



Park Plazas

A Covenant Enhanced Community

How to Register for ACH (Automatic Bank Payment)

ACH is a convenient, free service for paying your monthly PPCSA assessment with automatic monthly withdrawals from your checking account.

Our service provider is Zego/PayLease. To register, please click on this secure link:

https://www.paylease.com/index_out.php?pm_id=96190382

At the beginning of the process, you will be asked for your account number. Your Park Plazas account number is a combination of the first three letters of your cul-de-sac's name followed by a dash, followed by the three digits of your lot number.

Sample Account Numbers:

- If you live on Fresa Plaza and your lot number is 14, your account number is FRE-014
- If you live on La Luz Plaza and your lot number is 8, your account number is LAL-008.
- If you live on Puesta del Sol Plaza and your lot number is 197, your account number is PUE-197.

Next steps:

1. Enter your username (your email address) and a password that meets the listed security criteria.
2. Click on "Get Started" in the bottom left corner to *Schedule an AutoPay* directly from your checking account.
3. Choose "Create Variable AutoPay" on the next screen and select your *Payment Start Date*. Choose "monthly" for *Payment Frequency* and then whether you want the payment to continue indefinitely or end on a certain date.
4. Add your bank's routing number and your account number.

Be sure to choose a payment processing date that allows your payment to be processed and received by the Association before the 25th of each month.

Need assistance? Please call the Community Manager at (505) 471-8809 or (505) 396-0028.