

## Manage & Pay Your Assessments Online

As the **preferred way** of accepting payments, we request that you create an account online with our provider, **ClickPay**. Through this convenient platform, you can view your balance due and make individual or automatic recurring payments from your smartphone, tablet or other media device.

Payments can be made online for **FREE** when paying by e-check (ACH) from a bank account or for a nominal fee when paying by credit or debit card. Get started by visiting the web address below and following the instructions listed:

### [www.ClickPay.com/FirstService](http://www.ClickPay.com/FirstService)

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



For help with your account or setting up payments online, please contact **ClickPay** online at [www.ClickPay.com/GetHelp](http://www.ClickPay.com/GetHelp) or call 1.888.354.0135 (option 1).

## Mailing Address for Payments

If you choose to submit your payments by paper check, money order or through your bank's Online Bill Pay feature, please mail your payments to the address listed below.

**P.O. Box 62010**  
**Newark, NJ 07101-8060**

Please make all checks payable to the entity listed on your statement or coupon, include the remittance slip with your payments, and write the account number found on your statement or coupon in the notes section of your check.