

Ameri-Tech Community Management

24701 US Hwy 19 North Suite 102

Clearwater, FL 33763

Ph: (727) 726-8000 Fax: (727) 723-1101

Dear Homeowner,

At Ameri-Tech Community Management we pride ourselves in continually improving our company so that we can outperform the expectations of our Associations while keeping management fees competitive. In keeping with this commitment, we are excited to announce that we are upgrading our accounting and management company software to a best-in-class fully integrated software system. To achieve this integrated system and deliver these increased benefits to you, it is necessary to work with a bank that fully integrates with the software we selected. The bank we have chosen to give you the greatest benefit is **Association Prime Powered by SouthState Bank**.

It is necessary for you to register your account with the Website Portal

To register for your account, please perform the following steps.

- 1) Go to <https://amtec.cincwebaxis.com/> (Do not add www.)
- 2) Click on the "Website Portal Login" in the top right-hand corner
- 3) Click on the "Register" button in the top right-hand corner
- 4) Complete a minimum of all mandatory fields marked with a red asterisk *
 - Please enter your email address as your Login ID
 - Please enter your Association (property) Address (not your secondary address)
- 5) After you have registered, a request to approve your registration will be sent to us
- 6) We will approve your registration and send you your password and link to begin using the portal!

We think you will see a positive impact from this decision, and we look forward to our continued success in serving your community. Please be advised that the following methods of payment are available:

- 1) **Online One-Time & Reoccurring Payments:** You will be able to make online payments using either e-check or credit cards. This website has been specifically designed to allow you the convenience of making your payments online and accessing your account information. Please note that you will be able to schedule your reoccurring payments or make a one-time payment until March 1 when the software goes live.

****Please be advised that the former online payment option via the Truist website has been disabled and has been replaced with the new CINC payment platform. If you are currently signed up for Auto-pay where Truist drafts your payment you will need to set up recurring payments again. Please see the instructions above to register for your website portal account.**

2) ***Lockbox Service for Paying by Check with an attached Coupon:*** Please note that the mailing address has changed. Please discard any old coupons or coupon booklets and begin using the new enclosed coupons immediately. The new address for mailing payments accompanied by a coupon is listed below. Please make your check payable to your Association and include your account number (listed on the coupon) on the memo line.

3) ***Recurring Payments (Automatic Debit (ACH) Withdrawal Program):*** With ACH, your assessment payment is automatically deducted from your checking account each assessment due date at no charge to you.

If you are currently enrolled with Truist for ACH (autopay) then you will need to setup your ACH again directly with our management company. Please use the enclosed form or the Website Portal to set up your new ACH.

4) ***Personal Online Bill Payment Service:*** Please note that if you are currently paying your assessments using a personal online bill payment service or pay online through your personal bank's online payment service, you must DELETE your current setup and add a new payee address to ensure your payment is posted promptly as shown here.

**Your Association Name
c/o Ameri-Tech Community Management
PO Box 20848
Tampa, FL 33622**

Please let us know if you have any questions regarding these features or registering your account. Thank you.

Sincerely,
Ameri-Tech Community Management

**AUTHORIZATION AGREEMENT FOR AUTOMATIC
ACH DEPOSITS/ACH CREDITS/DEBITS**

Please print clearly

Name of Association/Community (Not Ameri-Tech): _____

Unit Number: _____

Name on Account: _____

Alternate Name (ie: Trust or Business Name) on Account: _____

Property Address: _____

Email Address: _____

Phone Number: _____

I/We hereby authorize Ameri-Tech Community Management, hereafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my/our (circle one) Checking / Savings account indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Checking ____ Savings ____

Bank Name: _____

Bank Routing Number: _____

Bank Account Number: _____

Start Date: _____

This authority is to remain in full force until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

- ACH debits will be processed between the 3rd and 6th of the month.
- Paper Authorizations must be received by the 25th of the month to be effective for the next debit month. If the 25th falls on a weekend or holiday, the deadline is the last business day prior to the 25th.

NAME (Please Print) _____

SIGNED _____ DATE ____/____/____

Please attach a voided check or a letter from your bank to expedite your request.

**Return complete forms to:
Ameri-Tech Community Management
24701 US Hwy 19 N. #102
Clearwater, FL 33763**

Frequently Asked Questions

-I will be paying by personal check with the coupon. Do I have to register to the portal?

No, but you may want to in the future because you will have access to your account. This includes the ability to see when your check has been received and what is due on your account.

-Online Bill Pay through their bank asking for Payee Account Number

The payee account number is their account number for their unit in Cinc. The unit number can be located on the coupon book. There are no longer bill pay numbers for the unit.

-Where do I go to sign up for the portal?

<https://amtec.cincwebaxis.com/> (Do Not Add WWW.)

-When signing up for the portal the name has to match what is on the coupon book or the homeowner letter exactly including any spaces or punctuation.

-Anyone using Autopay with Truist has to sign up again with the new bank. The autopay will not transfer over. The Attached form needs to be filled out with a voided check included then mailed back to Ameri-Tech Realty.

-Payments can be made on the portal but there is a fee for each transaction:

Current convenience fees are:

\$1.99 for each e-check

3.25% for each credit card transaction

These amounts are paid to the payment processing company.

-Is there a new address to send monthly payment? YES

Association Name

c/o Ameri-Tech Property Management

PO Box 20848

Tampa, FL 33622

-Homeowner does not have checks to send a voided check with the form

The check is preferred but it will go through without it as long as they enter their information correctly