



## HOW TO PAY YOUR ASSOCIATION MAINTENANCE AND ASSESSMENT FEES WITH VANTACA

(A Quick Reference Guide)

**Click Pay is no longer an option! If your payments were set up via Click Pay, you must adjust your payments as soon as possible.**

You have the flexibility of making your payments via debit/credit card and check.

### Here are your payment options:

- **DIRECT DEBIT:** If a direct debit, ACH payment was set up through Seacrest, **NO** action is required. Payments will be deducted as standard on the fifth day of each month/quarter. You will need to enroll by the 1st of the month for the current month's charges to process. There is no fee associated with this payment option. (If you would like to sign-up for this service, please use the Seacrest Services, Inc. Authorization Form attached or click Auto-Draft: Enroll from the Vantaca Portal via the Seacrest Website [www.SeacrestServices.com](http://www.SeacrestServices.com))
- **CHECK:** A manual or written check should be mailed to: **PO Box 166026, Altamonte Springs, FL 32716-6026**, with the current coupon or by referencing your address within the association on the check. **\*Payments should be made payable to the association.\***
- **BILL PAY (THROUGH YOUR BANK):** Automatic payments set up through your bank should be mailed to: **PO Box 166026, Altamonte Springs, FL 32716-6026**. You should reference your account number or your address within the association on your payment. **\*Payments should be made payable to the association.\***
- **ONLINE PAYMENTS:** Payments may be made via the Vantaca Portal. (Access the portal via the Seacrest Website: [www.SeacrestServices.com](http://www.SeacrestServices.com)) Once you are logged into your account, click on the *Make a Payment Tab* and select the option that best supports your payment type and frequency.

Still need assistance, we are here to help! Please contact us at [csrhelp@SeacrestServices.com](mailto:csrhelp@SeacrestServices.com) or call us 561-656-6363.

Thank you for your continued support and cooperation!

Kind Regards,

*Seacrest Service, Inc. Management Team*