

ClickPay provides a convenient and secure way for you to manage and make your payments online. Get started by following the instructions listed below.

Step 1

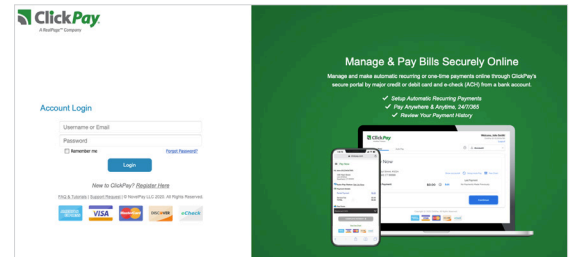
Creating Your Profile

Visit

Click **Register**, and then create your online profile.

? Account Already Exists?

If you receive a message stating that an account already exists, you have already been pre-registered. Click the link within the activation email sent to you or simply request a password reset link to gain you access to your existing profile.



Step 2

Connecting Your Property

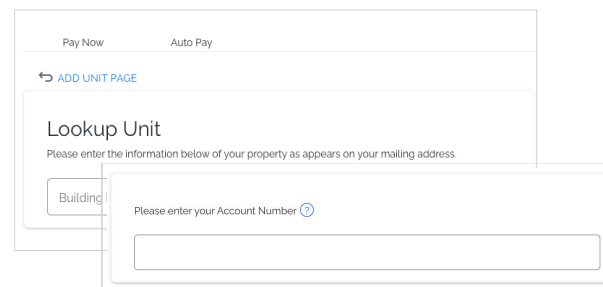
Add your unit(s) using the street address and zip code. You may be required to confirm the account number on your bill and the last name on the property agreement for verification.

? Last Name Entered Not Working?

Try the co-resident last name or if a business, the full name of the business associated with your unit.

! Direct-Debit Users

If you're looking to gain access to your existing ACH Direct-Debit profile transitioned to ClickPay, you will be required to verify your banking details associated with this schedule.



Step 3

Make a One-Time Payment

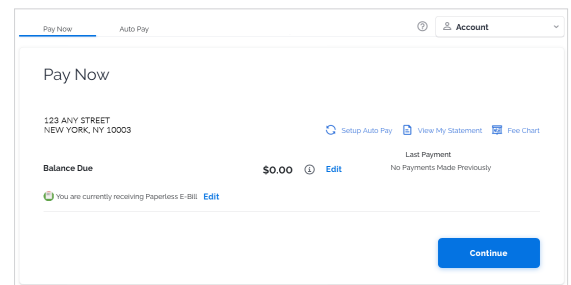
From the Pay Now screen, confirm your payment amount and then click **Continue**.

? No or Incorrect Balance Showing?

Click the 'Edit' link next to your balance and input the amount you would like to pay.

! Adding a Payment Option

When setting up one-time or automatic payments, you will be required to select a new or existing payment option. Payment options and applicable service fees vary by managing agent.



Step 4

Set Up Automatic Payments

From the home screen, click **Auto Pay** and then select your payment option, payment frequency and amount.

? Fixed Amount

Select this option if you want to pay a **FIXED amount** of the total due. Any amount due above the fixed amount will not be paid automatically and you will need to submit a separate, one-time payment for any overage.

? Full Amount

If available, select this option if you want to pay the **FULL amount** due on your account. This may also include any open, one-time fees.

- **Maximum Amount** - Some automatic payment configurations allow you to set a maximum. By selecting this option, your automatic payment will not withdraw above the limit set, no matter what is owed on your account.