

RA

René & Associates, P.A.

Certified Public Accountants

Online Payment Instructions

Getting Started	2
Creating Your Account	2-3
Adding Your Property/Unit(s)	4
Adding Payment Options	5
Making a Payment	6-7
One-Time Payments	6
Recurring Payments	7
Edit/Cancel Payments	8
View Payment History	8

Have a Question?

Have a question or concern that wasn't answered in this instructional booklet?
Please feel free to contact us. ClickPay's offices are open from Monday to Friday,
9:00am to 5:30pm EST.

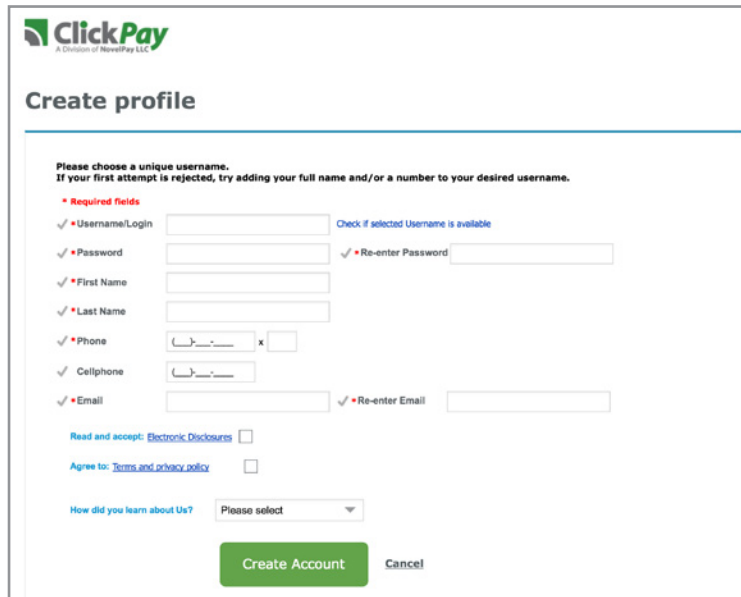
Call: 1.800.533.7901 (opt 1)

Visit: www.clickpay.com/help

Email: support@clickpay.com

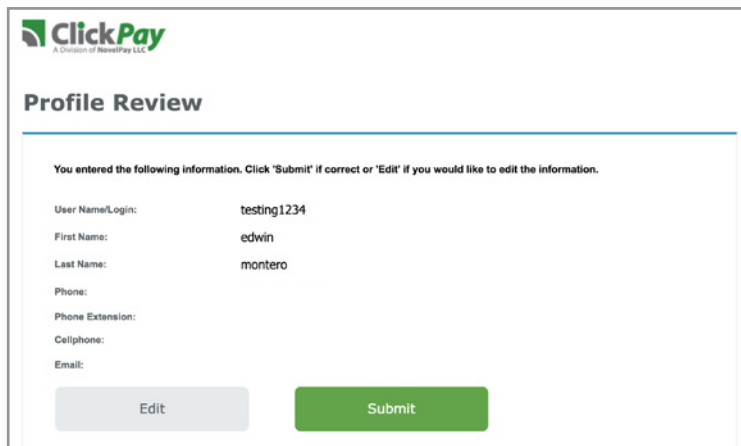
Creating Your Account (Continued)

Complete the following registration form in full and click **Create Account**. Please note that once registered, you may log in with either your username or email address. Keep your password in a safe place for later reference.



The screenshot shows the 'Create profile' registration form for ClickPay. At the top left is the ClickPay logo with the tagline 'A Division of NewellPay LLC'. The title 'Create profile' is centered. Below the title, there is a instruction: 'Please choose a unique username. If your first attempt is rejected, try adding your full name and/or a number to your desired username.' A red asterisk indicates 'Required fields'. The form includes several input fields: 'Username/Login' with a 'Check if selected Username is available' link; 'Password' and 'Re-enter Password'; 'First Name' and 'Last Name'; 'Phone' and 'Cellphone' (with a small 'x' icon next to the phone field); and 'Email' and 'Re-enter Email'. There are two checkboxes: 'Read and accept: Electronic Disclosures' and 'Agree to: Terms and privacy policy'. A dropdown menu asks 'How did you learn about Us?' with the text 'Please select'. At the bottom are two buttons: a green 'Create Account' button and a grey 'Cancel' button.

Upon completion of the registration form, you will be brought to a confirmation page. Please review and confirm that the information you have entered is correct and click **Submit**.



The screenshot shows the 'Profile Review' confirmation page for ClickPay. At the top left is the ClickPay logo with the tagline 'A Division of NewellPay LLC'. The title 'Profile Review' is centered. Below the title, there is a instruction: 'You entered the following information. Click 'Submit' if correct or 'Edit' if you would like to edit the information.' The form displays the entered information: 'User Name/Login: testing1234', 'First Name: edwin', 'Last Name: montero', 'Phone:', 'Phone Extension:', 'Cellphone:', and 'Email:'. At the bottom are two buttons: a grey 'Edit' button and a green 'Submit' button.

You will then be required to locate your property and unit number(s). If your account was pre-registered, your property information may already exist in your account and this step will be skipped. Please continue to the next page for more information on adding your property.

Adding Your Property/Unit(s)

After confirming your profile information, you will be brought to the **Lookup Address** page seen below.

Powered by **ClickPay**

[Pay Now](#) [Auto Pay](#) [? Help](#) [My Account](#)

Lookup Address

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

Account Number: [Submit](#) [Back](#)

YOUR ACCOUNT NUMBER CAN BE FOUND HERE ON YOUR STATEMENT

Number	Property	Account Number	Date Due	Amount Due
01	00000010	12345	JAN 1, 2016	\$350.00

Make check payable to:
Property Name Here

Please include a coupon with every payment.

JOHN SMITH
RE: 345 PROPERTY N
#123
789 N ANY ST
NEW YORK NY 11772-2254

Amount Paid: _____
Check #: _____

1000 0000012 00012345 00 11012012000340000012345

Enter your account number as shown in the example above and click **Submit**. You will then be required to confirm the property address associated with your account number. To continue, select **Yes**.

Confirmation

You have selected property for account number: 12345

Unit / Billing Address:
#1, Lake Worth, FL 33467
Co Name: Willow Bend Association Inc.

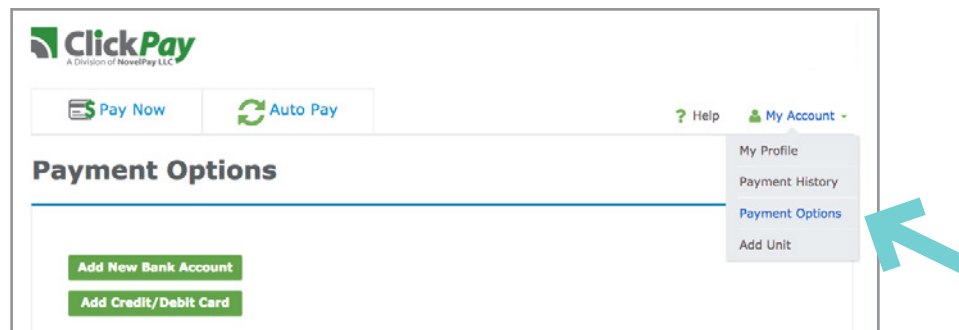
Are you sure?

[Yes](#) [No](#)

This unit has now been added to your account! You can remove this unit at anytime by visiting **My Account**. Users can also add multiple units or properties to their account by visiting the same tab and clicking on **Add Unit**.

Adding Payment Options

Once you've registered and added a property to your ClickPay account, the next step is to add your preferred payment option before you start making payments. To add a payment method, visit the **Payment Options** tab.

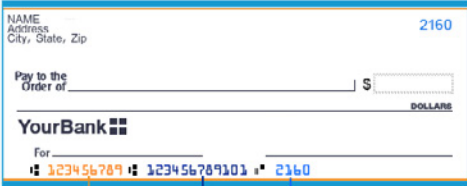


To connect a checking or savings account to your ClickPay account, simply click **Add New Bank Account**. To connect a debit or credit card to your account, select the **Add Credit Card/Debit Card** option.

Please enter the Bank Routing Number and Bank Account Number exactly as it appears on your check.

If you have any questions regarding the routing number, please contact your bank to verify the Routing Number for ACH payments.

* indicates required fields

Bank Routing Number: *	<input type="text"/>	
Bank Name:	<input type="text"/>	
Bank Account Number: *	<input type="text"/>	
Re-enter: *	<input type="text"/>	
Checking/Savings: *	Checking	
Name On the Account		
Firstname: *	edwin	
Lastname: *	montero	
Account Nickname:	<input type="text"/>	

Do not use a Deposit Slip for this information*

To add a bank account, you will need to refer to the routing and account numbers listed on the check for the checking or savings account you wish to use. An example of how to locate these numbers on a check is shown on the payment option page.

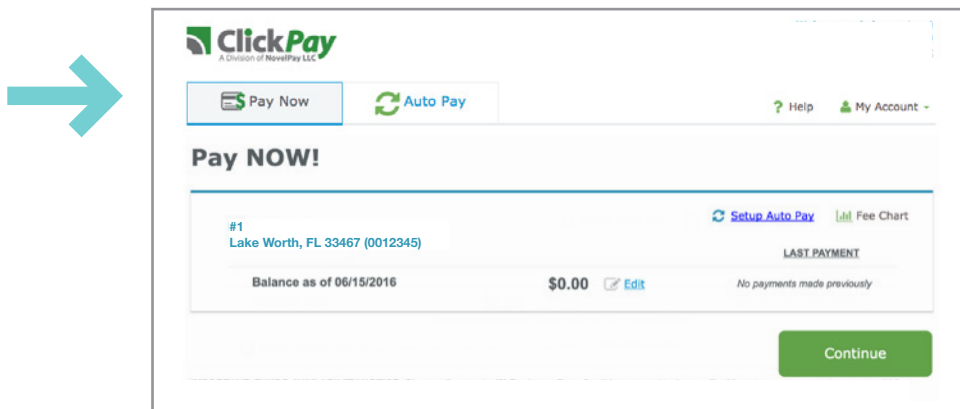
Once you complete this form, click **Continue**. You will be required to confirm this information once more before continuing. You may **Edit** this information or click **Continue** to add this new payment option to your account.

Making a Payment

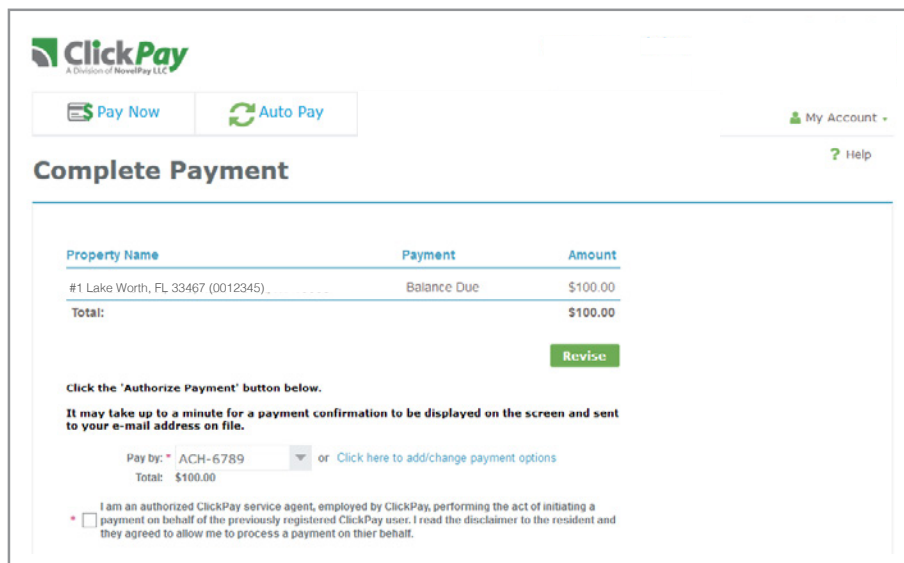
Residents have two options to choose from when making a payment. Residents can make a one-time payment at anytime or schedule recurring payments and have their account debited automatically each month.

One-Time Payments

One-time payments can be made at anytime by visiting the **Pay Now** tab. Each unit or property in your account will be listed.

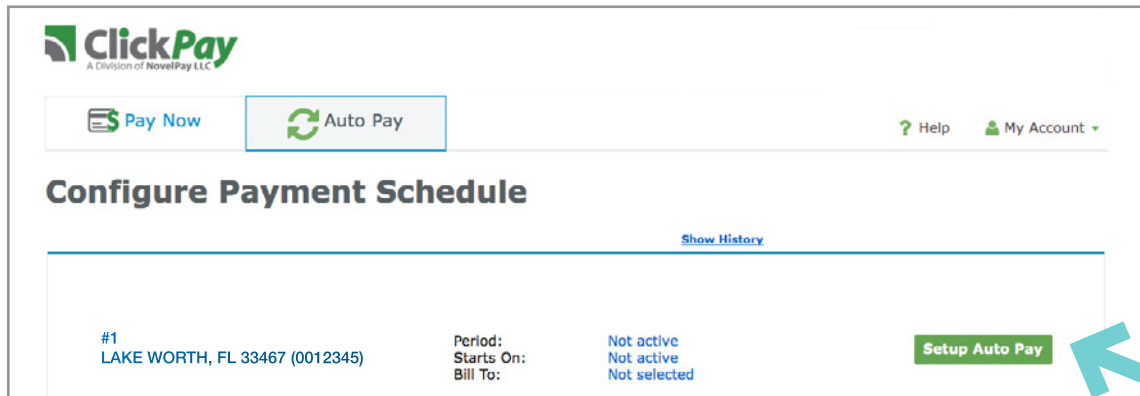


If a balance is not presented, enter your payment amount and select **Continue**. You will have the opportunity to review and confirm the property information and payment amount listed. You can edit this information by clicking **Revise**. Once confirmed, select the payment option you wish to use and click **Authorize Payment**. You will have the chance to confirm this payment before submitting. When ready, click **Yes**. A payment confirmation email will be sent to the email address on file.



Recurring Payments

If you wish to set up automatic recurring payments from your account, first select the **Auto Pay** tab. Your property or unit will be listed. Click the **Setup Auto Pay** link for the property or unit for which you'd like to make automatic payments.



Residents can authorize their monthly or quarterly payment to be withdrawn from their account on the designated date each month/quarter. For quarterly payments choose the first month of the quarter (Jan, April, July or Oct) and the day within the grace period. Example Jan 5th for a quarterly payment in a community with a 15 day grace period. Select the bank account you wish to withdraw from, the month and date of the first payment to be made and the length you wish to keep automatic payments going. For monthly choose monthly. For quarterly payments choose quarterly and choose a month within the quarter (Jan, April, July or Oct). You can even choose to have a reminder sent to you any number of days prior to the withdrawal.

The screenshot shows the 'Configure Payment Schedule' form. The form is titled '#1 LAKE WORTH, FL 33467 (00978866)'. It includes a 'Fee Chart' link. The form contains the following fields and options:

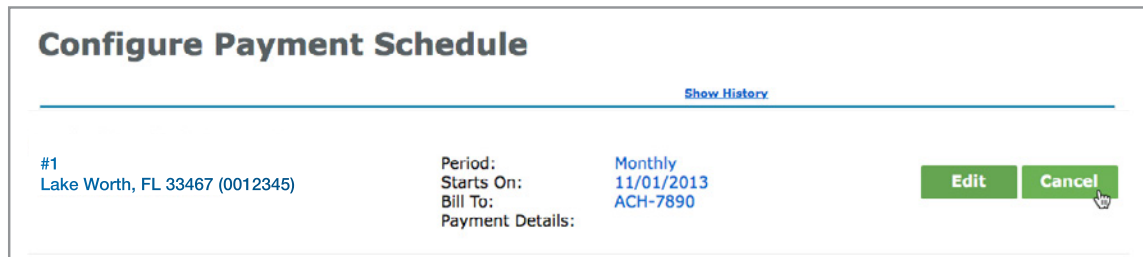
- Send Payments From: ACH-6789
- Next Month: July
- Frequency: Monthly on the 1
- Options for payment duration:
 - until I change or cancel this payment.
 - until a total of 1 payments have been processed.
 - until, but not after
- Amount:
 - Pay the full amount
 - Pay a fixed amount of \$ 1,150.00
- Notifications: Notify me 2 days before the payment is processed.
- E-Billing:
 - Receive statements digitally
 - Receive paper statements

At the bottom, there are two buttons: 'Return to Previous Page' and 'Apply to this Property'.

When ready, click **Apply to This Property**. You will be given the opportunity to confirm these details. Once reviewed and confirmed, select **Apply**. Your account is now set up to make automatic recurring payments!

Edit/Cancel Payments

To edit or cancel your recurring payment, simply visit the **Auto Pay** tab and locate the recurring payment set for your property. To edit your recurring payment details, click the **Edit** link as seen below. To cancel any scheduled payments altogether, simply click the **Cancel** link.



Configure Payment Schedule

[Show History](#)

#1
Lake Worth, FL 33467 (0012345)

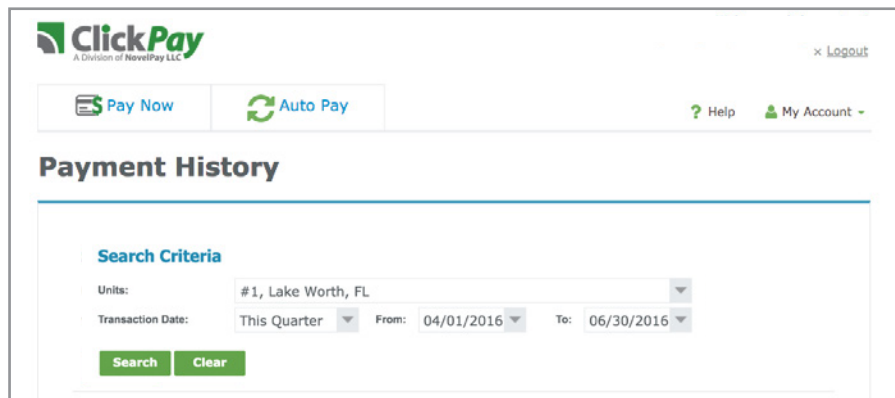
Period: Monthly
Starts On: 11/01/2013
Bill To: ACH-7890
Payment Details:

[Edit](#) [Cancel](#)

Please note that one-time payments can only be cancelled if the request is received and confirmed by ClickPay before 4pm the day a payment is authorized.

View Payment History

If you have made payments through ClickPay before and wish to review them, simply visit the **Payment History** tab. Here you can search for a payment by date or view all of your payments at once.



ClickPay
A Division of NetelPay LLC

[Pay Now](#) [Auto Pay](#) [Help](#) [My Account](#) [Logout](#)

Payment History

Search Criteria

Units: #1, Lake Worth, FL

Transaction Date: This Quarter From: 04/01/2016 To: 06/30/2016

[Search](#) [Clear](#)

Contact ClickPay

For assistance registering or making a payment online with ClickPay, please contact us through one of the channels listed below:

Call: 1.800.533.7901 (opt 1)

Visit: www.clickpay.com/help

Email: support@clickpay.com