

Instructions to Set Up Electronic Payments

Dear Homeowner:

- **E-Checks, Credit Card and Recurring Payments (setup directly with Alliance Association Bank):**

Please visit our website: www.acomgt.com and click on the link "Pay HOA Dues" on the upper right corner of the screen, create an account, login and setup your payment(s). You may choose to pay once or set up regular payments. You will be prompted for three pieces of information that can be found on your monthly Statement. Please see the example below to locate the Management Company ID, Association ID and your Account number.

- **Bill Pay Service Through Your Bank:**

- a) Delete your existing payment profile and create a new payment to the address listed above; and
- b) Update your payment instructions to include your Association ID and Account Number (***this information is at the bottom of your statement***) and list on your payment as follows:
Association I.D. "###" / Acct. No. "#####"

Sample Statement Coupon:

<p><u>Billed to:</u></p> <p>HAPPY HOMEOWNER 123 MAIN STREET SANTA CRUZ CA 95060</p> <p><u>Return to:</u></p> <p>HAPPY HOA C/O ACO Payment Processing Center P. O. BOX 96714 Las Vegas, NV 89193-6714</p>	<p>Account no: 1.00 <u>Unit #</u> VILL101 101 HAPPY CIRCLE</p> <p>Balance Due: 676.46 Write the amount paid:</p> <p><i>Return this part with your payment</i></p>
<p>Mgt Co ID Assn ID Account #</p> <p>0501 000067 0000000000000000100 HOMEOWNERHAP 067646 4</p>	

Please Omit the extra "0"s at the beginning of your account number.

Community Management by:

Anderson & Company | P. O. Box 408 | Aptos, CA 95001
(831) 688-1090 | general@acomgt.com

