

HOMEOWNER'S PAYMENT OPTIONS:



SPIRES AND ASSOCIATES P.A.
12734 KENWOOD LN. STE 25
FORT MYERS, FL 33907



Phone: (239)936-4336

Fax: (239)936-4941

• Jesus Rodriguez:
frontdesk@spiresassociates.com
-Receptionist x600

• Renee Gamblin:
renee@spiresassociates.com
-Collections/Receivables x604

• Julia Roedding:
julia@spiresassociates.com
-Accounts Receivables x603

• Noah Septer:
noah@spiresassociates.com
- Caliber Portal Tech x621



Pay By Check:

At the end of each year, you are mailed a coupon book. This will provide you with the information you need to send in payment via:

1. Personal Check with coupon
 2. Online Bill-Pay through your personal bank
- Check is made out to the association
 - Provide account number within memo line
 - Do not send post-dated checks or these **WILL** be cashed.

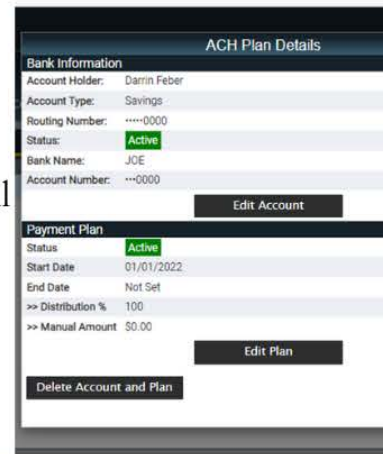
Set up Auto-Pay in Portal:

To access the portal we need a current email address on file.

https://frontsteps.cloud/CaliberWeb2_SpiresAssoc

****No additional fees applied****

- Once you are logged into the portal, icons will be listed at the top
 - Choose ACH/EFT
 - Choose set up new ACH on the left hand side
 - Enter in the information requested
- **Distribution should be 100%****



PRE-AUTHORIZED ELECTRONIC PAYMENT FORM:

ACH is processed between the 5th - 10th

*****US Funds Only*****

The form must be returned with a VOIDED check

(you can fill out form or follow instructions above to set up within portal)

Association Name:

Property Address:

Account Number:

Start Date:

Name:

Email:

Phone:

Signature:

Date:

HOMEOWNER'S ONLINE PORTAL:



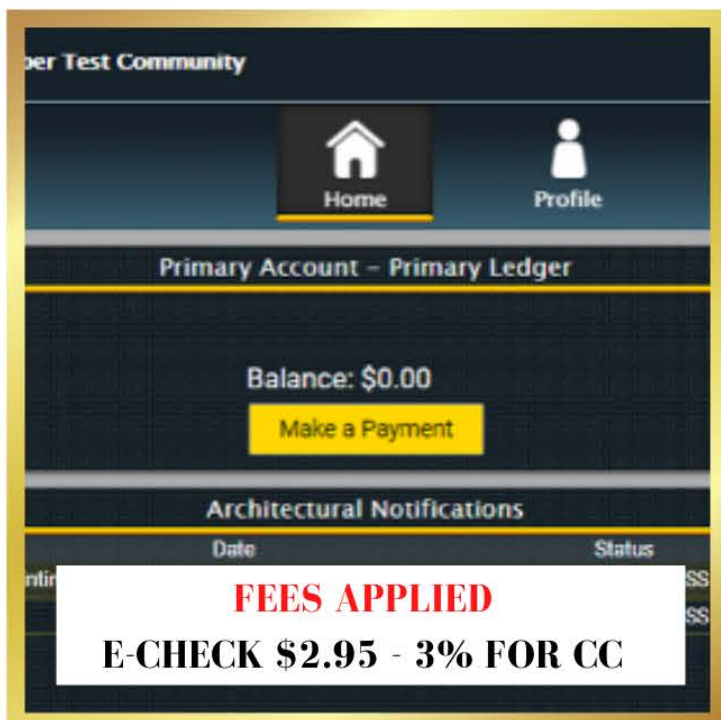
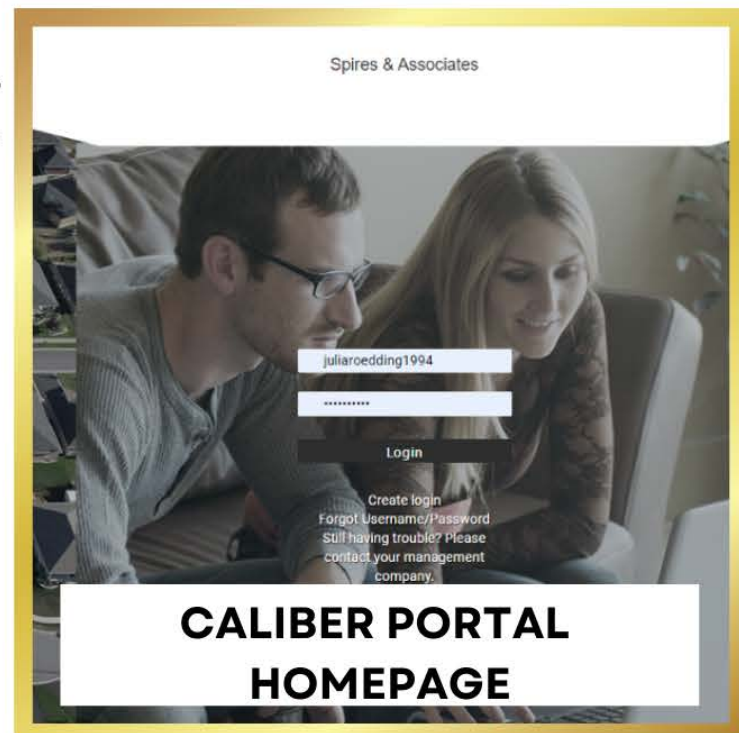
As a Homeowner, you have immediate access to the association documents, update your personal account information, and make payments online, all with direct access to the Caliber portal.

https://frontsteps.cloud/CaliberWeb2_SpiresAssoc

HOW TO CREATE A LOGIN:

To access the portal we need a current email address on file.

- Click/Type the direct link above
(**must be typed exactly the same**)
- Choose the Create Login option
(**below username and password**)
- Fill in account number and email
(**Listed on coupons**)
- Submit the information
- You will receive an email from Caliber containing a link to complete the process.



THIRD-PARTY PROVIDER:

In order to accompany all desired needs to make payment's, Zego has been provided as an option to pay by credit card or e-check.

As an owner, you are not obligated to use this option, but for those who do, will need to note the service fees applied.

When using this option, owners will need to make any updates to payment amounts according to each years approved budget.