

How to Set up an Account to Pay Online

1. Go to website
2. Click on Make a Payment
3. Click on "Sign Up" in bottom left
4. 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 the facility
5. Enter your email address
 1. Email address does not have to be unique
6. Create a Username and Password
 1. There are no requirements for username as far as minimum number of characters or including a letter
 2. you can also use and email address as your username
 3. password must be a minimum of 6 characters (no requirement for number or special characters)
7. Create 2 security questions and answers
8. Click " Sign Up "