



DUES PAYMENT OPTIONS

Dear Owners:

Following are alternate methods to pay your dues:

1. **COUPONS:** Please note that your coupon payments are mailed directly to the bank for immediate processing (hence the Arizona Post Office Box.).
2. **On-Line Payments via the HOA Owner Portal.**

You may make your payment by E-Check or Credit Card via the newly set up Owner Portal, Please type <https://portgardner.vmsclientonline.com> into your web browser and enter your account number and password.

Your Log-in Information has been mailed to you via postal mail. For Log-in questions, please contact Mona Troup, mtroup@portgardnermgmt.com or 425-339-1160 ext. 221 for assistance.

The fees are, depending on the type of transaction:
\$1.95 for Electronic Check payments
3.25% of the amount being paid for Debit/Credit card payments.

3. **Your Banking Institution's Bill Payer:** You are most welcome in using your own bank bill payer system. Please ensure that when you create a new Payee that you use the information printed on your coupons for the payment address and include your new association account number.
4. **Automatic Account Withdrawal** included in your booklet is an automatic payment withdrawal form should you desire to have your payments automatically drafted from your bank account on the 10th of every month. If you choose to use this option, please follow the directions on the form. You may also set up recurring payments on-line via the Web Portal in option 1 above.