

# Manage & Pay Your Charges & Assessments Online

We provide a convenient and secure way for you to manage and make payments online through **ClickPay**. Get started by following the instructions listed below.

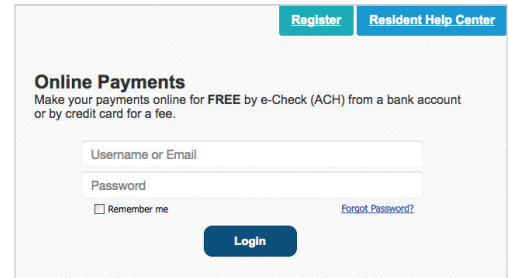
## Step 1

### Creating Your Profile

Visit [www.ClickPay.com/FirstService](http://www.ClickPay.com/FirstService), 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 within ClickPay. 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.



Register Resident Help Center

**Online Payments**  
Make your payments online for FREE by e-Check (ACH) from a bank account or by credit card for a fee.

Username or Email  
Password  
 Remember me [Forgot Password?](#)

Login

## Step 2

### Connecting Your Property

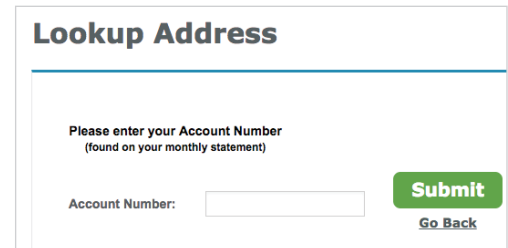
Enter the FirstService Residential account number found on your statement or coupon and the Last Name listed on the property agreement.

#### ? Last Name Entered Not Working?

Try the co-owner 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 automatic ACH Direct-Debit profile transition to ClickPay, you will be required to verify your banking details associated with this payment schedule.



**Lookup Address**

Please enter your Account Number  
(found on your monthly statement)

Account Number:

Submit  
[Go Back](#)

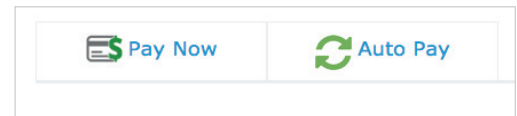
## Step 3

### Setting Up Payments

From the home screen, select **Auto Pay** in order to set up automatic recurring payments or select **Pay Now** to make one-time payments.

#### ! Adding a Payment Option

When setting up one-time or automatic payments, you will be required to select a new or existing payment option, including e-check (ACH) for **FREE** or credit and debit card for a nominal fee.



Pay Now Auto Pay

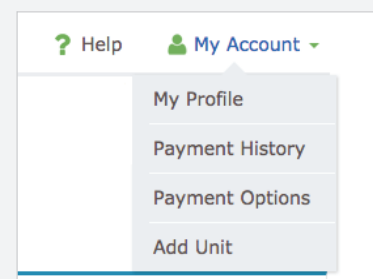


For more information on how to set up an automatic recurring payment through ClickPay, visit [www.clickpay.com/gethelp](http://www.clickpay.com/gethelp).

### Managing Your Account

From the home screen, select **My Account** in order to:

- ✓ Manage or Update Your Profile
- ✓ View Your Online Payment History
- ✓ Manage or Add/Remove Payment Options
- ✓ Add or Remove additional properties



? Help My Account ▾

- My Profile
- Payment History
- Payment Options
- Add Unit

**Need Additional Help?** Visit [www.ClickPay.com/GetHelp](http://www.ClickPay.com/GetHelp) or call 1.888.354.0135 (option 1).