



Dear Homeowner:

Litchfield-By-The-Sea Community Association partners with CINC Systems, LLC and Pinnacle Bank to provide our payment processing, banking, and web services. We think you will see a positive impact from these partnerships, and we look forward to serving our community at a higher level. The portal GO LIVE date is 01/02/2025.

With the movement away from Waccamaw Management, any payment options you set up for your Litchfield-By-The-Sea Community Association account will cease and new payment arrangements must be made. In conjunction with CINC Systems, LLC currently offers the following methods of payment:

- 1) Online Payments: You will be able to make one-time online payments using either E-check or credit cards after the portal opens on 01/02/2025. To make your payments, please go to our portal at <https://litchfieldbythesea.cincwebaxis.com/>. This portal has been specifically designed to allow you the convenience of making your payments online and accessing your account information. The charges will be posted on 01/02/2025, so don't be surprised if you don't see them at first.

On your first visit to the portal, 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 our team, you will receive an email with a link to set your password. You can then log in with your email address and new password to make payments and access information about your community (please note- the portal is new, and we will develop/refine new content as we move through the transition to self-management).

- 2) Online Recurring Payments: Our portal also allows you to set up automatic recurring payments and you need not wait until after 01/02/2025- you may submit the information for recurring payments TODAY! The system will automatically update your account on 01/02/2025. To set up 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 Payment**, then click on either **Pay by E-check** or **Pay by Credit Card** button.
- 3) Lockbox Service: Enclosed you will find the coupon book with the remittance address for your assessments. The **new address for mailing payments** accompanied by a coupon is listed below. When writing your check, please make sure to make it payable to Litchfield-By-The-Sea Community Association and include your account number on the memo line.
- 4) If you would like to pay your assessments using an online bill payment service or pay online through your personal bank's online payment service, **you must ensure the address of the payee for your association is correct (see address below)**. If you are unsure, please ask your service or bank for assistance.

Litchfield-By-The-Sea Community Association
P.O. Box 240
Commerce, GA 30529

Please let us know if you have any questions regarding these payment options or logging in to the website. We can be reached at Info@LitchfieldByTheSea.com. Thank you for your patience as we transition!

Sincerely,

Litchfield-By-The-Sea Community Association, Inc.