

## ASSOCIATION ASSESSMENT PAYMENT INSTRUCTIONS

### CMA offers four options to pay your assessment:

#### 1. **AUTOMATIC ELECTRONIC PAYMENT, (Monthly dues Associations only)**

- Fill out the ACH form and mail it along with a voided check to CMA
- CMA will automatically deduct your payment from your checking account on the 6th of every month
- No more worries about the check getting lost in the mail or your payment arriving late
- No costs (save the envelope & stamp)

#### 2. **PAY VIA COUPON WITH A PERSONAL CHECK**

- Make your check payable to: Your association's name
- Put your account number on the check's memo line
- Enclose your coupon with your check
- Mail the check to:

**The association name**  
**C/O CMA, LLC**  
**P. O. Box 105007**  
**Atlanta, GA 30348-5007**

Payments sent or delivered to CMA's offices can take up to two weeks to process. For faster service of personal checks, send to the above address.

#### 3. **PAY VIA YOUR BANK'S AUTOMATIC BILL PAY**

- Make your check payable to: **Your association's name**
- Put your account number on the check's memo line  
**YOUR BANK'S CHECK MUST HAVE YOUR ACCOUNT NUMBER  
ON IT TO BE SURE YOUR ACCOUNT IS CREDITED CORRECTLY**
- Mail the check to:

**The association's name**  
**C/O CMA, LLC**  
**P. O. Box 105007**  
**Atlanta, GA 30348-5007**

#### 4. **PAY VIA ONLINE USING CREDIT CARD OR E-CHECK**

- Using the internet go to [www.mysmartstreet.com](http://www.mysmartstreet.com)  
Click on "Online Payments" on the left side of the screen.
- Select Option 1 to pay via Credit Card (\$10 Fee charged by Credit Card Company) or Option 2 to pay via e-Check (Free Service).  
Type in **The association's name** in the first field and click find.  
Select the association from the choices
- Fill in the rest of the information. You will need your account number to continue and this can be found on the coupon sent to you in the mail or by contacting the CMA office.

When finished, click "Submit" at the bottom of the page. Don't forget to print your receipt.