



Broad Shoulders Management, INC.
Chicagoland's Finest Property Management Firm

Broad Shoulders Management, INC.
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www.broadshouldersmgmt.com

ASSESSMENT PAYMENT OPTIONS

1) Direct Mail & Coupons –

Our office utilizes a lockbox system for processing mailed-in payments. If you would like to mail in your Association dues each month, let us know immediately so we can order coupons for you to mail your assessment checks directly to the bank lockbox for processing. Otherwise, you may mail your assessment checks directly to our office:

NAME OF YOUR ASSOCIATION
c/o Broad Shoulders Management
5207 N. Harlem Avenue
Chicago, IL 60656

2) eCheck/Credit Card –

Visit www.broadshouldersmgmt.com and click “Log-In” at the upper right hand corner of the screen. This will take you to our web portal where you will need to enter your username and password to log in to your account. From there you can click “Pay Your Account” and it will take you to the bank website where you can select “Pay by Card” (to pay by Credit Card) or “Pay by Online Bill Pay” (to pay by eCheck). Most of the fields should already be filled in; all you need to do is enter your payment information. Please note that additional processing fees apply for Credit Card payments, but eCheck payments are free. Contact our office at (773) 745-0185 or homeoffice@broadshouldersmgmt.com if you need any assistance.

3) ACH/Automatic Withdrawal –

You can also have your assessments automatically deducted from your checking account each month for you. The form for ACH payments is attached. Simply fill out this form and email, fax or mail it back to us. This option is popular with Unit Owners because it eliminates the need to remember to send a payment each month.