



New Online Portal and Account Number

Dear «Homeowner Name»,

On behalf of «Association Name», Centennial Consulting Group (CCG) is pleased to announce the launching of your community's new online portal. Through the portal you can access relevant documents, view your account balance, make payments, submit requests, and much more. With the transition to our new software, your account number will also be changing. You will need the following information to register on our new portal:

Account Number: «Account Number»
Registration Key: «Portal Key»

Please visit portal.ccgcolorado.com and click "Sign Up"

portal.ccgcolorado.com

Sign Up

Email


Name

Phone

Property Address

Association

Account

I'm not a robot 
reCAPTCHA
Privacy - Terms

Log In

[I forgot my login/password](#)

Login

Password

Keep me signed in.
(Do not use on a shared device.)

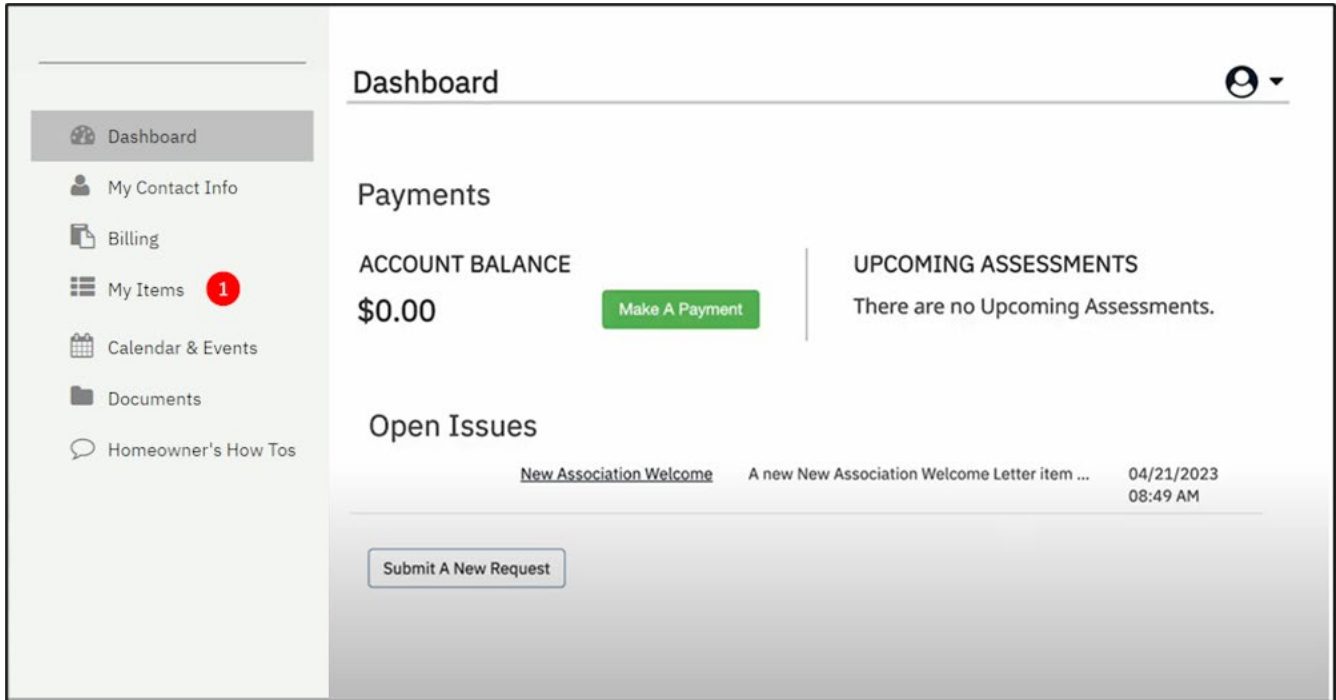
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 970.484.0101 ext. 112

 970.300.4682



When you log in, the Dashboard page will be shown with any relevant account balance information and any open items. There are several options to access on the menu:



My Contact Info – Update or add contact information on file, and set your communication preferences.

Billing – View your current balance, set up one-time or recurring payments, and download account history.

My Items – See past and present items related to your account such as email communications and requests.

Calendar & Events – View various events and important dates.

Documents – Access and download shared documents.

Homeowner's How To Guide – Helpful tutorials for Vantaca.

Payment Options

There are several ways to make a payment. Navigate to the Billing option to start a payment. After choosing the payment option below, you will be taken to the secure banking page to make your payment.

- Auto-Draft / ACH – Free
 - You must have no balance on your account to set up recurring payments. Click on “One Time Payment” and set up a payment to bring your balance to \$0.00. Pay by eCheck or Card. It can take up to 24 hours for your eCheck payment to process before you are able to set up Auto-Draft.
 - After you have a \$0.00 balance, use the “Auto-Draft” payment option to set up your recurring



payment. You can edit or disable your payment plan at any time on the portal.

- Credit Card / Debit Card
 - Credit / Debit card payments work similarly to Auto-Draft payments. There is a 2.95% processing fee for card payments collected by the processor.
- Check by Mail or “Bill Pay” service
 - Please ensure checks are made payable to «Association Name» and reference your account number, «Account Number». Please do NOT make checks out to CCG.
 - Checks should be mailed to our automated lockbox service at:

«Association Name»
P.O. Box 98173
Phoenix, AZ 85038

- If you wish to request payment coupons, please contact billing@ccgcolorado.com.

If you do not have an email or access to the internet or a computer, please call our office and we will be happy to work with you on setting up an ACH payment.

Communication Preferences

General Communication Preference	
<input checked="" type="radio"/> Email	<input type="radio"/> Paper
Billing Communication Preference	
<input checked="" type="radio"/> Email	<input type="radio"/> Paper

Please help «Association Name» reduce printing and postage costs! Optional communications can be sent via email to you. Navigate to Contact Info and set your Communication Preferences from Paper to Email

Please feel free to contact our office if you have any questions when setting up your account, payment plan, or questions about your statement. Our billing team can be reached via email to billing@ccgcolorado.com, or by calling (970) 484-0101 x112.

Best Regards,

Your friends at CCG