



New Resident Notice

PAYMENT & BILLING OPTIONS

Dear Resident,

Welcome to FirstService Residential. As the managing agent for your community, we ask that you please review the following information on how we accept your payments.

Manage & Pay Your Charges Online

As the **preferred way** of accepting payments, we invite you to create an account online with our provider, ClickPay. Through this convenient platform, you can view your balance due and make individual or scheduled payments from your smartphone, tablet or other device.

Set up recurring e-check (ACH) payments from a bank account at no cost to you or pay by credit or debit card for a nominal fee. Get started by visiting the web address below and following the instructions listed:

login.clickpay.com/firstservice

- ① Click **Register** and create your online profile with ClickPay
- ② **Link Your Home** using the account number found on your first statement or coupon
- ③ Set up scheduled payments or click **Pay Now** to make one-time payments



Resident Benefits

- ✓ Set Up Recurring ACH Payments for **FREE!**
- ✓ Pay by All Major Credit/Debit Cards
- ✓ View Online Payment History
- ✓ View Your Balance Due Online

Resident Support

For help with your account or setting up payments, visit www.ClickPay.com/GetHelp for access to FAQs, walkthroughs, live chat, and email support or call 1.888.354.0135 (option 1).

Thank you for your attention and welcome!
FirstService Residential