

## How to Set up an Online Account for Payments and Information Updates

1. Go to website (www.StoragePartners.com)
2. Click on **My Account/Pay Bill** at top right
3. Click on the gray colored **Pay Here** button associated with your storage location
4. Click on **Sign Up** in the bottom left
5. Enter your account number. Your account number will be on recent invoices, receipts, and emails. If you cannot locate your tenant account number, please call your storage location.
6. Enter your email address
  - a. Email address does not have to be unique
7. Create a Username and Password
  - a. There are no requirements for username as far as minimum number of characters or including a letter
  - b. you can also use an email address as your username
  - c. password must be a minimum of 6 characters (no requirement for number or special characters)
8. Create 2 security questions and answers
9. Click "Sign Up"