

# **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, our accounting and management company software is 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 our software. 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, however, you may want to consider it later. On the Website Portal 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, there is a \$1.99 fee for each e-check, and a 3.25% for each credit card transaction. These amounts are paid to the payment processing company.

## **2) Lockbox Service for Paying by Check with an attached Coupon:**

Please make your check payable to your Association and include your account number (listed on the coupon) on the memo line. Mail to the lock box address:

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

## **3) 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.**

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.

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.

Sincerely,

Ameri-Tech Community Management