



Every association member has a secure online account through a PORTAL provided by Sentry Management. In your account(s) on the PORTAL, you can:

- Make online payments
- View your personal account and payment history
- Find Community Manager name, phone number & email address
- Access association documents like By-Laws, Rules & Regulations, Reports and Forms
- Sign up for emails from your association
- Request a mailing address change
- Request replacement coupons

Go to **My Account** on Sentry’s website (www.sentrymgt.com). Then select **New User Registration**.

FIVE EASY WAYS TO PAY



	<p>Auto-Pay: Set up this service to have assessments automatically paid when due. You may access this service at www.sentrymgt.com then select “Make A Payment”.</p>
	<p>One-Time: One-Time Payments can be made online at www.sentrymgt.com, then select “Make A Payment”. If you are new to this service you may register your account by using your 16-digit account number or using the FIND ME option.*</p>
	<p>By Phone: Our Pay-By-Phone service is available by calling toll-free (888) 786-6496 (24/7, 365 days a year). This service allows you to make a payment with the assistance of a Customer Service Representative for a small fee. Additional convenience charges apply to Debit or Credit Card transactions.</p>
	<p>Mail: If you prefer to Pay by Mail, enclose your check along with your payment coupon. Payments can be mailed to our Payment Processing Center at PO Box 105302 Atlanta, GA 30348-5302. Please include your coupon to ensure accurate application. If you cannot find your coupons, you may order replacements online at www.sentrymgt.com.</p>
	<p>In Person: If you prefer to pay in person, you can visit your local Sentry Management office. To find your nearest office, please visit www.sentrymgt.com or call our Owner Services Team at (800) 932-6636 (8:30am - 7:00pm, EST). *Checks are the only payment method accepted in person.</p>

**Convenience charges may apply for credit/debit transactions, customer service assisted transactions and some one-time payment transactions.*

Remember:

- *Please do not send post-dated checks as our payment center cannot single out these payments and the checks will be processed as received. If you have already prepaid your assessments, please disregard these coupons.*
- *If you use a bill pay service through your bank to make your payments, please include your 16-digit account number to ensure the payment is credited to your association homeowner account.*
- *Should your current mailing address differ from that shown on this mailing, visit www.sentrymgt.com and select **“My Account”** to locate the **“Change of Address Request”** link so that we may update our records.*

