

Payment Portal Registration Instructions

You will need a copy of your current bill which contains the following data required for registration:

1. Your Name exactly as printed on the invoice
2. Your Account #
3. Your WebReg # (located in the MESSAGE BOX)

Please follow these Steps:

1. Click on the **“Register”** link located on the lower left hand side of the login box.
2. Enter the following credentials:
 - a. E-Mail Address **<your valid e-mail>**
 - b. Password **<secure password>**
 - c. Re-enter Password **<secure password>**
 - d. Resident Name **<YOUR FULL NAME as PRINTED on the your bill>**
 - e. Billing Account #: **<ACCOUNT NUMBER> e.g. 110-002**
 - f. Unit #: **<UNIT NO.> e.g. 1A**
 - g. Registration #: **<WebReg #>**
3. Click on **“Register”** Button
4. An e-mail will be sent to your account requiring you to click on a link to activate your account. Once you click on that link, you will now be able to login with your email and password to gain access to your account.

Now you may review your account and have the option to pay your full balance due from your Checking/Savings account. Each time you make a payment, you will receive an email confirming the transaction.

OPTIONAL - Additional Apartments may be registered under the same login

At this stage you may login and **ADD** a second Apartment to your account.

Please follow these steps:

1. Under **“My Account Profile”** screen, click on the **“Add Apartment”** button located on the center left side of the screen:
 - a. Resident Name: **<YOUR FULL NAME as PRINTED on your bill>**
 - b. Billing Account #: **<ACCOUNT NUMBER> e.g. 110-002**
 - c. Registration #: **<WebReg#>**