

WE HAVE PROVIDED SEVERAL METHODS OF PAYMENT TO MAKE IT EASIER THAN EVER TO PAY YOUR ASSESSMENT!**I. AUTOMATIC DEBIT (ACH) / E-CHECK / CREDIT CARD-Banking/Merchant Charges may apply**

1. Log in to your web portal at <https://azcms.vmsclientonline.com/>. Enter your account number and password. If you do not have a password, click the forgot password link to reset it.
2. Click on the EPay tab and select either PropertyPay, through our bank, or ClickPay, a third-party servicer. You will need the management ID of 9289 for either option.
 - a. PropertyPay: You will need your association ID and account number which are on your statement. Support is at 866-800-4656 opt. 3. There are service fees.
 - i. Scheduled ACH-No Bank Charge
 - ii. One-time ACH-Bank Charge of \$1.95
 - iii. Credit/Debit Card-Bank Charge of 4% of transaction
 - b. ClickPay: You only need your management ID of 9289. Support is at 800-533-7901. There are service fees.
 - i. ACH-Service Fee of \$2.95
 - ii. Credit/Debit Card-Service Fee of 4.05% of transaction (VISA payments are a flat fee dependent on the community's average payment amount)
3. AZCMS does not have access to your account and cannot assist in editing any information. Assessment amounts need to be manually updated as the fees change; they will not increase for you.

II. ONLINE BILL PAY (THROUGH YOUR BANKING INSTITUTION)-No FCB Banking Charges

1. Log in to your online banking and set up a new payee. The payee's name should be the name of your association and the payee address should be PO Box 98167 Phoenix, AZ 85038-0167.
2. You must reference your account number on the face of the check otherwise your payment may be rejected or mis-posted.
3. Most banks can send payments via 1-day EFT while others may take up to 7-10 business days. It will state the time frame in your banking platform.
4. Assessment amounts need to be manually updated as the fees change; they will not increase for you.

III. CHECK PAYMENTS-No FCB Banking Charges

1. Your check should be payable to the association and include your account number on the memo line.
2. Please allow 7-10 business days for delivery and send to:

Name of Association
PO Box 98167
Phoenix, AZ 85038-1067

IV. CASH PAYMENTS NOT ACCEPTED

*****Sign up for E-Statements*****

1. Log in to your homeowner portal at www.azcms.com.
2. Go to resident, user profile, then click the edit box at the top.
3. Check the "send e-mail" box to sign up. You may also change back to mail by toggling this back off.