



Homeowner Association Services

## Smartstreet<sup>®</sup> Technology Platform Payment Options

### eCheck Online Payment

#### How it works:

Set up a one-time or recurring payment using eCheck.

#### What to do:

1. Login in to [www.mckenziemanagement.com](http://www.mckenziemanagement.com) or **smartstreet.com**
2. Select the red **Online Payments** button on the left navigation bar
3. Choose the red **"Sign-In or Register"** button and login. If you are a new user, you will need to register by clicking **"Register Now"**.
4. Select your association and follow the instructions on the screen

### Credit Card Online Payment \*

#### How it works:

Make a one-time payment using Visa<sup>®</sup>, MasterCard<sup>®</sup>, American Express<sup>®</sup> or Discover<sup>®</sup>.

#### What to do:

1. Login in to [www.mckenziemanagement.com](http://www.mckenziemanagement.com) or **smartstreet.com**
2. Select the red **Online Payments** button on the left navigation bar.
3. Click on the red **"Pay as Guest"** button.
4. Select your association and follow the instructions on the screen

### Recurring Automatic Draft /ACH

#### How it works:

Your assessment is automatically deducted from your account when due.

#### What to do:

1. Complete the enclosed ACH Authorization Form.
2. Then send your completed form with a canceled check to McKenzie Management.

### Mail Check and Payment Coupon/Lockbox

#### How it works:

Mail a check and payment coupon 5 to 7 business days before your assessment due date. Please call the management office at 847-813-5939 to request a payment coupon book be mailed to you.

#### What to do:

1. Write a check payable to your homeowners association, as it is written on the coupon,
2. Mail the check and payment coupon to the address listed on the coupon.  
**Important:** Write your homeowner account number on your check as it appears on the coupon.

### Your Bank's Online Bill Pay

#### How it works:

Set up your community association as a payee from your bank's online pay system.

#### What to do:

1. Please complete your bill pay setup exactly as follows:
  - Payee: Your Association's Name
  - Address 1: c/o McKenzie Management Inc.
  - Address 2: 27 N. Wacker Drive, Suite 825  
Chicago, IL 60606

**Important:** Reference your homeowner account number as it appears on the payment coupon.

*\*There is a \$14.95 convenience fee and a \$5,000 maximum per transaction if you pay via a credit card.*