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 **NOT** necessary for you to register your account with the Website Portal but you may want to consider it later. You will be able to view your ledger and make payments online if you register for the 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)
    - When entering your name please enter it exactly as it appears on the coupon book that you received. Include any spaces, initials and/or multiple names

5) **After you have registered, a request to approve your registration will be sent to us**
6) **We will approve your registration and an email will be sent to you. Go to the web address above, set your password and log into the portal.**

Please be advised that the following methods of payment are available:

1) ***Online One-Time & Reoccurring Payments (Website Portal)*:** 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 recurring payments or make a one-time payment as of **September 17th** when the software goes live.

**Please be advised that the former online payment option via the Truist website will be disabled on September 25th and replaced with the new CINC payment platform. If you are currently signed up for Auto-pay where Truist drafts your payment on the 3rd of every month you will need to set up ACH again by filling out the enclosed form (free) or you can set up recurring payments on the portal (processing fee). 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 coupons that will arrive soon. 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**. Do not use the old bill pay number any longer.

3) *Automatic Debit (ACH) Withdrawal Program (previously called Autopay at Truist)*: 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 set up your ACH again directly with our management company. Please use the enclosed form to set up your new ACH.

      -Once the form is completed you need mail the form with a voided check to the address at the top of this letter or fax it to 727-723-1101

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. **Please make sure you update your bill pay/Unit/Account number to reflect the new account number in the new coupon book. Do not use the old 11 digit bill pay number any longer.**

                                                Your Association Name
                                                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