



PAYMENT OPTIONS

Dear Resident,
Please review the payment options outlined below.

MAKE YOUR PAYMENTS ONLINE

Through our payment provider, **ClickPay**, you can make one-time payments online, or set up recurring Direct Debit (ACH) payments from a bank account or by all major credit and debit cards. To get started, create an account online by going to:

login.ClickPay.com/FirstService

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



- Recurring e-check (ACH) payments can be made for FREE.
- A one-time e-check (ACH) payment is FREE as of May 1, 2022.
- Credit card payments - charge is 2.9% of the amount paid as of May 1, 2022.
- Debit card payments - charge is 3% of amount paid with \$9.99 cap as of May 1, 2022

For help with your account, visit ClickPay's support center at www.ClickPay.com/GetHelp for access to FAQ's, step-by-step walkthroughs, email and phone support, and live chat. You may also contact ClickPay's customer care at 1.888.354.0135 (and press option 1).

MAILING ADDRESS FOR PAYMENTS

To submit payments using **your bank's Online Bill Pay feature**, payments should be mailed to:

Your Association Name
c/o FirstService Residential
P.O. Box 30196
Tampa, FL 33630-3196

Make checks payable to your association and your account number (*found on your coupon*) should be noted in the memo section on your check.

Thank you for your attention to this matter,

FirstService Residential
customerservice.boca@fsresidential.com
1.561.314.6609