



12051 Tech Road, Suite B Silver Spring, MD 20904-1999
Tel. (301) 680-0700 Fax. (301) 625-0438

For your convenience, Chambers Management Inc. in conjunction with CINC Systems, LLC will provide multiple resources to make your payments. Please note that a few of these avenues will warrant a small fee.

- 1) Lockbox Service: If applicable to your HOA, you will receive payment coupons in the mail. The address for mailing payments accompanied by a coupon is listed below. When writing your check, please make sure to make it payable to your Association and include your account number provided on your Welcome Letter. There is no fee for using the Lockbox Service.
- 2) If you would like to pay your assessments using an online bill payment service or your personal bank's online payment service, please use the New Jersey PO Box address listed below and your account number provided in your Welcome Letter. This will ensure your payment is posted promptly. There is **no fee** for setting up a bill payment through your personal bank.
- 3) If you would like to pay via ACH please complete the ACH form provided in the Welcome Package. Once completed, you can email the form to MLindsey@chambersmanagementinc.com. There is a one-time setup fee of \$10. Moving forward there is **no additional fee**. Please mail the one-time set up fee and voided check to our office to the attention of Molly Lindsey (you may include the ACH form).
- 4) Online Payments: You will be able to make one-time or recurring payments online using either e-check or credit cards. To make your payments, please go to our website at chambers.cincwebaxis.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. Once your registration request is reviewed and validated by Chambers Management Inc., you will receive an email with a link to set your password. Once registered, please adjust your spam filter to allow the following email addresses to go through: donotreply@chambersmanagementinc.com and donotreply@cincsystems.net. You can then log in with your email address and new password to make payments and access information about your community. To setup your recurring payments, log into your account and then click the Pay Assessments Link. On the Pay Assessments page, you can choose to set up your recurring payments for e-checks or credit card by clicking on the New Recurring E-check or New Recurring Credit Card link. There is a bank fee of **\$1.99 fee for e-checks and 3% charge for credit cards**.

The PO Box address is as follows:

Your Association Name
c/o Chambers Management Inc.
PO BOX 2309
Secaucus NJ 07096-2309

Please note Chambers Management has an App available through your mobile app store. Please type "Chambers Management Inc" in the search bar and download the **royal blue** icon for easy access to the portal.

<http://chambers.cincwebaxis.com/>

WWW.CHAMBERSMANAGEMENTINC.COM