

PCMS and your community association are pleased to announce that you now have **four different ways to pay assessments – Online via eCheck or Credit Card, ACH/Auto Debit, US Mail or Bill-Pay**. Please see below to learn more about the multiple payment options now available as a result of our banking relationship with Smartstreet, a division of RBC Bank.

Online Payment Via eCheck or Credit Card (One time & recurring options)

How does it work? You set up a one time or recurring payment using eCheck, MasterCard, American Express or Discover.

What do I need to do? Simply follow the directions below:

- Log in to www.pcms.net or www.smartstreet.com
- Select “Pay Assessments”
- Choose “One time Assessment” and select either “Credit Card” or “eCheck,” or log in to “Recurring Assessment Payment”
Note: You will need a login ID to set up a recurring assessment payment which can be obtained by selecting “Register” and completing the form.
- Select your homeowner’s association and follow the instructions on the screen

**There is a \$9.95 convenience fee and a \$5,000 maximum per transaction, if you pay via a credit card.*

ACH/Recurring Automatic Debit

How does it work? Your checking or savings account is automatically debited when your assessment is due.

What do I need to do? An ACH Authorization Form is enclosed with this package. Complete the form and send it with a canceled check to back to PCMS, 7000 S. Yosemite St. #150, Englewood, CO 80112, via email to accounting@pcms.net, or via fax to 303-224-0007.

US Mail/ Lockbox

How does it work? You write a check and mail it in every time your assessment is due.

What do I need to do? Write a check payable to your homeowner’s association and mail it along with your payment coupon to the address listed on the coupon. **Important:**

Please write your homeowner account number on the check.

Your Bank’s Online Bill-Pay (We are now an electronic payee for most major bill pay services)

How does it work? Set up your HOA as a payee with your bank’s online banking bill-pay. The vendor you set up and the account number you reference must match the information on your remittance coupon.

What do I need to do? Please complete your bill-pay setup exactly as follows:

- **Payee:** “Name of Association”
- **Address 1:** C/O PCMS
- **Address 2:** PO Box 105007
- **City:** Atlanta **State:** GA **Zip:** 30348-5007
- **Account Number/Reference Number:** *Your Homeowner*

Account Number as seen on your billing.