

<u>Step 1:</u> The first time the homeowner comes to this screen, as a new user they will need to click on "Register Here" to create their profile.





<u>Step 2:</u> Homeowner will populate the required fields to create and verify the profile for the account.

A HEDRINY	Powered by ClickPay.			
Create Profile Please choose a unique username If your first attempt is rejected, try addi	ng your full name and/or a number to your desired usern	ame.		
Username		*	Check Username Availability	
Password		*	Confirm Password	*
First Name		*	Last Name	*
Email		*	Confirm Email	*
(201) 555-0123	* Ext		(201) 555-0123	
This is a Mobile Numbe How Did You Learn About Us Select	r ;? ~]	Read And Accept Following Read and Accept Electronic Disclosure * Agreed to Terms and Privacy *	
	Cancel		Create Account	



<u>Step 3:</u> Next, the homeowner will need to attach their unit to their profile. This will be done by looking up the unit using their address (Bldg. Number + Zip).

Pay Now	Auto Pay	Cash Payments		0	🚊 Account	~
S ADD UNIT PAG	E					
Please enter the in Building Number- 1600	nformation below of yo	our property as appear -Zip Code	rs on your mailing address.	Address	Example ilding Number 223 E 37th Street Apt 5A New York, NY 1000: ZIP Code	



Will be prompted to select the address and will need to select their respective unit at the selected address.

CTOCCT	CTOFFT	CITY	710 0005	STATE	
NUMBER	SIREEI	CITY	ZIP CODE	STATE	
Q	Q				
1600	SOUTH BAYSHORE Lane	MIAMI	33133	FL	Select
Select /	Apartment				
APT. NO					
Q					/
2A					Select
2B					Select
2C					Select
2D					Select
3A					Select
3B					Select
3C					Select
3D					Select
4A					Select



And the final verification step is to enter their account number. The token is your Account Number with the Association; you may find your Account Number on the main page in the Owner Portal on the upper left hand corner.

Account Verification	×
2112A	⊗
Ok	
Cancel	



 Confirmation 	\times
You have selected the following property / Lease Accour	nt:
Unit/Billing Address: 1600 SOUTH BAYSHORE Lane, #2 33133	A MIAMI, FL
Co Name: 1600 SOUTH BAYSHORE LANE	
Select Yes to Continue	
Yes	
No	



<u>Step 4:</u> The unit is now linked to the homeowner's profile.

Pay Now	Auto Pay		(?)	Account	~
View your units below o	or add a new one to your list				
My Units					
STREET NUMBER	APT/SUITE/UNIT	REGION	LLC/ASSOCIATION		
1600 SOUTH BAYSHO Lane	RE 2A	MIAMI, FL 33133	1600 SOUTH BAYSHORE LANE	Remove	
_					
Add Unit					



Here is a screenshot of the PayNow Screen. Homeowners can go to the AutoPay Screen to setup their recurring payments. ClickPay will automatically debit their bank account or credit card on the date/frequency chosen.





Here is a screenshot of the fee chart for Allied Property Group. Homeowners can review the chart to see fees associated with credit card usage.

Fee Chart	About Service Fees			
PAYMENT METHO	D FEES			
eCheck(ACH)	FREE			
VISA	\$33.00 for every \$0.00 + 0.00%			
Mastercard	2.95%			
AMEX	2.95%			
Discover	2.95%			
Visa Debit	\$33.00 for every \$0.00 + 0.00%			
Mastercard Debit	2.95%			
AMEX Prepaid	2.95%			
Discover Debit	2.95%			
 Foreign Transaction Fee: An additional 1.00% fee applies when using an international credit card. **Minimum Card Fee: Card Transactions will be subject to a minimum fee of \$3.00 when using a Credit or Debit Card. 				
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