

We wanted to let you know that we've partnered with AvidXchange to automate our accounts payable and payment process. We're reaching out today to let you know what that means for you.

Who Is AvidXchange and What Do They Do?

AvidXchange helps businesses like ours speed up the way we review and approve invoices. This means you can get paid on time for the work you've already done. In fact, AvidXchange processes more than \$145 billion in transactions annually across their AvidPay Network of more than 700,000 suppliers.

Your Action is Required.

AvidXchange needs 3 things from you to ensure a seamless transition to this new payment process.

1. Update How You Submit Invoices

Starting today, please send invoices for Parakeet Communities to AvidXchange using one of these two options:

Email your invoice to: parakeet@avidbill.com	Mail your invoice to: PO Box 34701 Charlotte, NC 28234
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Note: When emailing invoices, attachments must be saved as a PDF and under 10MB. Only one invoice can be included per PDF attachment, but multiple attachments are allowed if the total email size is kept under 25MB. Accessing the PDF should not require following a link or entering a password.




2. Update Your Invoice Details

Please be sure each invoice includes:

- ✓ Property, Entity or Department
- ✓ Ship-to or Service Address
- ✓ Business Name & Remittance Address
- ✓ P.O. Number or Reference

3. Choose Your Preferred Method of Payment

AvidXchange offers a variety of payment delivery options tailored to fit your specific business needs. Whether it's speed, security or seamless transactions that matter most to you, we help you take control of how you get paid.

 <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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What's Next?

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 visit www.avidxchange.com and click on the chat feature on the bottom right-hand corner of your screen to chat with their team. Or you can drop them a note by visiting www.avidxchange.com/supplier-care/ and selecting 'General Support' when prompted. And as always, if you have any questions for us at Parakeet Communities, you can contact the Parakeet Home Office at 202-838-6471 or homeoffice@parakeetcommunities.com.

On behalf of Parakeet Communities and AvidXchange, welcome to the AvidPay Network!