

## PAYMENT OPTIONS

Your assessment payments are processed by Alliance Association Bank (AAB), a Division of Western Alliance Bank, member FDIC. Please see below payment options that are available to you for making your payment(s):

PAYMENT METHOD	COST	HOW TO:
<b>AUTO DRAFT (“ACH”) PAYMENT</b>  <i>(Regular Assessment Only)</i>	<b>FREE</b>	Log into your Owner’s Portal from our website at <a href="http://accessmgt.com">accessmgt.com</a> by clicking on "Homeowner Login" or "Pay Assessments". Once logged into your account, click Auto-Draft ‘Enroll’ from your ‘Dashboard’. From there, you can enroll in ACH with your bank account information.
<b>ONE TIME E-CHECK OR CREDIT CARD PAYMENT</b>	<b>FEES APPLY</b>	Log into your Owner’s Portal from our website at <a href="http://accessmgt.com">accessmgt.com</a> by clicking on "Homeowner Login" or "Pay Assessments". Once logged into your account select select Echeck   Credit Card from your ‘Dashboard’ or ‘Payments’ page.
<b>PHYSICALLY MAIL A CHECK TO THE P.O. BOX</b>  <i>(Recommend sending at least 10 business days before due date)</i>	<b>FREE</b>	Make check payable to the <b>name of your Association</b> and mail to the following address: c/o Access Mgmt. Group Processing Center PO Box 95247 Las Vegas, NV 89193- 5247 <b><u>Please reference your account number on the check</u></b>
<b>SET UP A RECURRING/ONE TIME BILL PAY FROM YOUR BANKING INSTITUTION</b>  <i>(Recommend sending at least 10 business days before due date)</i>	<b>FREE</b>	Log in to your online banking and create a payee made payable to the <b>name of your Association</b> and have payment sent to: c/o Access Mgmt. Group Processing Center PO Box 95247 Las Vegas, NV 89193-5247 <b><u>Please reference your account number on the payment</u></b> <b>***If using your bank’s online bill pay, please log in to that service and confirm that the mailing address matches the above. If not, please stop/delete your existing payment, and create a new payment with the address above***</b>

\*\*\*Please pay by the due date. Delinquent balances are subject to late/interest fees per your association’s policies and a \$5/month collection administration charge. If your account is referred for collections with associations law firm or collection agency a one-time \$150 collection turnover fee would apply\*\*\*

## E-Statements Available!

No longer want to receive paper statements in the mail? Sign up and have your statement e-mailed to you.



### Here’s how to sign up for e-Statements:

- 1) Login to your Owner’s Portal from our website at [accessmgt.com](http://accessmgt.com) and clicking “Homeowner Login” or scan the QR code with your mobile device.
- 2) Select **My Contact Info**
- 3) Change **Billing Communication Preference** to **Email** and click Update to save your changes