



An Association Management Company



Owner Notice

IMPORTANT PAYMENT CHANGES

As the managing agent for your association, please note the following important changes being made to the way we accept your HOA dues effective November 15, 2017.

NEW ONLINE PAYMENT PLATFORM

We are excited to introduce a new and improved way for you to manage and pay your HOA dues online through **ClickPay**.

Important: If you paid online previously, accounts and any automatic payments set up through this platform will be deactivated effective November 15th. In order to avoid a disruption in your payments, **you will be required to activate your new account with ClickPay via the email sent to you on or around November 15th.**

If you do not receive an email regarding **ClickPay** or if you would like to register for online payments for the first time, you may sign up on or after **November 15th** by visiting **www.BCMServices.net**. Click **Pay Online** and then **Register** to create your profile. To connect your unit, please refer to the account number found on your invoice.

Through **ClickPay**, you can set up automatic recurring or one-time payments online by e-check (ACH) **now for FREE** and by major credit or debit card for a fee. **For help with your account or setting up payments, please contact ClickPay online through their owner help center at www.ClickPay.com/Help for FAQ's, walkthroughs, live chat, and more.**

CHANGE OF ADDRESS FOR PAYMENTS

The mailing address for accepting payments made by paper check, money order and Online Bill Pay has changed. If you pay by check or money order, please mail your payments to the address below moving forward. If you pay through your bank's Online Bill Pay feature, please notify your bank of this change in mailing address immediately:

**P.O. Box 30022
Tampa, FL 33630-3022**

Please continue to make all checks payable to the entity listed on your invoice, include the remittance slip with your payments, and write the account number found on your invoice in the notes section of your check.

CHANGE TO AUTO-DEBIT PROGRAM

Please note that we have moved the Auto-Debit program over to **ClickPay** effective November 15th. If you are currently enrolled in the Auto-Debit program, there is **no action required** on your part and this change will not disrupt payments originally set up through this program. Your payments will continue to be withdrawn automatically and will show on bank statements as your property name.

If you would like to edit or update your automatic payment schedule, please create your account with **ClickPay** at **www.BCMServices.net** using the account number listed on your invoice.