



WHISPER DUNES HOMEOWNERS' ASSOCIATION, INC.

Replacement Fob Pre-Purchase Instructions

Purchase of fob must be made through Rizzetta & Company Homeowners portal.
www.portal.rizzetta.com

- Purchase price is \$75.00 per fob.

Steps to Purchase:

1. Make a payment of \$75.00 on your homeowner portal.
 - Visit www.portal.rizzetta.com
 - Login with your existing credentials
 - Click on **"Make A Payment"**
 - Follow steps to make the payment
 - If this is your first time making a payment online, you will need your account information. If your coupon book is not available, Rizzetta will be happy to provide this information to you.
 - When asked for the Type of Payment, select **"Maintenance Fee"**
2. Forward the payment confirmation email to WhisperDunes@rizzetta.com
 - Include in your email how you would like your card distributed.
 - Mail to mailing address
 - Mail to physical address
 - Pick up at Rizzetta & Company office via appointment
 - Authorize a person/agent to pick-up from the Rizzetta & Company office via appointment

Payment must be verified before pool fob is released to owner or their representative.

If owners' original fob is lost, the **owner** must contact Rizzetta. Rizzetta will deactivate the lost fob and activate the replacement fob upon purchase and coordinate with owner for pickup and or mailing of new fob.

Only 1 fob per house will be allowed to be activated at any time.