



## Resident Online Bill Payment Procedure

To make an online payment, as a resident of Brava, you must first set up Associa in the “Bill Payment” or “Pay Bills” section of your online banking website. Here is the information you need.

Company Name: Associa British Columbia Inc.  
Account Number: 8300469505

It is your responsibility to set up the correct company and account and make the payment correctly. **The concierge is not permitted to assist you with setup or payment.**

**Only the account listed above may be used for making a payment at the Brava Concierge Desk.** You may find that you already have an entry for Associa in the “Pay Bills” section with a different account number. That account can only be used to make monthly Maintenance Fee and Special Levy payments.

The payments listed below can be made at the Concierge Desk with the account information above.

- Buying a Fob
- Booking a Guest Suite
- Renting the Party or Meeting Rooms
- Paying a “Change in Occupancy Fee”
- Other miscellaneous items like cutting a padlock or mailbox lock changes.

After making payment online you must provide proof of payment within 15 minutes of making arrangements with the concierge. Proof must include the date, dollar amount paid, and the confirmation code. Any of these will work:

- Show the concierge the payment on your phone or tablet.
- Take a photo of your computer screen and show that to the concierge.
- Email a screen shot to the concierge. Make sure not to send personal data.

The concierge must log the confirmation number for the payment to be processed correctly.