

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 before March 1, 2024, but you will not be able to make a one-time payment until after 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) ***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 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