



May 21, 2024

Subject: Reminder: Transition to Vantaca Pay for Payment Processing

Dear Valued Homeowners,

As a reminder we are reaching out to inform you of an important change regarding our payment processing system, effective June 1st, 2024. Please see attached for more details.

**Action Required: All recurring payments through PayLease/ZEGO will automatically be deactivated May 31, 2024. Owners will need to re-enroll directly on the portal beginning June 1, 2024.**

**No Action Required: If you are currently enrolled on Auto-Draft directly on your portal you will not have to make any changes. (see below image)**

To continue making your recurring or one-time online payments simply log in to your Owner Portal – Click “Make a Payment”. You will have several options to pay: One-Time eCheck, Recurring eCheck, and Debit & Credit Cards (including Apple Pay and Google Pay).

*There is a transaction fee when you make a payment via card (3.5%) and eCheck (\$2.99). This fee is a fee charged by a third-party processor and not Beacon Management Services. Fees are subject to change by the processing company.*

Free Payment Options:

- **Auto-Draft (Free)**- Regularly scheduled Assessments will be automatically drafted on a specific day of the Association's billing cycle. In order to enroll in Auto-Draft, owners must have a zero balance. If the association changes the dues amount, owners do not have to update the payments.
- **Bank's Online Bill Pay (Free)**- Set up through your personal bank accounts.
  - Please complete your bill pay setup exactly as follows:
    - Payee: «Association Name»
    - Address 1: c/o Beacon Management Services
    - Address 2: P. O. Box 98426
    - Address 3: Phoenix, AZ 85038-0426
    - Account Number: Account Number located on Statement
- **U.S. Mail / First Citizens Bank Lockbox (Free)**- Write a check and mail it to the lockbox service. Make the check payable to the Association Name.
  - «Association Name»
  - c/o Beacon Management Services
  - P. O. Box 98426
  - Phoenix, AZ 85038-0426

Thank you for your attention to this matter.

# TAKE ACTION BASED ON YOUR CURRENT PAYMENT METHOD

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

## Recurring Card or eCheck Payment via PayLease/ZEGO

**ACTION REQUIRED AFTER JUNE 1<sup>ST</sup>**

**All recurring payments through PayLease/ZEGO will automatically be deactivated 5/31/2024.**

Beginning June 1<sup>st</sup> to continue making your recurring or one-time online payments simply log in to your

[Owner Portal](#) – Click “Make a Payment”. You will have several options: One-Time eCheck, Recurring eCheck, and Debit & Credit Cards (including Apple Pay and Google Pay).

## Auto-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. Please note this payment method is free.

The screenshot displays a payment portal interface. At the top right, a red box highlights the text "Action Required 6/1" and a blue button labeled "PayLease". Below this, the "Payments" section is visible. The main content area shows "Ledger 1 of 1" with an "Account Balance" of "\$100.00" and "Account #:" BMS12345. The address "123 Happy Place, Beacon Management Services" is also displayed. Below the account information, it states "Upcoming Charges: \$100.00". At the bottom left, a green box highlights the text "No Action Required" and "Auto-Draft: Enrolled edit". At the bottom right, there is a link for "Account Details →".