



PENCO Management Payment Options

Direct Debit Through ACH

You can sign up for *free automatic payments* by follow these steps:

1. Go to <https://www.penco.com/portal>
2. Click on the “Create Login” button found in the center of the screen.
3. Enter your account number 1117030401, and the email address used to received this notice.
4. Click the “Submit Registration” button.
5. You will then receive a registration email. Follow the link in the email to continue setup. You will be prompted to create a user name and password.
6. You will then be redirected to the login page, where you will use the user name and password you just created.
7. Once you have logged in, you will click the “ACH/EFT” button on the top menu bar, then select “Setup New ACH/EFT Plan”
8. You will then be prompted to enter your banking information.
9. You will also be asked to enter a start date. **If you would like payments to begin with your January 1st assessment, please use 1/1/2023 as the start date.** Please leave the end date blank.
10. You will then be enrolled in PENCO’s free ACH program and your fees will be deducted after the 5th business day of each month.
11. You should not make any other entries on this screen, select Save and Submit.
12. You may also go to <https://penco.com/directdebit> for step by step visual instructions.

Pay by Check Via US Mail -PLEASE WAIT TO RECEIVE YOUR COUPON BOOKLET IN THE MAIL VIA USPS FOR THIS OPTION.

If you prefer to mail your monthly payment, you may do so by mailing a check made out to Wilshire Hunt, along with your payment coupon, to the following address. It is recommended that you include your account number in the memo line of the check.

**Wilshire Hunt
c/o PENCO Management, Inc.
P O Box 66967
Phoenix, AZ 85082-6967**

Please make sure you understand the risks of mailing by check, i.e., delays and stolen mail.

Please see next page for Online Banking, Debit/Credit Card & E-Check Payments

Using Your Bank's Bill Pay Option

If you utilize your bank's bill paying services to have a payment automatically sent every month, please ensure that you do the following:

1. Set the payment date to be on or before the 1st of every month to ensure your payment reaches PENCO and is processed before the 10th of the month.
2. Make payments payable to Wilshire Hunt
3. Enter your account number, 1117030401, on the online banking setup.
4. Use the following payment address:

**Wilshire Hunt
c/o PENCO Management, Inc.
P O Box 66967
Phoenix, AZ 85082-6967**

Make a One Time Debit/Credit Card or E-Check Payment

Owners can make online payments using a debit/credit card or e-check using the following steps. *Please be aware that these payments are processed through a third party and there is a processing fee associated with utilizing this service.*

1. Go to www.pencomanagement.com/portal
2. Click on the "Create Login" button found in the center of the screen.
3. Enter your account number, 1117030401, and the email address that was used to receive this email.
4. Click the "Submit Registration" button.
5. You will then receive a registration email. Follow the link in the email to continue setup. You will be prompted to create a user name and password.
6. You will then be redirected to the login page, where you will use the user name and password you just created.
7. Click on the "Make a Payment" button on the upper right hand side of the screen.
8. Enter a payment amount.
9. Select either "Pay with debit/credit card" or "Pay with e-check".