



CAPE GEORGE COLONY - Assessment Payments and Services

Dear Cape George Colony Club Property Owner:

Community Financials has been selected by your Board of Trustees to help with the community's financial services and provide options for assessment payments.

Your association assessment payments can be processed through one of the following methods:

- ✓ Online Payment via eCheck / ACH (automatic withdrawal from your bank account)
- ✓ Online Payment via Credit Card
- ✓ Personal check mailed with your statement remittance stub
- ✓ Using your personal Bank's online bill pay service

Please refer to the following instructions depending on how you choose to pay your assessments:

How to Register to Pay Online using ComWeb:

1. **Register via Email:** If Community Financials has your email on file, you will be able to register using your email only. If you would like to add an email address to your property, please email or call the Cape George office.
2. **or Register via Account Number:** Cape George will share your ten-digit account number with you via the welcome letter or quarterly statement. If you do not receive a letter containing your account number, please contact the office at 360-385-1177.

To register via your email address:

1. Go to <https://comwebportal.com/login>
2. Click the "Register a new user box".
3. Search for Cape George Colony Club name by typing in the field below the prompt.
4. Enter your email address (this must match the email listed on your account).
5. Click "**Find my record using this email**".
6. Create a password using the guidelines outlined below then confirm your password.
 - Must be at least six (6) characters
 - Must have at least one (1) digit ('0' - '9')
 - Must have at least one (1) lowercase letter ('a' - 'z')
 - Must contain at least one (1) uppercase letter ('A' - 'Z')
 - Must contain at least one (1) special character (! @ # \$ % ^ & * . ,)
7. Check for a confirmation email and click the link in the email to confirm your account.

For security purposes, the confirmation email will be sent to confirm you are the owner of that email account. Please check your SPAM folder as it may be filtered automatically.

After you click the link in the confirmation email your account will be registered. You can now log into your account using your email address and the password you created. Interface with “the portal” functions best using Google Chrome.

To register via your account number:

If your email address is not found in the accounting system, you can register using your account number, the account number is assigned by Community Financials, and may be found on items such as invoices/statements or coupons.

1. Go to <https://comwebportal.com/login>
2. Click the "Register a new user box".
3. Search for Cape George Colony Club name by typing in the field below the prompt.
4. Check the corresponding box to find your address by **Street Address** or by **Unit Number**
5. Select option to "**register with your account number**". (This is the ten-digit number from your statement, example 5000000753) Contact the Cape George office if you do not know your account number.
6. Create a password using the guidelines outlined below. Confirm your password.
 - Must be at least six (6) characters
 - Must have at least one (1) digit ('0' - '9')
 - Must have at least one (1) lowercase letter ('a' - 'z')
 - Must contain at least one (1) uppercase letter ('A' - 'Z')
 - Must contain at least one (1) special character (! @ # \$ % ^ & * . ,)
7. Check for your confirmation email and click the link in the email to confirm your account.

Once registered here is what you can do:

Click the green "pay now" icon on the right side of the screen

This will take you to the Zego/Paylease screen where you can select a one time payment or recurring payments.

PAY

How do I edit an existing AutoPay?

Step-by-step instruction on how to edit an existing AutoPay

May 25, 2021 · Knowledge

Article Details

In order to edit an existing AutoPay:

1. Log in to your Zego account
2. Click on the 'Recurring Payment' or 'AutoPay' tab

Home One-Time Payment **Recurring Payment** Payment History
My Payment Accounts My Profile Support Center

Property:
Property Management Co: AutoPay

[Manage Accounts](#)

Account Number: Association:

[Create New AutoPay](#)

Fixed Amount AutoPay

Status	Start Date	End Date	Debit Day	Frequency	Account	Amount
Active	Oct 2020	Indefinite	25	Monthly		\$257.99 Skip Edit Cancel

3. Select 'Edit'

Fixed Amount AutoPay

Status	Start Date	End Date	Debit Day	Frequency	Account	Amount
Active	Oct 2020	Indefinite	25	Monthly		\$257.99 Skip Edit Cancel

Here, you are able to edit either the amount of the payment and/or change the bank account/credit/debit card that the payment is being processed with.

Additional information regarding AutoPay:

1. If you need to change the date of your AutoPay, you will need to cancel the current AutoPay and set up a new one.
2. If your automatic payment is set to 'Variable' you will only be able to increase/decrease the max limit or change the

Click Edit to set up a "variable auto-payment". By selecting the variable option, it will help your recurring payment adjust to a future increase in common charges. (If you already have a recurring payment set up you will need to cancel it and set up a new variable auto-payment to enroll in this feature)

Ability to link an additional lot or home under the same email address. (Use help link to set up)

Pay by Check or Money Order:

1. Tear off the payment remittance stub(s) you received on your quarterly statement and mail it with your check in the return envelope provided.
2. Checks are payable to: Cape George Colony Club and mailed to the Denver payment address listed below. **Please be sure to include your *ten digit account number*, found on the remittance, stub on your check.**
3. **A separate check for each property is advised.**

Mail the check to: **Cape George Colony Club**
 P.O. Box 173930
 Denver, CO 80217-3930

****You may also drop off your payment to the Cape George office. The drop box outside the office door is available 24/7, or come in and say hello, 9 am to 2 pm, Monday - Friday.**

Pay via your Banks Bill Pay:

1. Log in to your bank account online.
2. Go to Pay Bills option
3. Add a new payee.
4. Enter payee as: Cape George Colony Club
5. **Reference your 10-digit Cape George account number (Located on the quarterly statement)**
6. Enter the mailing address as: Cape George Colony Club
 P.O. Box 173930
 Denver, CO 80217-3930

(Phone # 833-266-3646 if needed)

If you are paying for more than one property, it is important to establish a separate payee for each property, so each check has the proper property's account number and payment amount.

Please keep our contact information handy:

support@communityfinancials.com

or call 833-266-3646 option 2 for support