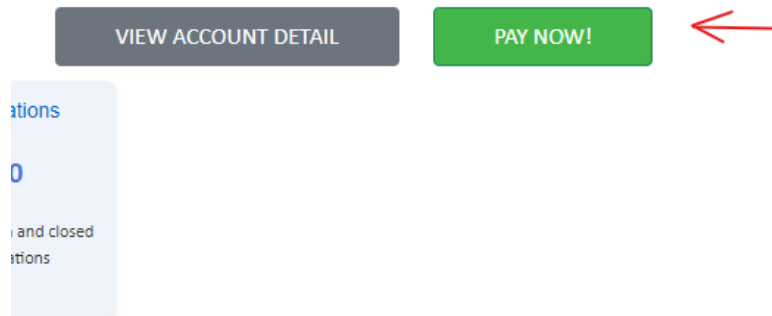


# AutoPay with ClickPay

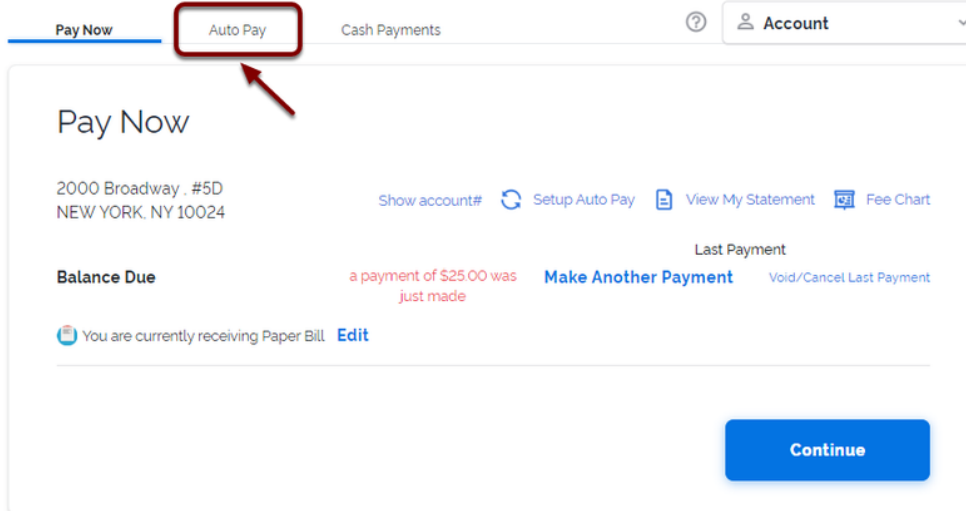
Lifetime HOA Management has a partnership with ClickPay to process resident payments online and over the phone.

This article will provide a How-To Guide and some helpful tips when setting up AutoPay through ClickPay.

1. On the left-hand screen of your Homeowner Portal under Account History – Click on the “Pay Now” button. This will take you to your ClickPay account.



2. Once you are on your ClickPay account you will choose “AutoPay” as referenced below.
  - Click on the “Setup Auto Pay” icon.



3. The Configure Payment Schedule allows you to set up your “AutoPay” per your preference and ensures it meets your communities’ guidelines on when payments are due. AutoPay **DOES NOT** stop your community’s delinquent policy.
  - The Fees Chart will break down the fees associated with payment.
  - Tips:
    - Make sure the Frequency is matched with your Communities Assessment Frequency

- When selecting the first day of the month ClickPay will **not** recognize the assessment posted the same day which will affect your AutoPay if you choose “Pay Full Amount” reference next line item 4.

Pay Now    **Auto Pay**    Cash Payments       Account

## Configure Payment Schedule

2000 Broadway , #5D  
NEW YORK, NY 10024

[Fee Chart](#)

Last payment of **\$25.00** was processed on **03/27/2020** (manual payment)

AutoPay may be set up separately for each type of charge:

1) Pay different types of charges from different payment sources  
2) Pay different types of charges on different dates or frequency

Send Payments From  
Mastercard-2637

Frequency  
Monthly

First Payment Date  
3/31/2020  Process on the Last day of each month

Until I change or cancel

Until following number of payments have been processed

Until a selected date

### Amount

Pay the full amount

4. Once you choose your billing frequency you will need to select the amount.
- Tips:
    - **Pay Full Amount** – When choosing this option, you would need to choose a date to which your assessment is due and ensure that it is not on the 1<sup>st</sup> of the month as assessments are being posted on the 1<sup>st</sup> and will not reflect on ClickPay the same day. **For example: if your assessment is due on the 1<sup>st</sup> of January and you choose the “Pay Full Amount” option then you would need to choose a payment date after the 1<sup>st</sup> and before the deadline.**
    - **Pay a Fixed Amount** – This can be scheduled on a date if it is before the deadline.

Amount

Pay the full amount [?](#)

Pay the full amount up to a maximum amount of  [?](#)

Pay a fixed amount  [?](#)

Notifications

Notify me before payment is processed  [v](#)

You are currently receiving Paper Bill [Edit](#)

[Return to Previous Page](#) [Apply to Property](#)

5. Once you select "Apply to Property", you will be taken to the confirmation screen, you will enter your initials to confirm your AutoPay.

Confirmation [×](#)

Please enter yours initials to confirm your understanding

1) I understand AutoPay is currently setup and wish to submit a one time payment

\*

[Proceed](#)

[Cancel](#)