



## ONLINE PAYMENT INSTRUCTIONS

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Residents are able to make their assessment payments using online services, in addition to the coupon or Electronic Funds Transfer (EFT) methods.

### **E-CHECK OR CREDIT CARD: (one-time & recurring options)**

**How does it work?** You set up a one-time or recurring payment using eCheck, MasterCard, Visa, American Express or Discover\*.

*\* There is a \$14.95 convenience fee and a \$3,000.00 maximum per transaction, if you pay via a credit card. **Pay By eCheck, however, is a free transaction.***

**What do I need to do?** Simply follow the directions below.

- Have your coupon book or statement handy; the coupon has information on it that you must have to pay online.
- Log in to **www.cabanc.com**
- On the upper left of the screen you will see a box with the words "Make A Payment" and a drop-down box with "Pay HOA Assessment, Rent". Click the green "GO" button.
- Choose "Pay by eCheck" (free transaction) or "Pay with a Credit Card" (\$14.95 convenience fee).
- Choose to make a One-Time payment by clicking the orange "Make Payment" button or register for future or recurring payments by clicking the "Create an Account" button.
- Follow the instructions on the screen.
- Once you have registered, you will have your own Username and Password to Sign In on your next transaction.

*\*\* Please note: if you own more than one property in an Association or in multiple Associations, you **must** set up separate transactions for each unit; otherwise payments will not be posted properly and may result in one account being overpaid while another remains unpaid. \*\**

### **YOUR BANK'S ONLINE Bill-PAY**

**How does it work?** Set up your HOA as a payee with your bank's online banking bill-pay.

**What do I need to do?** Please complete your Bill Pay setup exactly as follows:

- **Payee:** **Your Association Here**
- **Address 1:** c/o Horst Property Management
- **Address 2:** PO Box 60545
- **City:** Phoenix **State:** AZ **Zip:** 85082-0545
- **Account Number/Reference Number:** Please refer to the number on your coupon book.

*\*\* Please note: if you own more than one property in an Association or in multiple Associations, you **must** set up separate transactions for each unit; otherwise payments will not be posted properly and may result in one account being overpaid while another remains unpaid. \*\**

#### **FOR ACCOUNT QUESTIONS:**

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