

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.

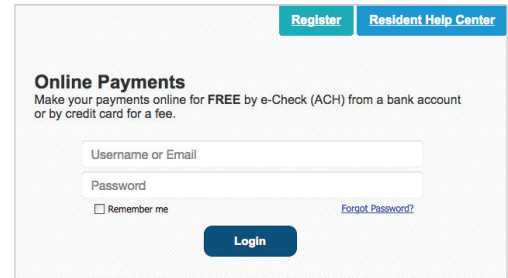
Step 1

Creating Your Profile

Visit www.ClickPay.com/FirstService, 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

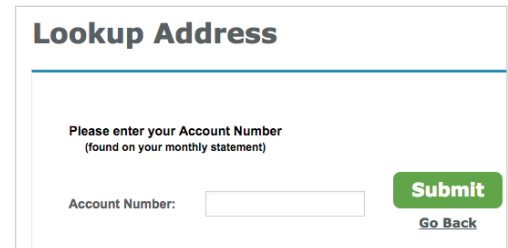
Enter the FirstService Residential account number found on your statement or coupon and the Last Name listed on the property agreement.

? 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

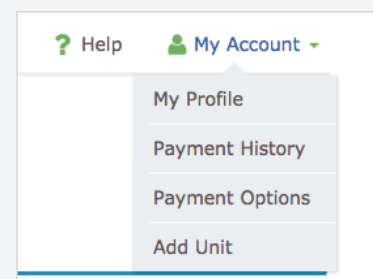


For more information on how to set up an automatic recurring payment through ClickPay, visit www.clickpay.com/gethelp.

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 or call 1.888.354.0135 (option 1).