



Attention Homeowners

# IMPORTANT PAYMENT NOTICE

Dear Homeowner,

Please review the following notice regarding the changes being made to the way your assessment payments are accepted moving forward.

## Manage & Pay Your Assessments Online

As the **preferred way** of accepting payments, we invite you to view and pay your balance due online through our provider, **ClickPay**. Through this platform, you can set up automatic recurring or one-time payments by e-check (ACH) from your bank account for **FREE** or by major credit and debit card for a nominal fee. To get started, follow the instructions below:

**[www.ClickPay.com/FirstService](http://www.ClickPay.com/FirstService)**

- ① Click **Register** and then create your online profile with **ClickPay**
- ② **Connect Your Home** using the account number found on your statement or coupon
- ③ Set up **Automatic Payments** or click **Pay Now** to make one-time payments



For help with your account or setting up payments online, please contact **ClickPay** through their help center at **[www.ClickPay.com/GetHelp](http://www.ClickPay.com/GetHelp)** or call 1.888.354.0135 (option 1).

## Mailing Address for Payments

If you choose to submit your assessment payments by paper check, money order, or through your bank's Online Bill Pay feature, please send your payments to the address listed below:

**P.O. Box 62026  
Newark, NJ07101**

Checks should be made payable to the entity name listed on your statement. Include the remittance slip with your payments and make sure to include the account number found on your statement in the notes section of your check or your Online Bill Pay settings.

Thank you for your attention to this matter,  
FirstService Residential