

# HOMEOWNER HOW TO GUIDE



- **Setting up Auto-Draft  
(aka ACH / direct debit)**
- **Other Available  
Payment Options**

**\*\* *Your email address must be in our system* \*\***

Computer: Go to [home.accesspm.com](http://home.accesspm.com)

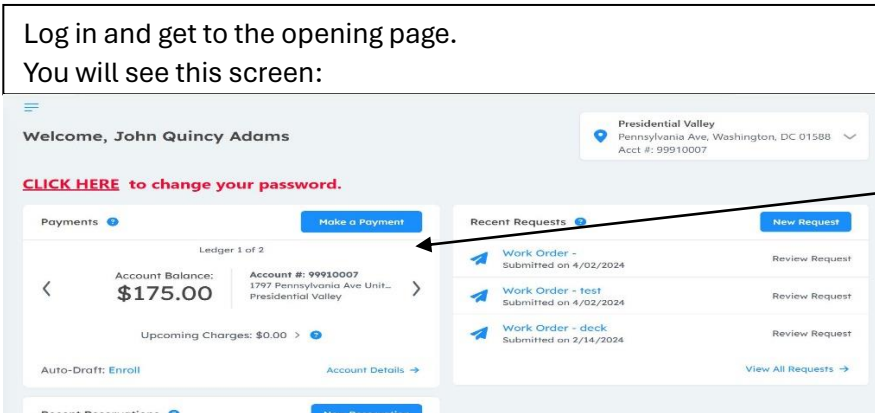
**APP: Home by Vantaca (Lifestyle)**

# How to Sign Up for Auto Draft

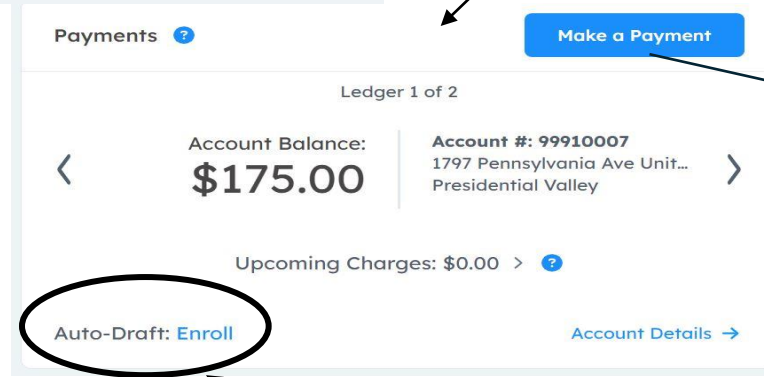
There are no charges or fees.

## Step 1

Log in and get to the opening page.  
You will see this screen:



Take Notice to the payment section, isolated below.

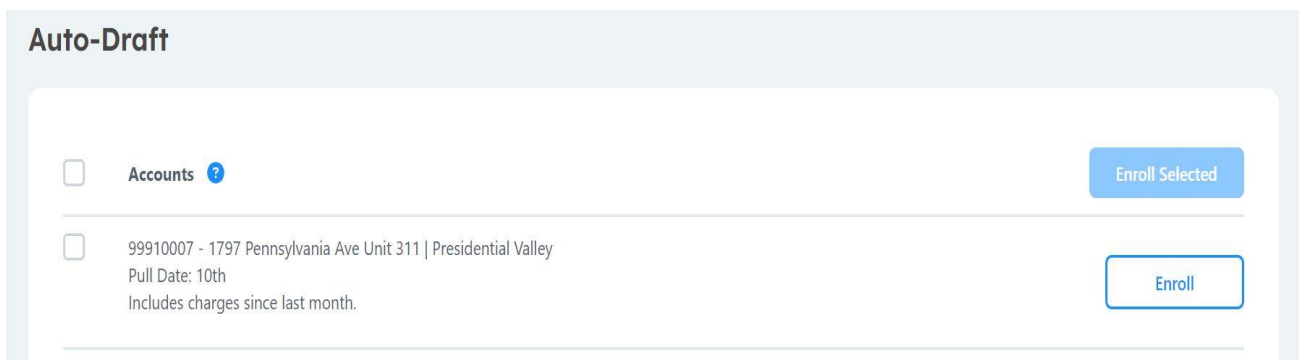


Only use this if you are making a one-time payment. BEWARE, this option carries a fee imposed by the bank.

On the isolated section shown above, you will see "Auto-Draft: Enroll" at the bottom left corner. THIS is what you need to click on. Do not use the "Make a Payment" button in the top right. This is not for automatic monthly withdrawals from your bank account. You want to click on the Enroll word.

## Step 2

You want to use Auto-Draft, so you click on "Enroll". If you clicked on ENROLL from your main page, you will then be brought to this next window shown below:



# Step 3

You want to pick the address/account number that you are enrolling by clicking the box (most people only have one, some may have multiple) and then you click enroll.

**Auto-Draft**

1st click

Accounts ?

99910007 - 1797 Pennsylvania Ave Unit 311 | Presidential Valley  
Pull Date: 10th  
Includes charges since last month.

Enroll Selected

Enroll

Then click here.

# Step 4

Once you do Step 3, there will be a pop up (shown to your right). You need to fill this out completely and carefully. Once you get to the bottom, you will click Enroll (yes, one more time 😊) and you will be done. To verify you have enrolled, see below.

Enroll Auto-Draft

99910007 1797 Pennsylvania Ave Unit 311 Remove

Start Month: April Account Type: Checking

Bank Routing Number: Bank Name:

Bank Account Number: Confirm Account Number:

I hereby authorize my association to debit the identified account for the amount indicated above. Likewise, I authorize my financial institution to accept this debit and charge it to my account. If the transaction is established as recurring in nature, I authorize future occurrences until I rescind this authorization. I agree that the ACH transaction I authorize complies with all applicable laws.

eSignature:

Cancel Enroll

eSignature = type your name exactly as it appears on Owner Contact.

**If you filled everything out correctly and went through all the steps correctly, you should see, on your main page, the below:**

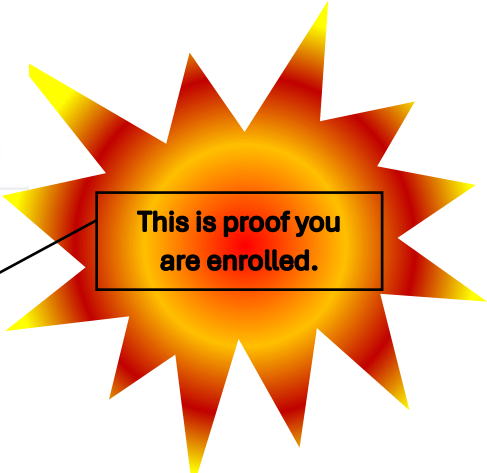
Payments ? Make a Payment

Ledger 1 of 1

Account Balance: **\$310.00** Account #: [REDACTED] Liberty Village Condominiu...

Upcoming Charges: \$0.00 ?

Auto-Draft: Enrolled edit Account Details →



## **Other Available Payment Options (free of charge)**

### **1. FREE = Automatic Draft**

Refer to first page of this guide for “Auto-Draft” instructions. This is for the automatic monthly payment of Association fees aka as ACH or direct debit. Association Monthly Fee automatically paid on the 2<sup>nd</sup> of every month. No worries.

### **2. FREE = your personal check**

Monthly remittance of your personal check via U.S. Mail

- a) Make check payable to your Association’s name
- b) In the “memo field” of check, write your Unit Owner Account #
- c) Mail check to: P.O. Box 98274  
Phoenix, AZ 85038-0274
- d) Suggest putting your check in the mail around the 25<sup>th</sup> day of the prior month to guarantee mail delivery and posting to your account.

### **3. FREE = your online banking setup with your own bank**

Set up monthly remittance thru your own personal bank by using their “online banking” capabilities.

- a) Remittance payable to your Association’s name
- b) Enter the account # given to you in the Vantaca system
- c) Payments go to Lock Box: P.O. Box 98274, Phoenix AZ 85038-0274
- d) Suggest you set up the monthly payment to be processed on the 25<sup>th</sup> day of the prior month to guarantee receipt and posting to your account.
- e) Please be aware that online payment from your bank to First Citizens Bank entails your bank processing your instructions, issuing a check and putting it in the mail to Arizona.
- f) Every time your Association Fee changes (at budget season), you need to update these banking instructions with your bank.
- g) Every time there is an additional assessment posted to your account, you need to remit a separate payment for that assessment.

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#### ***ADVANTAGES in enrolling in Auto-Draft:***

- This payment option does not have any processing fees.
- Automatic payment of your assessments will be drawn on the 2<sup>nd</sup> day of every month.
- For the month of April 2024 (only), this auto draft payment will be drawn on the 10<sup>th</sup> as it is our first month introducing this payment method and allowing owners to sign in and enroll.
- Once enrolled in Auto Draft, future assessments posted to your unit owner account will be automatically drawn when due. For example and only if applicable to your Association: monthly charge for water/sewer, annual fee for leased rental units, a special assessment, etc.