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: `EMAIL`

Password: `PASSWORD`

LOGIN

FORGOT YOUR PASSWORD

New Users Registration

First Name: *

Last Name: *

Email: *

Phone Number: *

Property: * Please Choose Property...

UNIT #

Password: *

Confirm Password: *

How did you hear about Online Payments: --Please Select--

☐ 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

SecureTrust
Trusted Commerce
CLICK TO VALIDATE

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'

STEP 4
- Choose your payment method and click continue.

STEP 5

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

STEP 6
- Review and click on 'Submit Payment'

- 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.

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.

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'

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

PayLease

| 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