

## 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
<a href="#">Click here to set up a new AutoPay</a>			

#### 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"/> <b>Bank Account</b>	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

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

**Payment Recipient**

Property/Community: \_\_\_\_\_

Address: \_\_\_\_\_ City: Rancho Santa Fe

State: CA Zip Code: 92091

PREVIOUS SUBMIT PAYMENT

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

Property: \_\_\_\_\_

Property Management Co: \_\_\_\_\_ | HOME

### Make a Payment Now

HOA Fees: \$

**MAKE ONE-TIME PAYMENT**

**Want to set up automatic payments?**  
Schedule an AutoPay at the frequency of your choice.

**GET STARTED**

### Recent Payment History

Trans #	Date	Amount	Status
104819885	Jan 07 18	\$917.95	Processing

### Active AutoPays

Amount	Acct #	Debit Day	Freq
<a href="#">Click here to set up a new AutoPay</a>			

### 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'

Property: \_\_\_\_\_

Property Management Co: \_\_\_\_\_ | AUTOPAY

**CREATE NEW AUTOPAY**

There are currently no AutoPays scheduled. Use the Create New AutoPay button to begin.

### 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

HOA Fees: \$

[Need Help? Click here for Support](#)

**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

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.

PREVIOUS **SCHEDULE AUTOPAY**

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

Payment Scheduling			
EDIT			
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	<a href="#">Skip</a> <a href="#">Edit</a> <a href="#">Cancel</a>