

# Payment Information

The following methods of payment are provided:

**1) Online Payments:**

You will be able to make online payments using either e-check or credit cards. To make your payments, please go to our website at [www.cepco-nc.com](http://www.cepco-nc.com). This website has been specifically designed to allow you the convenience of making your payments online and accessing your account information. On your first visit to the website, you will need to register. Simply click on the "Register" button and complete the information required. As a part of the information that will be required during registration, you will need to enter your account number that has been assigned to your property. Your email address is your Login Id and a password will be sent to you by email. Once you receive your password, you will be ready to make online payments. When paying by eCheck NO additional fees will be assessed. If you select to pay by Credit Card, a processing fee of 3.25% fee of the amount paid will be assessed. (\*Processing fees are subject to change as directed by card vendor).

**2) Automatic Debit (ACH):**

With ACH, your assessment payment will be automatically deducted from your checking account each assessment period. To enroll in this feature, please complete the enclosed form and return to CEPSCO at 1628 Doctors Circle, Wilmington, NC 28401. There is NO charge for this service.

**3) Lockbox Service:**

When writing your check, please make sure to make it payable to your Association and include your account number on the memo line.

**4) Bill Pay:**

Note that if you choose to pay your assessments using an online bill payment service or pay online through your personal bank's online payment service, you will need to document your account number on the memo line. Please make payable to your Association.

The Online payment features also affords you the opportunity to take advantage of the following services:

1. **Account Information:** Once you have logged into your account, you can access your account history and balance information by clicking on the Account Information link on the left side of your screen.
2. **Recurring Payments:** Once you have logged into your account, you can access Pay Assessments on the left side of your screen. This screen will provide onetime and recurring payment options for Credit Card and eChecks.