



Hunters Pointe Homeowners Association
is excited to present PayLease
as our electronic payments partner.

This presentation will help guide you
through the setup.





Why PayLease?

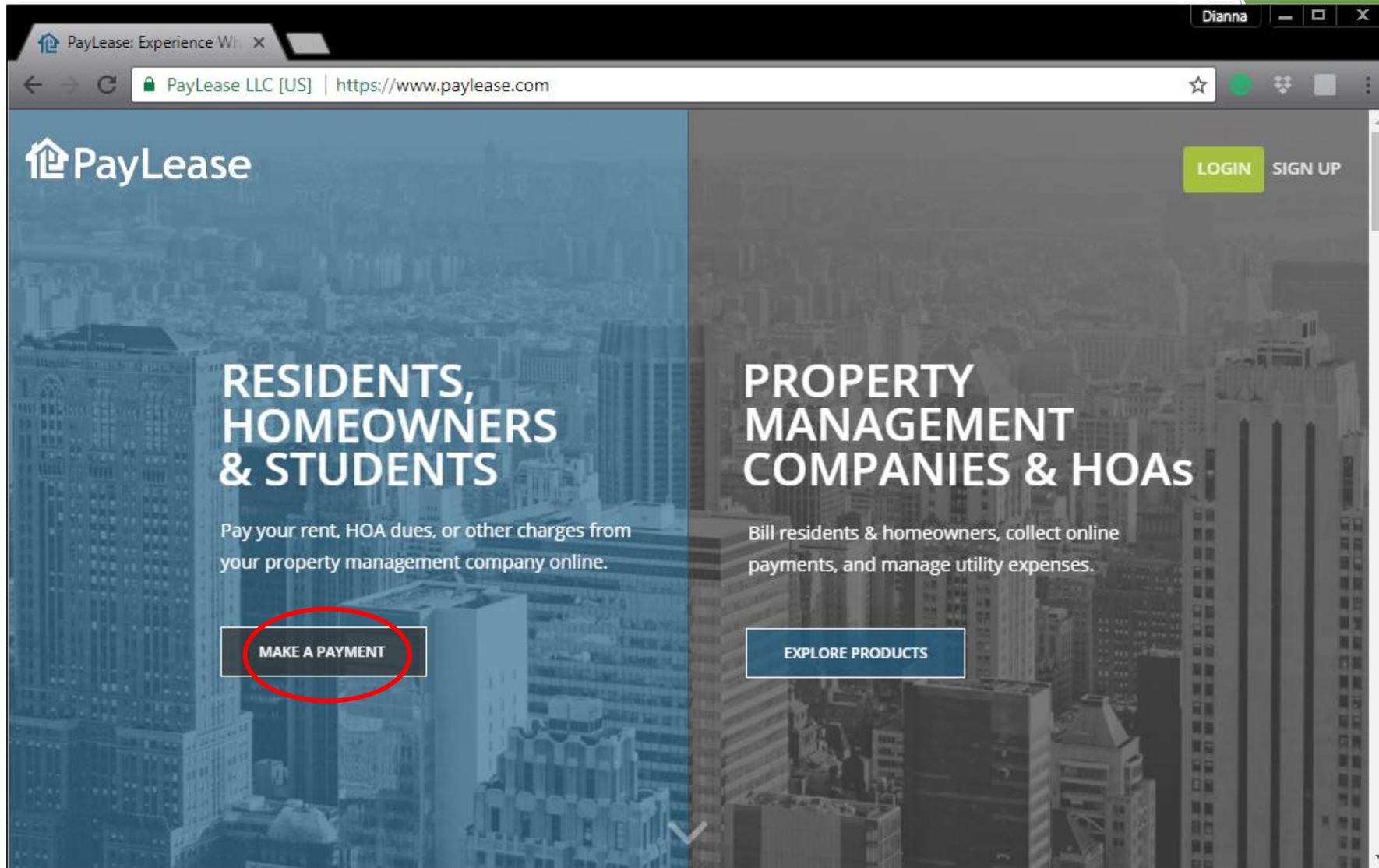
While attempting to bring flexibility to our residents, it was essential that we did this in a cost effective manner.

Adding PayLease as a provider added ZERO costs to the annual budget of Hunters Pointe Homeowner Association!





Getting Started



Go to www.paylease.com
Click the 'Make a Payment' button under Residents



Creating Your Account

Dianna

PayLease LLC [US] | https://www.paylease.com/login/resident?vpw=1045

PayLease

LOG IN TO YOUR ACCOUNT

EMAIL/USERNAME

PASSWORD

LOGIN

Sign In with Facebook

Sign in with Google

FORGOT YOUR PASSWORD >

CREATE ACCOUNT >

Need Help? Visit our FAQs >
866-729-5327

Click 'Create Account'



Creating Your Account

The screenshot shows the PayLease website's registration page. The browser address bar indicates the URL is <https://www.paylease.com/registration>. The page header includes the PayLease logo and a navigation bar with the text 'CREATE YOUR ACCOUNT'. Below this, there are four main sections, each with an icon, a title, a description, and a 'CREATE YOUR ACCOUNT' button. The 'HOMEOWNER' section's button is circled in red. At the bottom, there is a 'LOGIN NOW' button for existing users and a link to 'Need Help? Visit our FAQs >'. The browser window title is 'Create Your Account' and the user's name 'Dianna' is visible in the top right corner.

CREATE YOUR ACCOUNT

BILLING
If you receive a bill for your rent fees or utilities, you can make online payments for these by registering here.

RENTER
Make online payments to your Property Management Company for rent, applications, security deposits and more.

HOMEOWNER
Make online payments to your Home Owner Association (HOA) for dues, assessments and more.

PROPERTY MANAGER
Create a PayLease account for a Property Management Company or Home Owner Association (HOA).

Already have an account? Login now.

Need Help? Visit our FAQs >

Click “Create Your Account’ under the Homeowner area



Find Your Property

PayLease

CREATE YOUR ACCOUNT

SEARCH FOR YOUR PROPERTY
In order to create a new account please begin by entering the name of your home owners association.

HOMEOWNER
Make online payments to your Home Owner Association (HOA) for dues, assessments and more.

35975 | SEARCH

Ex. Candlewood Lakes Home Owners Association)

Already have an account? Login now.
LOGIN NOW

Need Help? Visit our FAQs >
866-729-5327

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Type in your address (Numbers and Street) and hit the 'Search' button.

Tip: Do not include Blvd, Street etc.



Selecting Your Property

A list of properties will be presented.
Click the 'This is My Property' link next to your property.
Note: Several properties with a similar address *may* be presented.



Adding Your User Information

Dianna

Your Property Payment C x

PayLease LLC [US] | https://www.paylease.com/registration/pay_portal/46746816/STD?vpw=1082

Log in or Register to Pay Now

Returning Users

Email:

Password:

LOGIN

[FORGOT YOUR PASSWORD](#)

New Users Registration

Address: *

First Name: *

Last Name: *

Email: *

Phone Number: *

Association: *

Lot #: *

Password: *

Confirm Password: *

I agree to the [terms and conditions of use](#).*

* This information is required. **CREATE ACCOUNT**

Powered by **PayLease** Pay Rent Online

[Questions?](#) 866-729-5327
Need Help? Visit our [FAQs](#)

Trustwave Trusted Commerce
Click to Validate

Norton SECURED
powered by **digicert**

ABOUT SSL CERTIFICATES

Fill out the 'New Users Registration' information



Tabs for Easy Navigation

The screenshot shows the PayLease resident dashboard. At the top, there is a navigation bar with the following tabs: Home, Make Payment, AutoPay, Payment History, My Payment Methods, My Profile, and Help. These tabs are circled in red. Below the navigation bar, the dashboard displays property information: 35975 King Edward Drive 90, Property Management Co: Hunters Pointe Homeowners Association. There are three main sections: 'Make a Payment Now' with input fields for Late Payment and HOA Fees, and a 'MAKE ONE-TIME PAYMENT' button; 'Recent Payment History' with a table showing no payments; and 'Active AutoPays' with a table and a link to set up a new AutoPay. A 'feedback' button is located on the right side. At the bottom, there are security logos for Trustwave and Norton, and a copyright notice: © Copyright 2018 PAYLEASE. ALL RIGHTS RESERVED.

You are now registered. Please note the tabs for easy navigation!



Make a One-Time Payment

The screenshot shows the PayLease resident dashboard for Dianna. The browser address bar displays "PayLease LLC [US] | https://www.paylease.com/resident/dashboard". The user is logged in as "Jane Doe" and has a "Logout" button. The navigation menu includes "Home", "Make Payment", "AutoPay", "Payment History", "My Payment Methods", "My Profile", and "Help". The "Make Payment" tab is selected and circled in red. The main content area shows property information for "HOME" (35975 King Edward Drive 90, Hunters Pointe Homeowners Association). Under the "Make a Payment Now" section, there are input fields for "Late Payment" and "HOA Fees", both set to \$0. A green "MAKE ONE-TIME PAYMENT" button is circled in red. Below this is a section for setting up automatic payments with a "GET STARTED" button. To the right, there are sections for "Recent Payment History" (showing no payments) and "Active AutoPays" (with a link to set up a new AutoPay). The footer includes copyright information, Trustwave Trusted Commerce, and Norton Secured logos.

To make a one time payment, click the 'Make One-Time Payment' button or the 'Make Payment' tab.

Note: Instructions on AutoPay will follow in this presentation.



Fees

(Note: These fees go to PayLease, not HPHA)

Property: 35975 King Edward Drive 90
Property Management Co: Hunters Pointe Homeowners Association

ONE-TIME PAYMENT

1 Payment Amount 2 Payment Method 3 Review & Submit 4 Receipt
Payment for: HOA Fees Payment Amount: \$300.00

Need Help?
Click here for Support

feedback

	Standard Processing ? Payment posts in 3 business days	Express Pay ? Payment posts in 1 business day
<input type="radio"/> eCheck Bank Account	\$2.95 Fee	<input type="checkbox"/> \$9.95 Additional
<input type="radio"/> Debit/Credit Card VISA MASTERCARD DISCOVER	\$11.95 Fee	<input type="checkbox"/> \$9.95 Additional

PREVIOUS CONTINUE

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You can select to pay via Bank Account or via Credit Card.
You have the OPTION to expedite payment
Please note the fees. Fees are NOT paid to HPHA

If you choose banking, it is less than a 1% fee!



Payment via Bank Account

PayLease

PayLease LLC [US] | https://www.paylease.com/resident/make_payment/payment_type_new_bank/1100...

Welcome, Jane Doe Logout

Home Make Payment AutoPay Payment History My Payment Methods My Profile Help

Property:
35975 King Edward Drive 90
Property Management Co:
Hunters Pointe Homeowners
Association

ONE-TIME PAYMENT

1 Payment Amount 2 Payment Method 3 Review & Submit 4 Receipt

Payment for: HOA Fees Payment Amount: \$300.00

Bank Account Details

Name on Account:

Bank Name: Account Type: -- select --

Routing Number (9 digits): ?

Account Number: ?

Confirm Account Number:

* All fields are required

PREVIOUS CONTINUE

Need Help?
Click here for Support

feedback

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Trusted Commerce
Click to Validate

Norton
SECURED
powered by Symantec

If you selected to pay via Bank Account,
this screen will be presented to you.
Enter your banking information and click 'Continue'.



Payment via Credit Card

PayLease LLC [US] | https://www.paylease.com/resident/make_payment/payment_type_new_credit/1100...
Welcome: Jane Doe | Logout

Home | **Make Payment** | AutoPay | Payment History | My Payment Methods | My Profile | Help

Property:
35975 King Edward Drive 90
Property Management Co:
Hunters Pointe Homeowners
Association

ONE-TIME PAYMENT

1 Payment Amount | 2 **Payment Method** | 3 Review & Submit | 4 Receipt

Payment for: HOA Fees | Payment Amount: \$300.00

Card Account Details

Card Number: CW2:

Expiration Mo: Expiration Yr:

First Name: Last Name:

Billing Country:

Billing Address: Billing City:

Billing State/Province: Billing Zip:

* All fields are required

- OR -

[Learn More](#)

Need Help?
[Click here for Support](#)

feedback

If you selected 'Debit/Credit Card',
this screen will be presented to you.
Enter your card information.



Set Up AutoPay

The screenshot shows the PayLease resident dashboard. At the top, the browser address bar displays "PayLease LLC [US] | https://www.paylease.com/resident/dashboard". The user is logged in as "Jane Doe" and has a "Logout" button. The navigation menu includes "Home", "Make Payment", "AutoPay", "Payment History", "My Payment Methods", "My Profile", and "Help". The "AutoPay" tab is circled in red. Below the navigation, the property information is displayed: "Property: 35975 King Edward Drive 90, Property Management Co: Hunters Pointe Homeowners Association". There are three main sections: "Make a Payment Now" with input fields for "Late Payment" and "HOA Fees" (both set to 0) and a "MAKE ONE-TIME PAYMENT" button; "Recent Payment History" with a table showing no payments; and "Active AutoPays" with a table and a link "Click here to set up a new AutoPay" circled in red. A "GET STARTED" button is also circled in red. At the bottom, there are security logos for Trustwave and Norton, and a link to "ABOUT SSL CERTIFICATES".

Click one of three links to set up AutoPay



Set up AutoPay

PayLease LLC [US] | https://www.paylease.com/resident/create_fixed_autopay/payment_amount

Welcome, Jane Doe [Logout](#)

Home [Make Payment](#) **AutoPay** [Payment History](#) [My Payment Methods](#) [My Profile](#) [Help](#)

Property:
35975 King Edward Drive 90
Property Management Co:
Hunters Pointe Homeowners
Association

Fixed AutoPay

1 **Payment Amount** 2 Payment 3 Payment Method 4 Review & Submit

Late Payment: \$
HOA Fees: \$

[Need Help?](#)
[Click here for Support](#)

[feedback](#)

[CONTINUE](#)

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powered by digicert

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Enter an amount to AutoPay and click 'Continue'



Set up AutoPay

PayLease

PayLease LLC [US] | https://www.paylease.com/resident/create_fixed_autopay/payment_schedule/11002... Welcome: Jane Doe Logout

Home Make Payment **AutoPay** Payment History My Payment Methods My Profile Help

Property: 35975 King Edward Drive 90
Property Management Co: Hunters Pointe Homeowners Association

Fixed AutoPay

1 Payment Amount 2 **Payment** 3 Payment Method 4 Review & Submit

Recurring Payment Date: * 01/31/2019 ?

Payment Frequency: * Annually

Final Payment Month/Year: * Indefinite ?

Fields marked with an asterisk (*) are required.

PREVIOUS CONTINUE

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ABOUT SSL CERTIFICATES

feedback

Set the AutoPay date and frequency and click 'Continue'



Delete Account

The screenshot shows the 'MY PROFILE' page on the PayLease website. The page includes a navigation menu with options like 'Home', 'Make Payment', 'AutoPay', 'Payment History', 'My Payment Methods', 'My Profile', and 'Help'. The main content area displays the resident's information, including property details, resident details, password settings, payment reminders, and login options. A red circle highlights the 'DELETE ACCOUNT' button in the 'Property Details' section.

Property: 35975 King Edward Drive 90
Property Management Co: Hunters Pointe Homeowners Association

Resident Details [EDIT](#)

First Name: Jane Last Name: Doe
Unit: 90 Phone: 248-555-1212
Email/Username: JaneDoe@hotmail.com

Password [CHANGE PASSWORD](#)

Current Password:

Payment Reminders [EDIT](#)

Payment Reminders have not been set up. Please click the Edit button to sign up.

Property Details [DELETE ACCOUNT](#) [CHANGE PROPERTY/MANAGEMENT COMPANY](#)

Property: 35975 King Edward Drive, Farmington Hills, MI, 48331
Property Management Company: Hunters Pointe Homeowners Association

Login With Facebook or Google: [EDIT](#)

Allow: Off - DO NOT ALLOW Login With Facebook or Google

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[ABOUT SSL CERTIFICATES](#)

No longer a resident? At ANY time you can delete your account!
Click the 'Delete Account' button.



FAQs

- A link to PayLease will be added to our homepage to take you directly to PayLease. www.hunterspointehomeowners.org
- PayLease has 24/7 Support! Dial 1-866-729-5327
- Don't like putting your information on the internet? You can CALL them to make a payment instead!
- You can still mail checks to the Association if you do not wish to use PayLease! We simply want to give residents options.
- You can email Dianna Rose at diannalrose01@gmail.com if you have questions that cannot be answered by PayLease.

