



FirstService
RESIDENTIAL

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.

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.

[Register](#) [Resident Help Center](#)

Online Payments
Make your payments online by credit or debit card and by e-check (ACH) from a bank account. Please note that fees may apply.

Username or Email
Password
 Remember me [Forgot Password?](#)

Login

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.

Please enter your Account Number [?](#)

Step 3

Setting Up Payments

From the home screen, select **Auto Pay** in order to set up automatic recurring payments or select **Pay Now** to make one-time payments.

! **Adding a Payment Option**

*When setting up one-time or automatic payments, you will be required to select a new or existing payment option. Setup Recurring ACH payments for **FREE** or credit and debit card for a nominal fee.*

Pay Now **Auto Pay**



For more information on how to set up an automatic recurring payment through ClickPay, visit www.clickpay.com/gethelp.

Managing Your Account

From the home screen, select **My Account** in order to:

- ✓ *Manage or Update Your Profile*
- ✓ *View Your Online Payment History*
- ✓ *Manage or Add/Remove Payment Options*
- ✓ *Add or Remove additional properties*

[Need Help?](#) [Account](#)

My Profile
Payment History
Payment Options
Add/Remove Unit

Need Additional Help? Visit www.ClickPay.com/GetHelp or call 1.888.354.0135 (option 1).