



Dear Homeowner:

So Cal Property Enterprises, Inc. is constantly looking for new ways to improve the services to your Association. We are committed to providing you with a superior level of service. With this in mind, we are now partnered with CINC Systems software and Seacoast Commerce Bank to provide our payment processing, banking and web services.

So Cal Property Enterprises, Inc. in conjunction with CINC Systems will accept the following methods of payment:

- 1) **Personal Checks or Money Orders:** Submit your payment (payable to your Association) with the remittance stub in the provided return envelope. Always include your 6 digit account number and/or property address on your check or money order and mail to:

**The Gallery HOA
c/o So Cal Property Enterprises, Inc.
PO Box 980966
West Sacramento, CA 95798**
- 2) **Bill Pay Service through Your Bank:** If you wish to use an online bill payment service or pay online through your personal bank's online payment program, you must provide the payment Remittance PO Box, and reference your 6 Digit Account Number to your financial institution to ensure your payment is received and posted promptly.
- 3) **So Cal Property Online One-Time/Single Payment:** You will be able to make an online payment with our new system using either e-Check (no charge) or credit card. Please contact our office, or check your monthly statement for your 6 Digit Account Number *before* setting up your new online payment. To make your online payments, please go to our website **at www.socalenterprise.com** and click on the "Make Payment" link. This webpage has been specifically designed to allow you the convenience of making your payment online and accessing your account information. On your first visit to the payment webpage, you will need to register. Simply click on the "Register" button and complete the information required. Your email address is your Login ID and a password will be sent to you via email. Please check your Spam Folder if you do not receive your emailed password. Once you receive your password, you will be ready to make online payments.
- 4) **So Cal Property Online Recurring Payments:** You will be able to make an online payment with our new system using either e-Check (at no charge) or credit card. Please



contact our office, or check your monthly statement for your 6 Digit Account Number *before* setting up your new online payment. To make your online payments, please go to our website at **www.socalenterprise.com** and click on the “Make Payment” link. This webpage has been specifically designed to allow you the convenience of making your payment online and accessing your account information. On your first visit to the payment webpage, you will need to register. Simply click on the “Register” button and complete the information required. Your email address is your Login ID and a password will be sent to you via email. Please check your Spam Folder if you do not receive your emailed password. Once you receive your password, you will be ready to make online payments. After you login into the website, select “Recurring Payments” from the menu to setup and maintain your recurring payments.

After your online account registration is complete, you have the opportunity to take advantage of the following services:

Online Account Access: Once you have registered and logged in, you can access your account history and balance information by clicking on the “Account Information” link on the left side of the screen.

eStatements: Once you have registered and logged in, you will have the option to opt in for eStatements to receive your monthly statement via email.

Please let us know if you have any questions regarding these payment options or logging into the website. You can contact us at (951) 270-3700 or email am@socalenterprise.com for additional assistance.

Sincerely,

Lisa Chastain
Community Manager for The Gallery HOA
So Cal Property Enterprise, Inc.