



Through Signature Management Solutions:

eCheck Online Payment or Credit Card Online Payment *

Payments can be made through the owner's portal at www.sigmgmt.com under "Online Transactions". Please contact the support department at support@sigmgmt.com or 407-379-1455 for assistance with the owner's portal if needed.

Recurring Automatic Draft /ACH

Your assessment is automatically deducted from your account when due.

What to do:

1. The form can be completed online at www.sigmgmt.com/ach-authorization-form or by contacting Signature Management Solutions at 407-379-1455 or support@sigmgmt.com to obtain the ACH Authorization Form.

Through the Association's Bank (Pacific Western Bank):

eCheck Online Payment

Set up a one-time or recurring payment using eCheck.

What to do:

1. Login in to HOAbankservices.com.
2. Select the red **Online Payments** button on the left navigation bar.
3. Choose the red "**Sign-In or Register**" button and login. If you are a new user, you will need to register by clicking "**Register Now**".
4. Select your association and follow the instructions on the screen.

Credit Card Online Payment *

Make a one-time payment using Visa®, MasterCard®, American Express® or Discover®.

What to do:

1. Login in to HOAbankservices.com.
2. Select the red **Online Payments** button on the left navigation bar.
3. Click on the red "**Pay as Guest**" button.
4. Select your association and follow the instructions on the screen.

Mail Check and Payment Coupon/Lockbox

Mail a check and payment coupon 5 to 7 business days before your assessment due date.

What to do:

1. Write a check payable to your homeowners' association, as it is written on the coupon.
2. Mail the check and payment coupon to the address listed on the coupon.

Important: Write your homeowner account number on your check as it appears on the coupon.

Through Your Bank's Online Bill Pay:

Set up your community association as a payee from your bank's online pay system.

What to do:

1. Please complete your bill pay setup exactly as follows:
 - Payee: Association Name
 - Address 1: c/o Signature Management Solutions
 - Address 2: P.O. Box 531216
 - City/State/Zip Code: Atlanta, GA 30353-1216

Important: Reference your homeowner account number as it appears on the payment coupon.

** Payments via credit card will often include convenience fees and transaction limits. The amounts for both will vary by website and payment processor and are not controlled by Signature Management Solutions.*