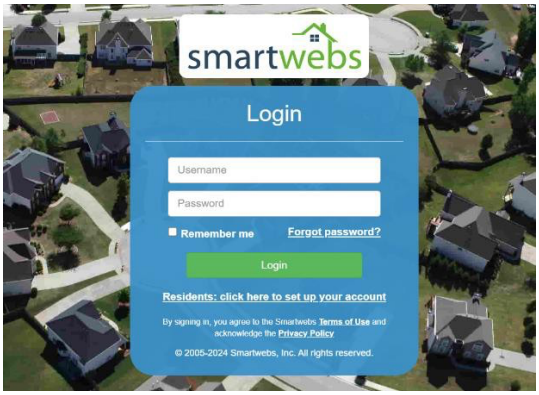
Salishan Leaseholder Smartwebs Online Portal Account Set Up

Create Portal Account

1. Go to Office.smartwebs.com



2. Once the link is open click *Residents: click here to set up your account*
3. Enter your association name **(Salishan)** and zip code. Click *Search*
    - Pass the human verification (not a robot)
4. Enter your last name and at least three digits of your address. Click Search
5. Verify ownership
    - An email or text will be sent to the phone number/email on file.
    - Use the provided code to verify your ownership
6. Create your credentials

Make Payment or See Your Account Balance

1. Log in to your account/payment using this link: Office.smartwebs.com

Make A One Time Payment:

1. Click *Pay* and enter the amount you'd to pay in the payment window
2. Setup/Select your payment method
3. Click *Continue*
4. Verify payment information and click *Confirm Payment*

To Set Up Auto-Pay:

1. Click *Auto Pay*, input amount and click *Schedule Payment*
2. Set the following:
    a. Recurrence pattern (weekly, monthly, yearly)
    b. Range of recurrence (start date and number of occurrences)
    c. Select payment method
        i. If using a credit card, there will be a percentage fee charged and you must check box to accept Visa terms of use
        ii. Alternatively, you can use a bank account with routing number and account number with no additional fee
    d. Click *Save*
    e. Click *Continue*
3. Verify information and click *Schedule payment*

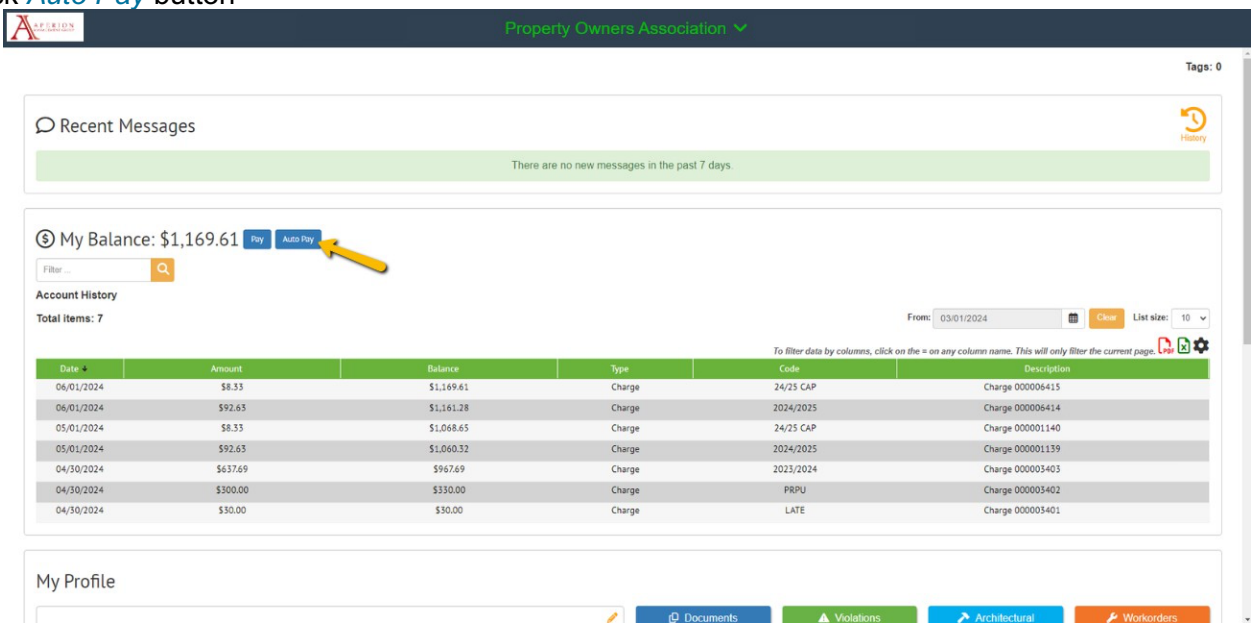
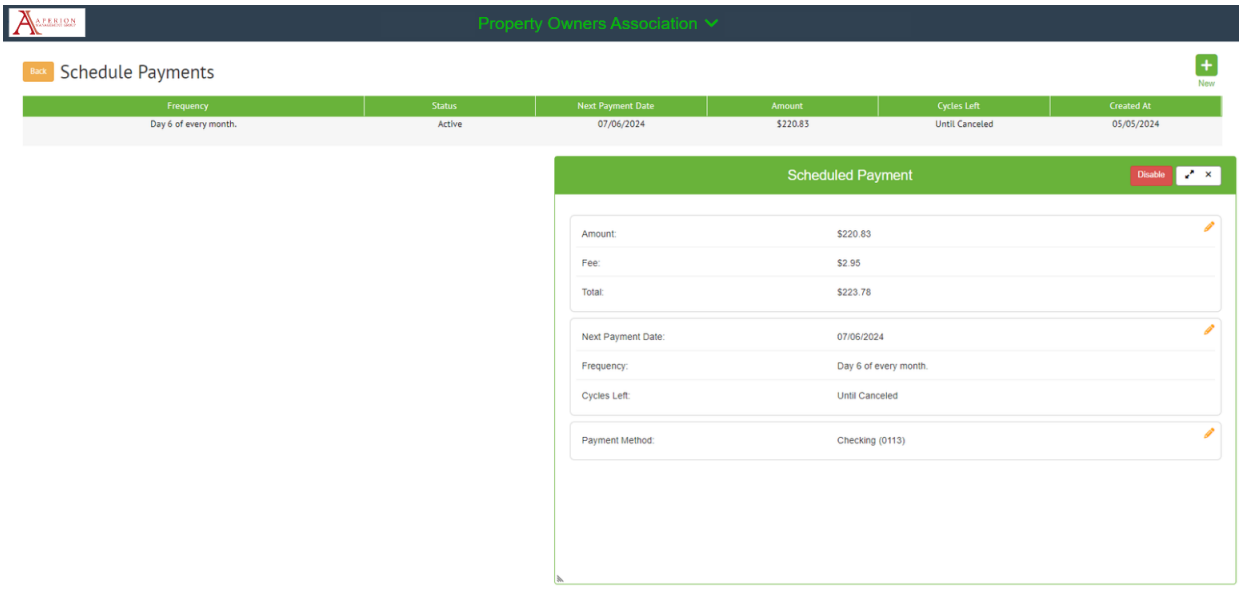
All Done!

Reminder: **If your assessment amount dues change, you will have to edit your auto pay, it will NOT happen automatically.**

Editing or Canceling Your Payments in the Homeowner Portal

Go to Office.smartwebs.com
(If you can't log in call the Aperion office at 541-389-3172 and we can reset your account)

Click *Auto Pay* button



Click the line to view autopay information.
To edit, click the *pencil* icon.
Clicking *Disable* will turn off the auto pays.