



498 Palm Springs Drive, Suite 210  
Altamonte Springs, FL 32701  
Tel. 407-379-1455 Fax. 407-379-1456  
www.SigMgmt.com

## ASSOCIATION DUES PAYMENT OPTIONS - UNION BANK

### Through Signature Management Solutions:

#### **eCheck Online Payment or Credit Card Online Payment \***

Set up a one-time or recurring payment using eCheck or Credit Card.

##### **What to do:**

1. Go to **www.sigmgmt.com**.
2. Select the green **"Online Transactions"** menu on the top of the page, then select **"Homeowner Portal"** OR scroll down the page and select the blue **"Homeowner Portal"** button under Online Transactions.
3. If you have an online Portals account select the blue **"Homeowner Portal"** button to complete making a payment through there.
4. If you do not have an online Portals account, Select the orange **"Paylease Portal"** button.
5. Choose to **Sign-In or Register** button. If you are a new user, you will need to register by creating an account using your unit's account number. If you don't know your unit's account number, please feel free to contact us at the information above.
6. Follow the instructions on the website to enter your choice of payment.

#### **Recurring Automatic Draft /ACH**

Your assessment is automatically deducted from your account when due.

##### **What to do:**

1. Contact Signature Management Solutions at 407-379-1455 or [customerservice@sigmgmt.com](mailto:customerservice@sigmgmt.com) to obtain an ACH Authorization Form.

### Through the Association's Bank (Union Bank):

#### **eCheck Online Payment**

Set up a one-time or recurring payment using eCheck.

##### **What to do:**

7. Login in to **HOAbankservices.com**.
8. Select the red **Online Payments** button on the left navigation bar.
9. Choose the red **"Sign-In or Register"** button and login. If you are a new user, you will need to register by clicking **"Register Now"**.
10. Select your association and follow the instructions on the screen.

#### **Credit Card Online Payment \***

Make a one-time payment using Visa®, MasterCard®, American Express® or Discover®.

##### **What to do:**

1. Login in to **HOAbankservices.com**.
2. Select the red **Online Payments** button on the left navigation bar.
3. Click on the red **"Pay as Guest"** button.
4. Select your association and follow the instructions on the screen.



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### **Through the Association's Bank (Union Bank) - Continued:**

#### **Mail Check and Payment Coupon/Lockbox**

Mail a check and payment coupon 5 to 7 business days before your assessment due date.

##### **What to do:**

1. Write a check payable to your homeowners' association, as it is written on the coupon.
2. Mail the check and payment coupon to the address listed on the coupon.

**Important:** Write your homeowner account number on your check as it appears on the coupon.

### **Through Your Bank's Online Bill Pay:**

Set up your community association as a payee from your bank's online pay system.

##### **What to do:**

1. Please complete your bill pay setup exactly as follows:
  - Payee: Association Name
  - Address 1: c/o Signature Management Solutions
  - Address 2: P.O. Box 531216
  - City/State/Zip Code: Atlanta, GA 30353-1216

**Important:** Reference your homeowner account number as it appears on the payment coupon.

*\* Payments via credit card will often include convenience fees and transaction limits. The amounts for both will vary by website and payment processor and are not controlled by Signature Management Solutions.*