

# HOW TO PAY YOUR ASSESSMENTS



Set up ACH  
through your  
Owner Portal



Mail a check,  
cashier's check  
or money order



In person at any  
of [our locations](#)



Through your  
bank's Online  
Bill Pay



Online through  
your Owner  
Portal\*



Over the phone  
866.729.5327  
opt. 1\*

\* Be advised that a processing fee will apply.

[Click here to access your Owner Portal](#)

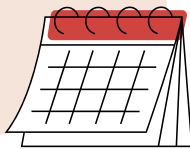
## AUTOPAY OPTIONS

Auto-Draft via Avalon	AutoPay via ZEGO
No additional fees	Processing fees will apply
Linked to a checking account	Linked to a debit or credit card
We will adjust any change in your assessments	You have to manually update any changes
Can only be setup on current accounts	You can set it up anytime



**Mailing Address**  
P.O. BOX 52982  
Phoenix, AZ 85072-2982

**ALL  
ASSESSMENTS  
ARE DUE THE 1ST  
DAY OF THE  
MONTH**



Your checks and online systems  
**must be payable to your  
Association** (not to Avalon)



Please reference your account  
number.

Available on your owner portal, your coupon book or  
call us and we will help you.

Contact us at 951.746.5410 or [Ar2@AvalonWeb.com](mailto:Ar2@AvalonWeb.com)  
**[www.AvalonWeb.com](http://www.AvalonWeb.com)**

# YOUR OWNER PORTAL

Follow these easy steps to change your temporary password and pay online or set up automatic payments.



## CHANGE YOUR TEMPORARY PASSWORD

### Go to My Contact Info > My Login

Paste the temporary password under “Current Password”, type your new password and click “Update”.

## PAY ONLINE

### Select Make a Payment > Credit Card/ECheck > Make a Payment

You can submit a One-Time Payment for any amount, anytime. Please note that a processing fee will apply.



## SET UP AUTO-DRAFT

### Go to Billing > Auto-Draft > Enroll

Fill in the fields and make sure to **manually type your start date**. The start date must be any day between the 1st and 3rd of the month.

## SET UP AUTOPAY VIA PAYLEASE

### Go to Billing > Credit Card / ECheck > Make a Payment > Recurring Payments > Create New AutoPay

You can enroll for any amount, anytime. Be advised that a processing fee will apply.

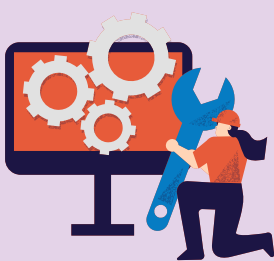
## DOWNLOAD REPORTS & STATEMENTS

### Go to Billing > Download Statement

From the dropdown menu you can select the option of your choice: last 30 days, 60 days, YTD, etc.



## ISSUES LOGGING IN?



Use **Google Chrome** as your web browser.

If there have been too many failed attempts logging in, **clear your cache and start over** with the last password provided.