

How to create your account and submit payments online

STEP 1


- Go to your portal (provided to you by your management company)

STEP 2

- To register for the first time, please select your property, and enter all the required info and click on 'Proceed with Registration'.

Log in or Register to Pay Now

Returning Users

Email: 
Password:

LOGIN

[FORGOT YOUR PASSWORD](#)

New Users Registration

First Name: *
Email: *
Property: *
UNIT #
Password: *
How did you hear about Online Payments:

Last Name: *
Phone Number: *
Confirm Password: *

I agree to the [terms and conditions](#) of use.*

* This information is required.

CREATE ACCOUNT

Powered by  PayLease
Pay Rent Online

Questions? ☎ 866-729-5327
Need Help? Visit our FAQs




ABOUT SSL CERTIFICATES

STEP 3

- Once in your account's Home page, enter the amount you wish to pay.
- Click on 'Make one-time payment'

Welcome: Logout



Home Make Payment AutoPay Payment History My Payment Methods My Profile Help

Property: _____
Property Management Co: _____

HOME

Make a Payment Now

HOA Fees:

MAKE ONE-TIME PAYMENT

Recent Payment History

Trans #	Date	Amount	Status
There are currently no Payments			

Active AutoPays

Amount	Acct #	Debit Day	Freq
Click here to set up a new AutoPay			

Want to set up automatic payments?


Schedule an AutoPay at the frequency of your choice.

GET STARTED

STEP 4

- Choose your payment method and click continue.

Welcome: Logout



Home **Make Payment** AutoPay Payment History My Payment Methods My Profile Help

Property: _____
Property Management Co: _____

ONE-TIME PAYMENT

You are not allowed to Add a Credit Card

1 Payment Amount **2** Payment Method **3** Review & Submit **4** Receipt

Payment for: HOA Fees Payment Amount: \$150.00

Select a Payment Method

	Standard Processing ?	Express Pay ?
<input checked="" type="radio"/> Bank Account	Payment posts in 3 business days \$9.95 Fee	Payment posts in 1 business day <input type="checkbox"/> \$9.95 Additional

PREVIOUS **CONTINUE**

Need Help?

Click here for Support

STEP 5

- Fill out the payment method information required and click on continue.

Property: _____

Property Management Co: _____ ONE-TIME PAYMENT

1 Payment Amount 2 **Payment Method** 3 Review & Submit 4 Receipt

Payment for: HOA Fees Payment Amount: \$150.00

Bank Account Details

Name on Account:

Bank Name: Account Type: -- select --

Routing Number (9 digits): ?

Account Number: ?

Confirm Account Number:

* All fields are required

PREVIOUS CONTINUE

STEP 6

- Review and click on 'Submit Payment'

Property: _____

Property Management Co: _____ ONE-TIME PAYMENT

1 Payment Amount 2 Payment Method 3 **Review & Submit** 4 Receipt

I, _____ confirm that the payment information below is correct and authorize PayLease on 05-18-2018 to debit the account below for \$159.95.

Need Help? Click here for Support

PREVIOUS SUBMIT PAYMENT

Payment Amount		Payment Details	
		EDIT	
HOA Fees:	\$150.00	Bank Name:	Chase
Fee:	\$9.95	Account Number:	#3456
Total:	\$159.95	Routing Number:	322271627
		Name on Account:	John Doe

Payment Recipient

Property/Community: _____

Address: _____ City: Rancho Santa Fe

State: CA Zip Code: 92091

- Once you submit your payment, your transaction will show on your home page as processing.

How to set up recurring payments (autopay)

STEP 1

- Login to your account

STEP 2

- Go to the 'AutoPay' tab, and click 'create new autopay'

STEP 3

- Fill in the amount and click continue.

Property: _____

Property Management Co: _____ Fixed AutoPay

1 Payment Amount 2 Payment 3 Payment Method 4 Review & Submit

Need Help?
Click here for Support

HOA Fees: \$

CONTINUE

STEP 4

- Choose the date for your recurring payment (Note: if you've already paid your rent for the month, you need to select a future date.)
- Choose your frequency (how often the auto-pay should run)
- Keep the indefinite box checked off if you don't have an end date, or uncheck it and select the final payment month and year. Click continue.

Property: _____

Property Management Co: _____ Fixed AutoPay

1 Payment Amount 2 Payment 3 Payment Method 4 Review & Submit

Recurring Payment Date: * ?

Payment Frequency: * ?

Final Payment Month/Year: * Indefinite ?

Fields marked with an asterisk (*) are required.

PREVIOUS **CONTINUE**

STEP 5

- Choose your payment method (previous step 4. If no payment method is saved in your account, then follow the step 5 from the previous instructions to add a payment method)

STEP 6

- Review and click on 'schedule autopay'

Property: _____

Property Management Co: _____ Fixed AutoPay

Home Make Payment **AutoPay** Payment History My Payment Methods My Profile Help

1 Payment Amount 2 Payment 3 Payment Method 4 Review & Submit

I, _____ confirm that the payment information below is correct and authorize PayLease on 05-18-2018 to set up the AutoPay (automatic recurring payment) with the details below. I understand I am responsible for canceling my AutoPay when I am moving from my Property.

Need Help?
Click here for Support

PREVIOUS **SCHEDULE AUTOPAY**

Payment Amount		Payment Details	
HOA Fees:	\$100.00	Bank Name:	Chase
Fee:	\$2.95	Account Number:	#3456
Total:	\$102.95	Routing Number:	322271627
		Name on Account:	John Doe

Payment Scheduling			
Payment Start Date:	07/01/2018	Payment End Date:	Indefinite
Payment Frequency:	Quarterly		

Payment Recipient			
Property/Community:			
Address:	City:	Rancho Santa Fe	
State:	CA	Zip Code:	92091

- You can view, skip, edit or cancel the autopay on your account by going to your 'Recurring Payment' tab.



- Home
- Make Payment
- AutoPay**
- Payment History
- My Payment Methods
- My Profile
- Help

Property:

Property Management Co:

AUTOPAY

AutoPay was successfully created.

CREATE NEW AUTOPAY

Status	Start Date	End Date	Debit Day	Frequency	Account #	Amount	
Active	Jul 2018	Indefinite	1	Quarterly	Chase #3456	\$102.95	Skip Edit Cancel