



"A Leader in Association Management"

PLEASE READ

Vendor Invoice and Payment Processing Instructions

Introduction

Progressive Community Management, (PCM), is the company that manages the administrative and financial operations of the community association that contracted your services and is responsible for processing all invoices and payments for the association.

We wanted to let you know that we've partnered with AvidXchange Strongroom to automate our accounts payable and payment process.

Included in the Service Agreement between Strongroom, an AvidXchange company, and Progressive Community Management Inc. for AvidPay Services, AvidXchange shall have the authority to undertake the following actions:

- Request and receive electronic (PDF) invoices rather than paper invoices.
- Request information on your Accounts Receivables process, payment delivery preferences, and facilitate the payment delivery preference; i.e. the ability to accept an electronic payment with proper payment information on behalf of Progressive Community Management Inc. or through a paper check.
- When applicable, authorize modifications to the association's "Bill To" address.
- For paper invoice submission, authorize change of billing address.
- For electronic invoice submission, authorize correct email address for receipt.

What is Required from you?

Please update how you submit invoices. Starting today, please send invoices for associations managed by Progressive Community Management to AvidXchange using one of these two options. Please do not email and send invoices, choose only one method so that we do not receive duplicate invoices.

Email your invoice to: pcmfla@payableslockbox.com

Note: When emailing invoices, attachments can be sent as PDF (preferred), Word, Excel, JPEG, TIFF, or an email with no attachment (the email itself would be used as the invoice). Only one invoice can be included per attachment, but an email can contain multiple attachments.

Mail your invoice to: PO Box 37394 Charlotte, NC 28237

If you have any questions, you can contact the AvidXchange team by visiting www.avidxchange.com and clicking on the chat feature on the bottom right-hand corner of your screen. You can also get connected to one of their teammates by visiting www.avidxchange.com/supplier-care/ and select 'General Support' when prompted. You may also call them at: 704-971-8170.

Sample Account Name and Billing Address

If you are sending your invoices via postal service, please use the following example so your invoices will be paid in a timely manner.

Association Legal Name*
c/o Progressive Community Management, Inc.
P.O. Box 37394
Charlotte, NC 28237

**Invoices without the association name, or invoices charged to Progressive Community Management Inc. as the client will not be processed.*

Invoice Information Requirements

Please include the following information on your invoice:




- Association Name
- Invoice Number
- Invoice Date
- Remittance Address
- Service date(s)
- Description of Service(s) Provided
- Contact information (address, phone number, and e-mail address)

Submission Guidelines

- Please only submit your invoice once
- If you e-mail your invoices, please submit each invoice as a separate attachment.
- **Submitting invoices to the local Progressive Community Management office or the Property Manager will delay processing.**
- Please do not submit a statement after submission of the invoice.

Payment Options

Through our agreement with AvidXchange the following payment options are available.

 <p>MASTERCARD</p> <p>Mastercard is our most popular, fastest and secure e-payment method.</p> <ul style="list-style-type: none">✓ Get payments by email within one business day after payment approval✓ Transactions monitored 24/7 by AvidXchange✓ Receive a one-time use, virtual Mastercard through a variety of delivery options <p>Fees from your merchant account may apply.</p>	 <p>AVIDPAY DIRECT</p> <p>AvidPay Direct is our enhanced Direct Deposit option.</p> <ul style="list-style-type: none">✓ Get payments within three business days after payment approval✓ Transactions monitored 24/7 by AvidXchange✓ Funds deposited directly to your bank account <p>Variable transaction fees will apply.</p>	 <p>CHECK</p> <p>Paper checks are delivered by First Class USPS.</p> <ul style="list-style-type: none">✓ Get payments within 7-10 business days after payment approval
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How do I get paid?

You'll need to let AvidXchange know how you'd like to receive payments from us. If your company hasn't selected your preferred payment method yet, you can do so by visiting www.avidxchange.com/new-supplier and completing the online form.

If you have any questions about AvidXchange or this new process, you can chat with their team live by visiting www.avidxchange.com and clicking on the chat feature on the bottom right-hand corner of your screen. Or you can drop them a note by visiting www.avidxchange.com/supplier-care/ and selecting 'General Support' when prompted.

How can I view my payment status?

The fastest and easiest way to view payment status is via the online portal, AvidPay Network for Supplier. Once inside the portal, you'll have 24/7 access to real-time invoice and payment status. Request access to this free online portal today at: <https://www.avidxchange.com/suppliers/avidpay-network-suppliers-info/>

If you are already enrolled as an AvidPay Network for Supplier, access your account here: <https://login.avidsuite.com/auth/login>

Thank you in advance for your cooperation during this transition.

*William Sutton, CEO
Progressive Community Management, Inc.*