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		2
Email: EMAIL Password: PASSWORD		PASSWORD
New Users Registratio	n	
First Name: *	se Choose Property ▼ ase Select	Last Name: *
		I agree to the terms and conditions of use.* This information is and. CREATE ACCOUNT
Powered by PayLease Pay Rent Online	Questions? & 866-729-5327 Need Help? Visit our FAQs	SecureTrust Trusted Commerce

STEP 3

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

				Welcome: Logout							
PayLease	Home	Make Payment	AutoPay	Payment History	My Payment Method	s My Profile	Help				
Property:											
Property Management Co:							HOM				
Make a Payment Now				Recent Paym	ent History						
HOA Fees:		0		Trans #	Date A	mount	Status				
				There are currently no Payments							
-	MAKE	ONE-TIME PAYM	ENT	Active AutoPa	ays						
Want to set up automat	ic payr	nents?		Amount	Acct #	Debit Day	Freq				
Want to set up automat Schedule an AutoPay at the fre	ic payr quency (nents? of your choice.		Amount <u>Click here to se</u>	Acct # et up a new AutoPay	Debit Day	r Freq				

STEP 4

- Choose your payment method and click continue.

Pavl ease								
ie i uy Ecusc	Home	Make Payment	AutoPay	Payment History	My Payment Methods	My Profile	Help	
Property:								
Property Management Co:						O	NE-TIME PAY	MEN
	You are	not allowed to Ad	dd a Credit C	lard			Need Help?	
1 Payment Amount 2	Payment M	lethod 3	Review & S	Submit 4	Receipt		Click here for Sup	port
Payment for: HOA Fees P	ayment Am	ount: \$150.00						
	_							
Select a Payment Metho	bd							
		Standard P Payment posts i	rocessing n 3 business da	expression as a second	ess Pay ?			
echeck Bank Account		\$9.95 Fee		5	9.95 Additional			
				PR	EVIOUS CONTINUE			
TEP 5								

Logout

Welcome:

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

PayLease				
	Home Make Payment	t AutoPay Payment H	istory My Payment Methods	My Profile Help
Property:				
Property Management Co:				ONE-TIME PAYMENT
1 Payment Amount	2 Payment Method	3 Review & Submit	4 Receipt	Need Help?
Payment for. HOA rees				Click here for Support
Bank Account Details				
Name on Account:				_
Bank Name:		Account Typ	e: select →	
Routing Number (9 digits):		0		
Account Number:		0		
Confirm Account Number:				
* All fields are required				
		I	PREVIOUS CONTINUE	-

STEP 6

- Review and click on 'Submit Payment'

Home Make Payment AutoPay Payment History My Payment Methods My Profile Here operty: operty ONE operty Management Co: Payment Amount Payment Method Review & Submit 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. Payment Amount Eor Payment Amount Staccount Number: #159.95 Account Number: Payment Amount Eor <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>							
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Payment Recipient City: Rancho Santa Fe State: CA Zip Code: 92091	Total	¢150.05	Routing Numb	er: 32	2271627		
Payment Recipient Property/Community: Address: City: Rancho Santa Fe State: CA Zip Code: 92091	Total:	Iotal: \$159.95		unt: Jo	hn Doe		
Payment Recipient Property/Community: Address: City: Rancho Santa Fe State: CA Zip Code: 92091							
Property/Community: Address: City: Rancho Santa Fe State: CA Zip Code: 92091	Payment Recipient						
Address: City: Rancho Santa Fe State: CA Zip Code: 92091	Property/Community:						
State: CA Zip Code: 92091	Address:	City:		Rancho Santa Fe			
	State:	CA Zip C	Iode:	92091			

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

ie ray Lease	Home	Make Payment	AutoPay	Payment History	My Payment Meth	ods My Profile	Help
Property:							
Property Management Co:							HOME
				Recent Paymo	ent History		
Make a Payment Now				·	,		
HOA Fees: \$		0		Trans #	Date	Amount	Status
				104819885	jan 07 18	\$31 <mark>7.95</mark>	Processing
	MAKE (ONE-TIME PAYM	ENT				
				Active Autopa	iys		
Want to set up automat	ic payn	nents?		Amount	Acct #	Debit Day	Freq
Schedule an AutoPay at the fre		<u>Click here to set up a new AutoPay</u>					
		GET STAR	TED				

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'

i ruy Leuse	Home	Make Payment	AutoPay	Payment History	My Payment Methods	My Profile	Help			
Property:										
Property Management Co:								AUTOPAY		
							CREAT	E NEW AUTOPAY		
There are currently no AutoPays scheduled. Use the Create New AutoPay button to begin.										
There are currently no AutoPays	schedul	ed. Use the Crea	ate New Au	utoPay button to b	begin.	r				

STEP 3

- Fill in the amount and click continue.

f PayLease	Home	Make Payment	AutoPay	Payment History	My Payment Methods	My Profile	Help	
Property: Property Management Co:							Fixe	ed AutoPay
1 Payment Amount	2 Payment	3	Payment I	Method 4	Review & Submit		Need He	elp?
HOA Fees:	s _	100.00					Click here f	or Support
					CONTINUE	2		

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.

ie i ay Lease	Home	Make Payment	AutoPay	Payment History	My Payment Methods	My Profile	Help	
Property:								
Property Management Co:							F	Fixed AutoPay
	1							
1 Payment Amount 2 Pa	yment	3	Payment	Method 4	Review & Submit			
Recurring Payment Date: *		07/0	01/2018		3			
Payment Frequency: *		Qua	<mark>irterly</mark> –					
Final Payment Month/Year: *			ndefinite		_			
					3			
Fields marked with an asterisk (*) are required	d.							
				PRE				

- 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'

PayLease	Home Make	Payment AutoPay Paymer	nt History My Payment Method	s My Profile Help
Property: Property Management Co:				Fixed AutoPay
Payment Amount I, confirr 05-18-2018 to set up the A am responsible for cancelir	2 Payment In that the payment inf utoPay (automatic rect og my AutoPay when L	Payment Method ormation below is correct a urring payment) with the det am moving from my Propert	Review & Submit A Review & Submit authorize PayLease on tails below. I understand I ty. SCHEDULE AUTOPA	Need Help? Click here for Support
Payment Amount	EDIT	Payment Details	EDIT	
HOA Fees:	\$100.00	Bank Name:	Chase	
Fee:	\$2.95	Account Number:	#3456	
Total	¢100.05	Routing Number:	322271627	
TOLAI.	\$102.95	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 C	Code: 92091		

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

1 Pa									
	y LCusc	Home	Make Payment	AutoPay	Payment History	My Payment Methods	My Profile	Help	
Property:									
Property Ma	nagement Co:								AUTOPAY
AutoPay	was successfully cre	eated.							
								CREATE	E NEW AUTOPAY
Status	Start Date	End Date	Debit Day	Freq	uency Acco	ount # Amo	ount		
Active	Jul 2018	Indefinite	1	Quar	terly Cha	se #3456 \$10	2.95		<u>Skip Edit Cancel</u>