



## **\*\*IMPORTANT PAYMENT ANNOUNCEMENT\*\***

On behalf of your Beacon Management Services, this is to notify you that action is needed to update your Association's payment information by October 1<sup>st</sup>, 2023! This is due to a bank transition away from Pacific Western Bank to First Citizens Bank. We want to ensure a smooth transition and for you to continue making payments without issue. Please take a moment to read the information below.

### **TAKE ACTION BASED ON YOUR CURRENT PAYMENT METHOD**

*Avoid late fees. Payments must be remitted on the first day of the billing cycle.*

#### **Automatic Draft Payment**

**NO ACTION REQUIRED** If you are set-up with an Auto-Draft payment via the [Owners Portal](#), there will be no change. Your payments will continue to be processed as normal.

#### **Recurring/One Time eCheck Payment via Paylease**

**NO ACTION REQUIRED** To continue making your online payment with a checking or savings account, simply log in to your [Owner Portal](#) – Click "Make a Payment" select the PayLease. You will have 3 options: Auto-Draft, One-time echeck, and Credit Card

#### **Mailing Payments**

**ACTION REQUIRED** In order to avoid delays and possible late fees, please forward all payments directly to the payment address noted in the **IMPORTANT INFORMATION** section on the right, 15 days in advance of the due date. Please ensure your account number is visible on the statement.

#### **Your Bank Bill Payment through Your Online Banking Service**

##### **ACTION REQUIRED**

Set-up if you are using **your bank's bill-pay service**:

- Payee: Association Name
- c/o Beacon Management Services



#### **Home by Vantaca**

The Home by Vantaca App is only available for iPhones or iPads running iOS 15.6 or higher and can be downloaded from the App Store. The app may only be used to process your HOA payments. For all other inquiries, you will need to log in via the HOA portal.

### **IMPORTANT INFORMATION**

**UPDATES NEEDED BY  
October 1<sup>st</sup>, 2023**

#### **NEW PAYMENT ADDRESS**

*Mail Payments to:*

"Your Association Name"  
c/o Beacon Management Services  
P. O. Box 98426  
Phoenix, AZ 85038-0426

#### **CONTACT US**

Owner Portal :

[www.portal.beaconmanagementservices.com](http://www.portal.beaconmanagementservices.com)

Website:

[www.beaconmanagementservices.com](http://www.beaconmanagementservices.com)

Phone: (404) 907-2112

#### **OFFICE HOURS**

Monday – Friday  
8:30AM – 5:00PM