



Owner Notice

IMPORTANT PAYMENT CHANGES

As the new managing agent for Hampshire Greens Homeowners Association, please review the following important changes being made to the way your dues payments and miscellaneous charges are accepted moving forward.

ONLINE PAYMENTS

We are happy to continue providing you with the ability to pay your fees online through ClickPay. Payments can continue to be made online by major credit and debit card for a fee or by e-check (ACH) from a bank account at no cost to you.

Important:

- If you are enrolled in automatic payments through ClickPay, your payment schedule will continue to run automatically, and no action is necessary.
- The service fee associated with payments made online by debit card will be \$9.95. Payments made by credit card will incur a service fee of 2.95%. E-Check (ACH) payments can be made at no cost to you.

To access your existing account or if you aren't already taking advantage of this convenient way to pay and would like to sign up, visit our payment portal at the link below:

<https://clickpay.com/custom/abaris/login.html>

1. Click **Register** and then create your online profile with ClickPay
2. **Connect Your Property** using the 9-digit account number on your statement
3. Set up **Automatic Payments** or click **Pay Now** to make one-time payments

For help with your account, visit ClickPay's support center at **www.clickpay.com/help** for access to FAQs, step-by-step walkthroughs, email and live chat or call 1.800.533.7901 (option 1).

MAILING ADDRESS FOR PAYMENTS

If you pay by check or money order, please mail your payments to the address below moving forward. If you pay through your bank's Online Bill Pay feature, please log in to your online banking account and update the payee's address as listed below:

**Hampshire Greens HOA
P.O. Box 30347
Tampa, FL 33630**

Checks should be made payable to the association name listed on your statement. Include the remittance slip with your payments and make sure to include your **NEW 9-digit account number** found on your statement in the notes section of your check or your Online Bill Pay settings.