



## **KPG Accounting Services, Inc.**

**Phone: 239-434-8866**

**Email: [contact@kpgaccounting.net](mailto:contact@kpgaccounting.net)**

**(Office hours- Monday through Friday 8:00am-4:00pm)**

### **PAYMENT INSTRUCTIONS & OPTIONS FOR PAYING ASSESSMENTS**

KPG Accounting Services, Inc. would like to introduce you to our software system (CINC) and we are excited to share all the features with our clients and owners. Our upgraded system will allow you to check your account balance, make payments online, and access your association documents. Here are important things you need to know:

#### **WHERE TO MAIL YOUR CHECK PAYMENTS:**

**MAILING ADDRESS:** Please mail your payments to **KPG Accounting Services, PO Box 25433, Tampa, FL 33622-5433**. Please make your check payable to your association (not KPG Accounting Services).

**Important note for BILL PAY USERS:** If you send your payment through your bank's Bill Pay, please use your association's name, your account number (see below for how to find this) and payment address above.

#### **HOW TO CREATE AN ONLINE ACCOUNT IN CINC:**

To check your balance, find your account number, and make online payments, please go to **kpg.cincwebaxis.com** (please do not type "www" before the website address)

Click "Sign In" on the top right and then "Create Account". You must fill out the fields with red asterisks (name, address, email address). Once your account is verified (please allow up to 24 hours), you can create a password and log into your account. Click "Account Info" and "My Profile" to find your account number.

#### **HOW TO SIGN UP FOR ACH (AUTOPAY):**

Once you are signed in, click "Payment Options", "Description of Payment Options" and follow the instructions for Option #2. There are no processing fees for this option.

#### **HOW TO MAKE CREDIT/DEBIT CARD, ONE-TIME, AND ECHECK PAYMENTS:**

If you would like to pay with a credit or debit card, make a one-time payment, or set up recurring payments (for which you control the payment date), go to **kpg.cincwebaxis.com** (see above for instructions on how to register). Once you are signed in, click "Payment Options", "Description of Payment Options" and follow the instructions for Option #3 (**Processing Fees apply - \$2.99 for eChecks & 3.25% for credit/debit card transactions**).

#### **HOW TO MAKE A QUICK PAYMENT:**

The quick payment link found on the upper right-hand corner of the website allows you to make a one-time payment via eCheck or Credit Card without having to register. All you'll need is your account number and email address. (**Processing Fees apply - \$2.99 for eChecks & 3.25% for credit/debit card transactions**).

**If you have any questions about registering online, setting up your ACH (AutoPay), or making an online payment, email us at [contact@kpgaccounting.net](mailto:contact@kpgaccounting.net) or call 239-434-8866. Please let us know if you have any questions or concerns.**