

# Getting Started with FRONTSTEPS Pay

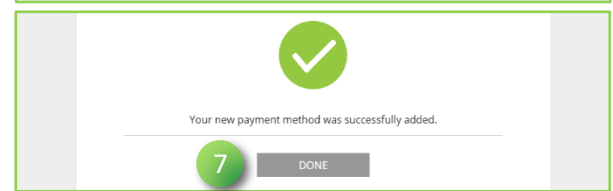
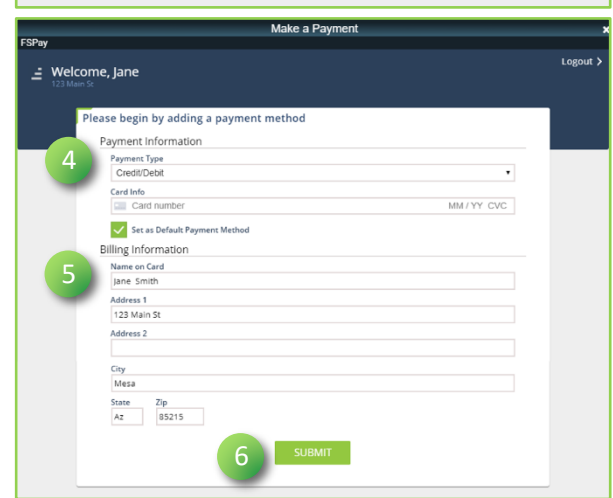
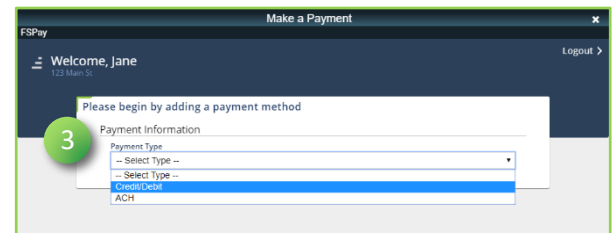
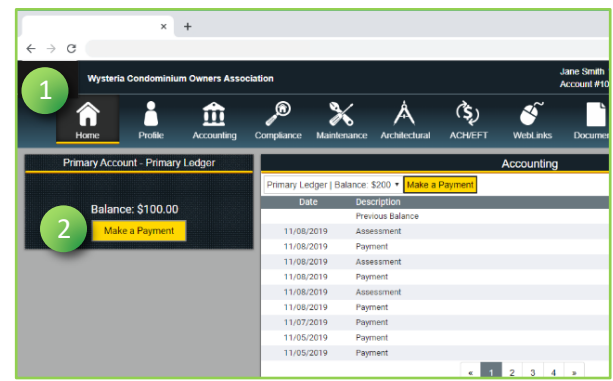
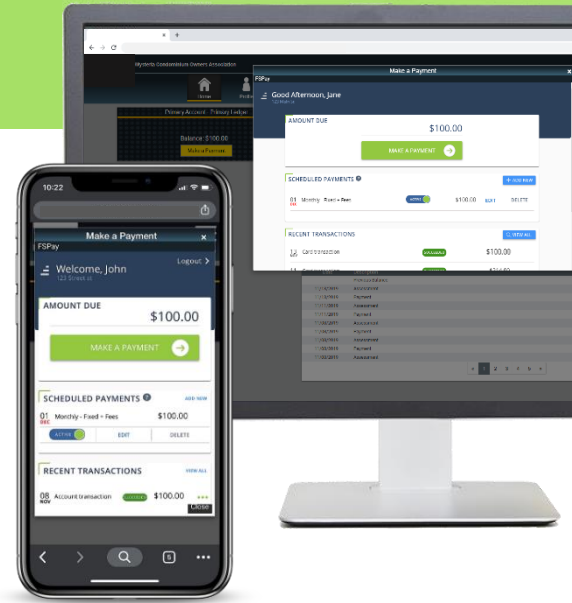
Follow these steps on desktop or on your smartphone - no downloads required! Simply navigate to your community portal from a browser, such as Google Chrome or Safari, and login.

**!** Before making a payment, confirm that your Profile contains your most up-to-date email address so that you receive email receipts. Log in to your community portal and click the Profile tab to review.


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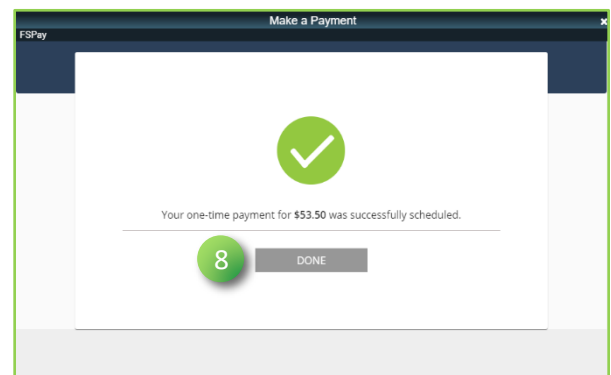
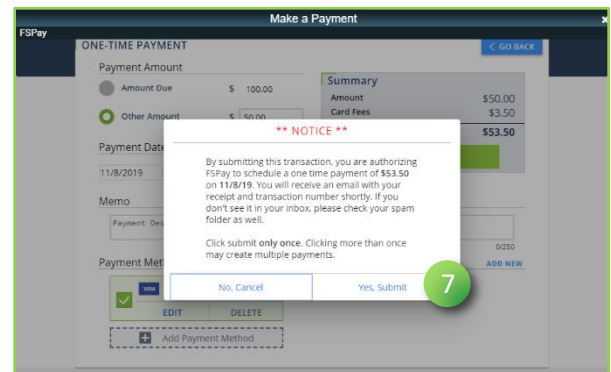
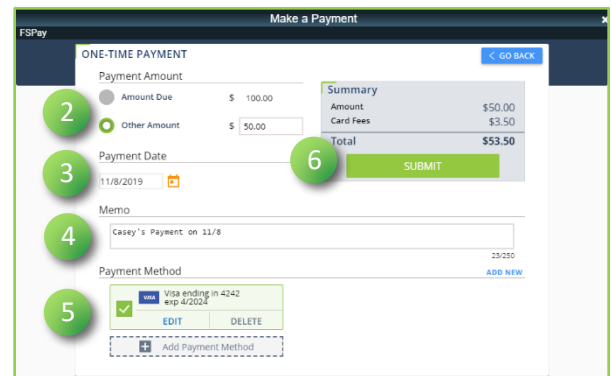
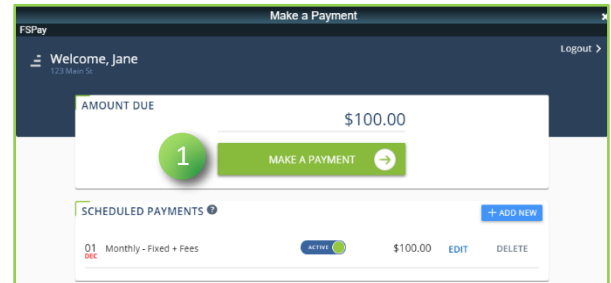
## Begin by adding a payment method

1. From your browser, log in to your community portal.
2. Click **Make a Payment** to access your **Payments dashboard**.
3. Select a **Payment Type**: Credit/Debit or ACH (eCheck).
4. Enter your Payment Information.
  - For Credit/Debit: **Card Number, Expiration Date (MM/YY), and CVC.**
  - For ACH (eCheck): **Routing Number and Account Number.**
5. For Credit/Debit, enter your Billing Information: **Name on Card, Address, City, State, and Zip.**
6. Click **Submit**.
7. Click **Done** to return to the **Payments dashboard**.



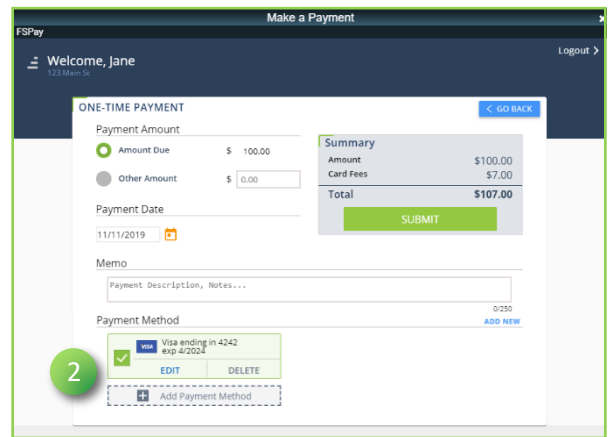
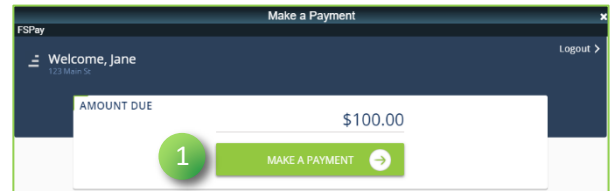
## Make a one-time payment

1. Click **Make a Payment**.
2. Select **Amount Due** or **Other Amount**. If selecting Other Amount, enter the amount you want to pay.
3. Select a **Payment Date**. Click the calendar icon () to easily scroll to a future date.
4. Enter a **Memo**. This will appear on your email receipt and on your Transaction History.
5. Select a **Payment Method** or **Add Payment Method**.
6. Click **Submit**.
7. Click **Yes, Submit** to confirm your payment.
8. Click **Done** to return to the **Payments dashboard**. You will receive an email confirming your payment.



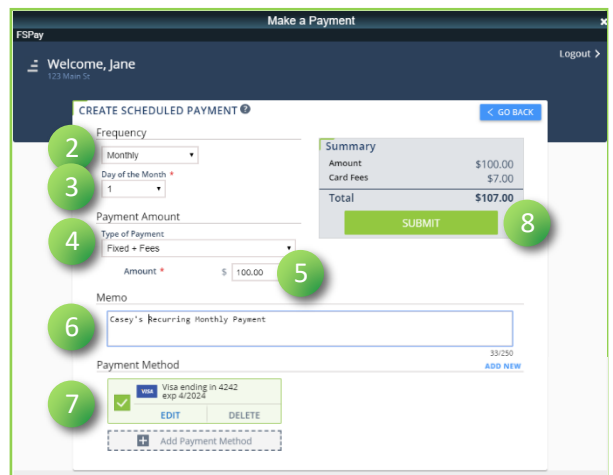
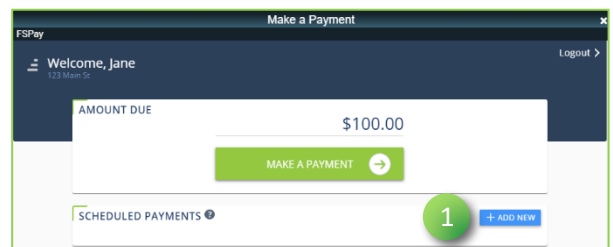
## ☰ Add, edit, or delete a payment method

1. Click **Make a Payment**.
2. Click **Add Payment Method, Edit, or Delete** to update a payment method.



## ☰ Add, edit, or delete a scheduled payment (AutoPay)

1. Under Scheduled Payments, click **Add New**.
2. Select **Frequency**.
3. Select **Day of the Month**.
4. Select **Type of Payment**.
5. Enter the **Amount** you want to pay.
6. Enter a **Memo**. This will appear on your email receipt and on your Transaction History.
7. Select a **Payment Method** or **Add New**.
8. Click **Submit**.

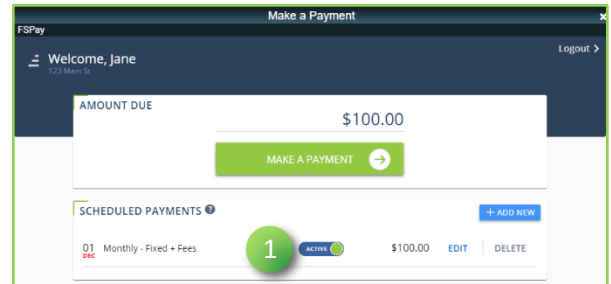


## ☰ Active/Inactive scheduled payments (AutoPay)

1. Under Scheduled Payments, click the **Active/Inactive** toggle to activate or disable a scheduled payment.

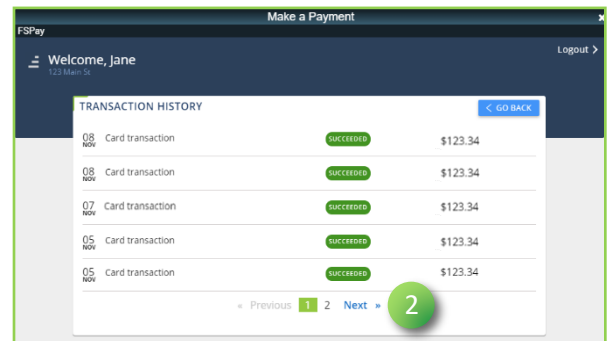
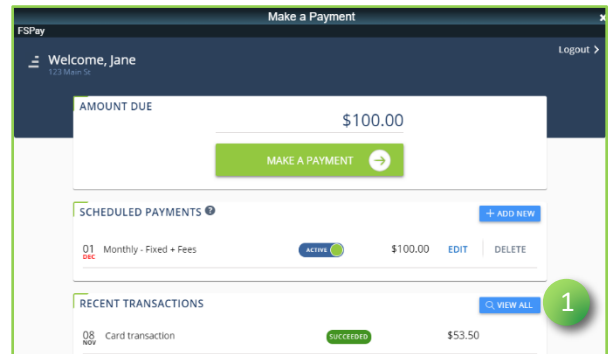
Scheduled payments set to **Active** pay on your balance automatically, based on the payment settings you define when adding a new scheduled payment.

Scheduled payments set to **Inactive** are disabled and do not automatically pay on your balance. Use Inactive when you want to temporarily suspend your scheduled payment but save your payment settings to use again later.



## ☰ View recent transactions

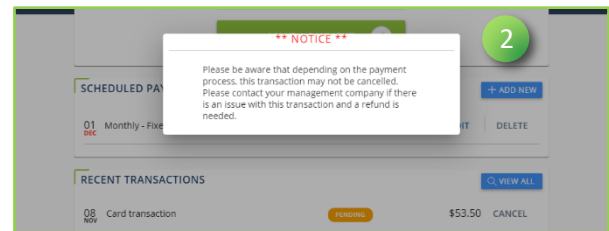
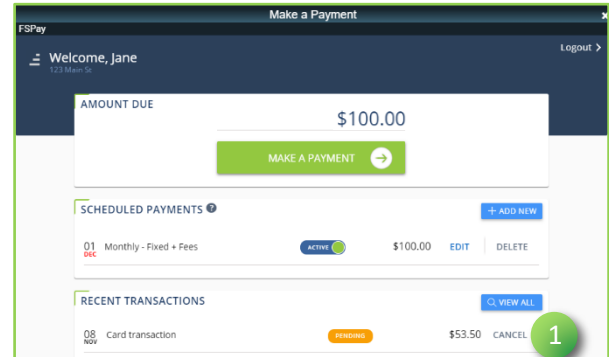
1. Under Recent Transactions, click **View All**.
2. Click << **Previous** and **Next** >> to navigate the pages of your Transaction History.



## Cancel a pending payment

**!** Only PENDING payments may be canceled.

1. Under Recent Transactions, click **Cancel** next to the pending payment.
2. Click anywhere on the main window to return to the **Payments dashboard**.



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