

# WAYS TO PAY YOUR ASSESSMENT

**We've provided several methods of payment to make it easier than ever to pay your assessment!**

## **AUTOMATIC DEBIT (ACH) / E-CHECK /CREDIT CARD**

You can set-up a one-time payment or recurring payments by visiting [www.azcms.com](http://www.azcms.com). Select the Homeowner Portal link and sign into your portal to access your E-Pay options. From here, you can choose to pay via ClickPay which will fill in your owner details or you can choose to pay via First Citizens Bank (FCB). For FCB, you will need the management ID of 9289. The remainder of your account information can be found on your statement or coupon. If you experience difficulty setting up your payment, please contact ClickPay support at 800-533-7901 or First Citizens Bank support at 866-800-4656 opt. 3 (AZCMS does NOT have access to this information). **PLEASE NOTE: There is a service fee for these payment options.**

## **ONLINE BILL PAY (THROUGH YOUR BANKING INSTITUTION)**

You can set-up a one-time payment or recurring payments through your bank's online bill pay system. All payments need to be made payable to your association and include your account number, homeowner name, lot number and/or property address. If there is a change in your assessment amount, you will need to contact your bank to change the amount being deducted. Please note, when making a payment, some banking institutions can take 2-5 business days to process the payment. To set this up, you will need to enter the 'Payee' and 'Payee Address' in the online bill pay section of your banking institution's site. Please see the information below:

Payee Name: Name of Association  
Payee Address: PO Box 98167 Phoenix, AZ 85038-0167

## **PAYMENT BY CHECK**

Please make all checks payable to the Association. **Your check MUST include the account number for your property. Your account number can be found on your assessment statement or coupon book. If you need your account number, please email [Support@azcms.com](mailto:Support@azcms.com) or call (480) 355-1190.**

### **Mail to:**

Name of Association  
PO Box 98167  
Phoenix, AZ 85038-0167

## **CASH**

Cash payments are not accepted.

When submitting a payment, please remember that all checks are made payable to the Association and should include homeowner name, property address, lot number and/or account number. If a payment is not addressed correctly, there could be a delay in the posting of your payment.

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

1. Go to <https://azcms.opt-e-mail.com/signup> and enter your account information  
Account Number  
Property Address Street Number: (Just street number - not the entire address)
2. Once you have filled in your email address, click on the "Create Account" Link
3. You will receive an email with a blue link to confirm your information. Once you click that link you're officially registered. You must click on the emailed link to complete registration. Be sure to check your spam/junk folder in your email if you do not receive it.
4. Now, go back to your eStatement account and click on the "Home" tab.