

## KliknPay Instructions

### First time user's guide for Automatic Payment Option

1. First time users must "Register".
2. There are 3 main components to registering-all must be completed.
3. Click on the "Register" button after selecting "Pay Assessments".
4. You will need to input the ZIP code for the UNIT you are paying the assessments for - the zip code of your unit is located on the last page of your coupon booklet which is the "change of address" coupon - YOU DO NOT NEED TO INPUT THE ZIP CODE TO WHICH YOU MAIL YOUR PAYMENTS - select "FIND".
5. From the list provided, please select your Association.
6. Enter the account number from your coupon and select "NEXT".
7. Complete User Name/Password section and select "NEXT".
8. Complete Contact Information section (name, address, email address) - select "NEXT".
9. You will need to provide the bank information for which the payment will be deducted - select "NEW".
10. List name on the bank account, description (example: Association Dues), routing number, bank account number - THESE NUMBERS ARE FOUND ON YOUR ACTUAL CHECK - select "ADD".
11. Please read the terms - select "I agree" if you agree to the terms - PLEASE PRINT page for your records and then select "SUBMIT".
12. Select "FINISHED".
13. Next you will need to set up your payment as recurring - select this option.
14. From the drop down arrow, select the "type" - this is "description" you entered on step 12.
15. Put in first payment debit date.
16. If payment is due "monthly" - select "current monthly amount due" - you will be prompted to put in an "upper limit" amount - this means whatever the "amount due" is, the payment cannot exceed the "upper limit" amount.
17. If payment is due "quarterly" (every 3 months), select "quarterly amount due".
18. If payments are due bi-annually or annually, select "current monthly amount due" and the funds will be withdrawn only on the months there is a charge.
19. Select "SUBMIT".
20. Please confirm all information given - select "SUBMIT".
21. You are given a "receipt" - please "PRINT".
22. YOU MUST SELECT "CONTINUE" after printing to complete the registration.

You have successfully registered for our Auto Pay Program.

You will be notified via e-mail if banking information cannot be verified.