Pay Online!

GETTING STARTED

As the **_preferred way_** of accepting payments, we invite you to get started by creating your account below:

https://login.clickpay.com/kaled/

1. Click **Register** and then create your online profile with ClickPay

2. **Connect Your Unit** using the requested information

3. Set up scheduled payments or make one-time payments

Fees may apply to Credit and Debit Card payments. To find out which fees apply, consult the Fee Chart in your ClickPay profile.

FEATURES & BENEFITS

- Set Up Recurring Payments
- Pay by Credit/Debit Card or e-Check

- Avoid Late Fees & Save Paper
- View Online Payment History

ONLINE PAYMENT SUPPORT

For help with your account, visit ClickPay's support center at **www.ClickPay.com/Help** for access to FAQ's, step-by-step walkthroughs, email and phone support, and live chat. Or see below for some more helpful tips!

ClickPay provides a convenient and secure way for you to manage and make your payments online. Get started by following the instructions listed below.
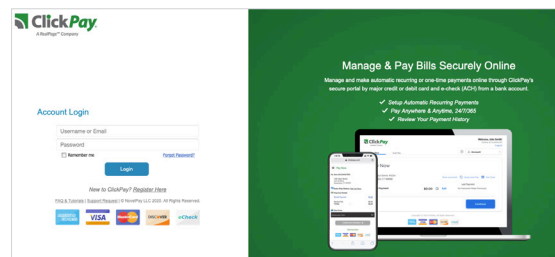
Step 1

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.
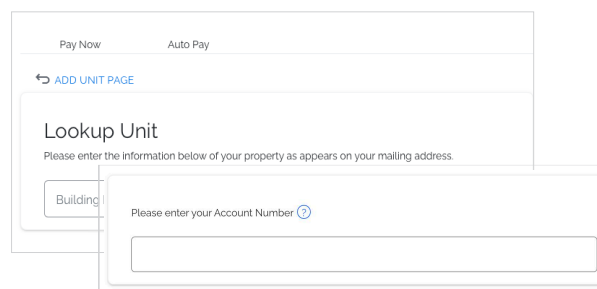
Step 3

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.
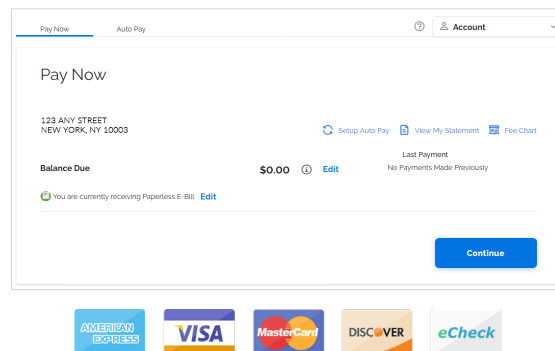
Step 4

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.*