



# PPM

PROFESSIONAL PROPERTY MANAGEMENT, INC. OF RALEIGH

## AVAILABLE PAYMENT METHODS

PPM makes paying dues easy with these several available options for making payments.

- **Set up automatic draft** of your assessments by completing the form on the back of this sheet and submitting it, along with a voided check, to PPM via email (info@ppmral.com), fax (919-870-7241) or mail (see address below).
- **Pay online with an e-check or credit card** via the homeowner portal by visiting ppm.cincweb.com. Before you can pay online, you must register for access to your homeowner portal by following these instructions:
  1. Visit ppm.cincweb.com.
  2. Click on the 'Register' button.
  3. Fill out the form as completely as possible. Click 'Submit'.
    - a. NOTE: Inputting your account number into the form will expedite the registration process. Your account number is listed on your coupon book or statement.
  4. Within 24 business hours, you will receive an email containing your username and password.
  5. Log into ppm.cincweb.com.
  6. Please visit the 'Pay Assessments' tab located in the green left navigation panel and follow the instructions for your preferred method of payment.
  7. Optional: Go to 'My Profile' and opt into e-statements to receive e-mailed statements rather than mailed statements or coupon books.
- **Mail a check** to: PPM, Inc., PO Box 97006, Raleigh, NC 27624  
Make the check out to your HOA. (Do not make the check out to PPM.)  
Please do not include correspondence sent to this PO Box, as it goes directly to the bank.

Please remember that assessments are due on the first day of the billing period, which will always fall on the 1<sup>st</sup> (i.e. January 1, August 1, October 1, etc.). All associations have a grace period to allow for payment processing, but submitting payment after the 1<sup>st</sup> may result in late fees. To prevent the possibility of a late fee from being assessed to your account, ensure you pay by the due date. Thank you!

Sincerely,

PPM, Inc. AAMC

