



Attention Residents

IMPORTANT BILLING CHANGES

Dear Resident,

Please note the following important changes that have been made to the way your community association dues are accepted as of **November 21, 2016**.

New Online Payment Provider

As of November 21, 2016, in order to pay online and as the **preferred way** of accepting payments, we request that you create an account with our new provider, **ClickPay**. Sign up using the link below and make individual or automatic payments online for **FREE** when paying by e-Check (ACH) from a bank account and for a nominal fee when paying by credit card.

www.ClickPay.com/FirstService

- ① Click **Register** and create your online profile
- ② **Link Your Home** using the account number found on your statement or coupon
- ③ Select your preferred **Payment Option** (e-Check for FREE or credit card for a nominal fee)
- ④ Set up **Automatic Payments** or click **Pay Now** to make one-time payments

Important: *If you made payments online through our previous online provider, please note that your existing account and any automatic payments set up through this platform have been disabled as of November 20, 2016.*

Online Payment Support

For help with your account or setting up payments online, please contact **ClickPay** online at www.ClickPay.com/GetHelp or call **1.888.354.0135 (option 1)**.

Thank you for your attention to this matter.
FirstService Residential