



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.

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).