Manage & Pay Your Charges & Assessments Online

We provide a convenient and secure way for you to manage and make payments online through **ClickPay**. Get started by following the instructions listed below.

FirstService RESIDENTIAL

Scan below to sign up for e-payments

Step 1

Creating Your Profile

Visit **login.clickpay.com/firstservice**, click **Register**, and then create your online profile.

? Account Already Exists?
If you receive a message stating that an account already exists, you have already been pre-registered within ClickPay. Click the link within the activation email sent to you or simply request a password reset link to gain you access to your existing profile.
OR
If you currently use ClickPay, you will be able to add your unit to your existing profile. Go to – Account – Add/Remove Unit

Step 2

Connecting Your Property

Enter the FirstService Residential account number found on your statement or coupon and the Last Name listed on the property agreement.

? Last Name Entered Not Working?
Try the co-owner last name or if a business, the full name of the business associated with your unit. (ClickPay data is based on the current first owner listed on the account.)

! Direct-Debit Users
If you're looking to gain access to your existing automatic ACH Direct-Debit profile transition to ClickPay, you will be required to verify your banking details associated with this payment schedule.
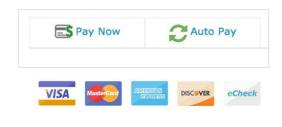
Lookup Address

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

Account Number: _____ **Submit**

Go Back

Step 3

Make a One-Time Payment

From the home screen, confirm your payment amount and then click **Continue**.

! Adding a Payment Option
*When setting up one-time or scheduled payments, you will be required to select a new or existing payment option, including e-check (ACH) for **FREE** or credit and debit card for a nominal fee.*

Pay Now   **Auto Pay**

VISA   MasterCard   AMERICAN EXPRESS   DISCOVER   eCheck

Step 4

Set Up Scheduled Payments

From the home screen, click **Auto Pay** and then select your payment option, payment frequency and amount.

? Full Amount
Select this option if you want to pay __ALL__ charges on your account automatically including assessment charges (excludes Special Assessments) and one-time fees. You may be provided with the option to set a maximum as well.

? Fixed Amount
Select this option if you want to pay a __FIXED__ amount of the total due. Any amount due above the fixed amount will not be paid automatically and you will need to submit a separate, one-time payment for any overage.