



## **Payment Options**

Effective October 1, 2019

Dear Homeowner:

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

- 1) **Personal Checks or Money Orders:** Submit your payment, payable to The Gallery HOA, with the remittance stub (bottom portion) in the return envelope provided with your monthly courtesy statement. 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 listed above and reference your 6-digit account number to ensure your payment is received and posted correctly.
- 3) **So Cal Property Online One-Time Payment:** You can make an online payment with our system using either an eCheck (\$1.99 merchant fee) or a credit/debit card (3.25% merchant fee). To make a one-time online payment, please go to our website at **[www.socalenterprise.com](http://www.socalenterprise.com)** and click on the "Make a Payment" link. This webpage has been specifically designed to allow you the convenience of making a one-time online payment 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 requested information. Your email address is your Login ID and a password will be sent to you via email. Please check your Spam/Junk Folder if you do not receive your emailed password. Once you receive your password, you will be ready to make online payments. After you log in to the webpage, select "Pay Assessments" and complete your payment under the "One-Time Payment" section.



- 4) **So Cal Property Online Recurring Payments:** You can set up automatic recurring online payments with our system using either an eCheck (\$1.99 merchant fee) or a credit/debit card (3.25% merchant fee). To create or update recurring online payments, please go to our website at [www.socalenterprise.com](http://www.socalenterprise.com) and click on the “Make a Payment” link. This webpage has been specifically designed to allow you the convenience of making recurring online payments 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 requested information. Your email address is your Login ID and a password will be sent to you via email. Please check your Spam/Junk Folder if you do not receive your emailed password. Once you receive your password, you will be ready to make online payments. After you log in to the webpage, select “Pay Assessments” and create or update your payment under the “Recurring Payments” section. Homeowners are responsible for updating any changes in their recurring payments.

Once you have completed the online registration, you can also take advantage of the following services:

**Online Account Access:** You can access your account history and balance by clicking on the “Account Information” link.

**eStatements:** Click on “My Profile” then check the box to opt in for eStatements and click “Submit” at the bottom.

If you have any questions regarding the payment options or log in process, please contact us at (951) 270-3700 or email [am@socalenterprise.com](mailto:am@socalenterprise.com) for additional assistance.

Sincerely,

*Beth Wood*  
Community Manager for The Gallery HOA  
So Cal Property Enterprise, Inc.