



New Homeowner Notice **BILLING & PAYMENTS**

Dear Homeowner,

On behalf of the entire staff, it is with a great deal of pleasure that we welcome you. As a new homeowner, we ask that you please review the following information as this pertains to your assessments.

ONLINE PAYMENTS & E-BILLING

As the **preferred way** of accepting payments, we invite you to set up one-time or automatic payments online by e-check (ACH) from your bank account for **FREE** or by major credit or debit card for a fee of 2.95% for Visa, Discover, or Mastercard and 3.95% for American Express. **ClickPay** also provides the convenience of taking payments over the phone.

To get started, visit the web address below and follow the instructions listed:

www.Quality1PropertyManagement.com

- ① Select your Association from the dropdown, click **Pay Online**, and then **Register** to create your profile with **ClickPay**
- ② **Add your Unit*** using your account number ()
- ③ Set up **Automatic Payments** or click **Pay Now** to make one-time payments

*Please note that you can add more than one unit to your account.



FEATURES & BENEFITS

- ✓ Set Up Automatic Payments
- ✓ Pay by e-Check or Credit/Debit Card or via Phone
- ✓ Avoid Late Fees & Save Paper
- ✓ View Your Payment History
- ✓ Phone and online Customer Support to answer account questions or help with setting up your account

ONLINE PAYMENT SUPPORT

For questions about your account or help with setting up payments, please contact **ClickPay** through their help center at **www.ClickPay.com/Help** or call 1.800.533.7901 and press option 1.