

Establish a PayLease (Zego) Six-Month Payment Plan

The intent of the payment plan is to provide an affordable subscription-like plan for owners. Those residents that pay from a checking account will not have any additional transaction fees. The pre-paid assessment payments will be monitored by the SRCC Treasurer and kept in the SRCC operating accounts, unspent, until 2022. Residents who wish to use the plan will need to register for PayLease by August 2021.

- The first payment will need to be completed by August 31st.
- The sixth and final 2022 assessment payment will need to take place by January 31st.

An owner who lives in their SRCC home will need to pay \$108.34 per month beginning in August 2021 and ending January 2022. An owner who rents their home will need to pay \$115 per month beginning in August 2021 and ending January 2022, which includes the assessment amount plus the rental administration fee.

Instructions for establishing 6-months of payments with PayLease (Zego)

Residents can follow the instructions below or view instructions online on how to set up an AutoPay <https://gozego.force.com/residents/s/article/How-Do-I-Set-Up-An-AutoPay>

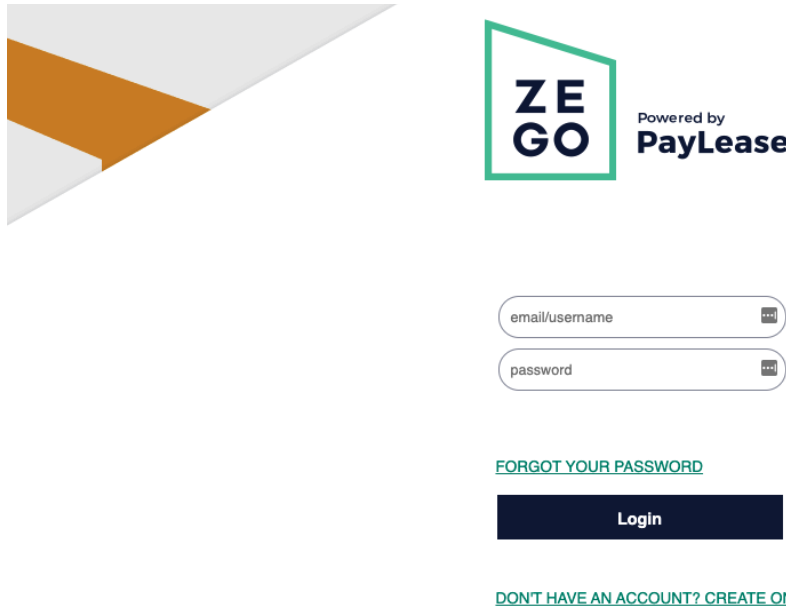
and they may also contact PayLease/ Zego Resident Support at 1-866-729-5327, Option 1 for assistance to create an autopay.

Establish a PayLease (Zego) Six-Month Payment Plan

Step 1: Go to the PayLease (Zego) login page.

Visit: payments.gozego.com/login or

Type “PayLease Login” into your browser and click where it says [Login to Your Account - PayLease](#) Your login screen will look like this:



email/username

password

[FORGOT YOUR PASSWORD](#)

Login

[DONT HAVE AN ACCOUNT? CREATE ONE NOW.](#)

From here, you can either login to your account (and skip to step 3)


or choose “Don’t have an account? Create on Now” Choose the option under homeowner and click the button that says “Create your Account.”

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2. Select Steeple Run Community.

You will be asked to choose your HOA. Search for “Steeple Run Community”

Create Your Account



Homeowner

Make online payments to your Home Owner Association (HOA) for dues, assessments and more.

Search for your Property
In order to create a new account please begin by entering the name of your home owners association.

Steeple Run Community| **Search**

Ex. Candlewood Estates (Omit words such as: Home Owners Association)

Be sure to choose **Steeple Run Community, Steeple Run Community Council**, there are other properties named Steeple Run.

Create Your Account

Search again or Reset this form.

Steeple Run

Search

Reset

Enter Assoc Mgmt Co to Filter Results

STEEPLE RUN/ARBR HILLS Carlyle Management Company	This is My Property
Steeple Run Community Steeple Run Community Council	This is My Property
Steeplerun Homeowners Association Advance HOA Management	This is My Property
Steeplechase Run Homeowners Association, Inc. William Douglas Management, Inc.	This is My Property

Next to “Create Your Account” choose “Get Started” Complete the form with your information and choose “Create Account” again.

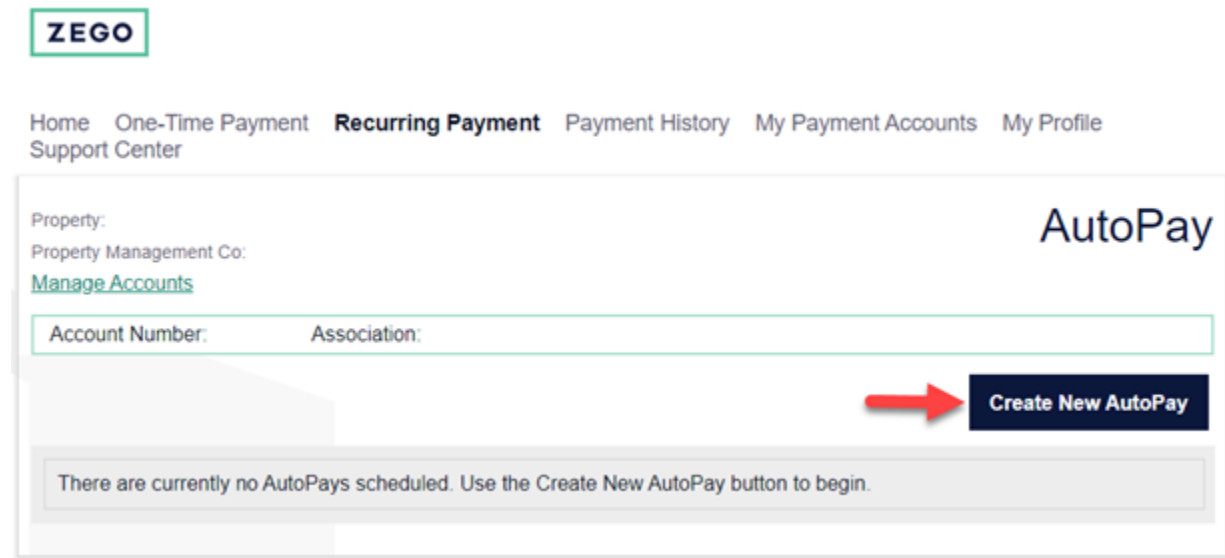
Your account will be verified and you will receive an email when you have been confirmed as a member of Steeple Run.

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3. AutoPay Tab

To set up an AutoPay from your bank account or credit/debit card, click on the "AutoPay" or "Recurring Payment" tab. This page will display any and all AutoPays that have been set up on your account.

To create a new AutoPay, click on "Create New AutoPay" or the plus (+) button on the right side of the screen.




ZEGO

Home One-Time Payment **Recurring Payment** Payment History My Payment Accounts My Profile Support Center

Property:
Property Management Co:
[Manage Accounts](#)

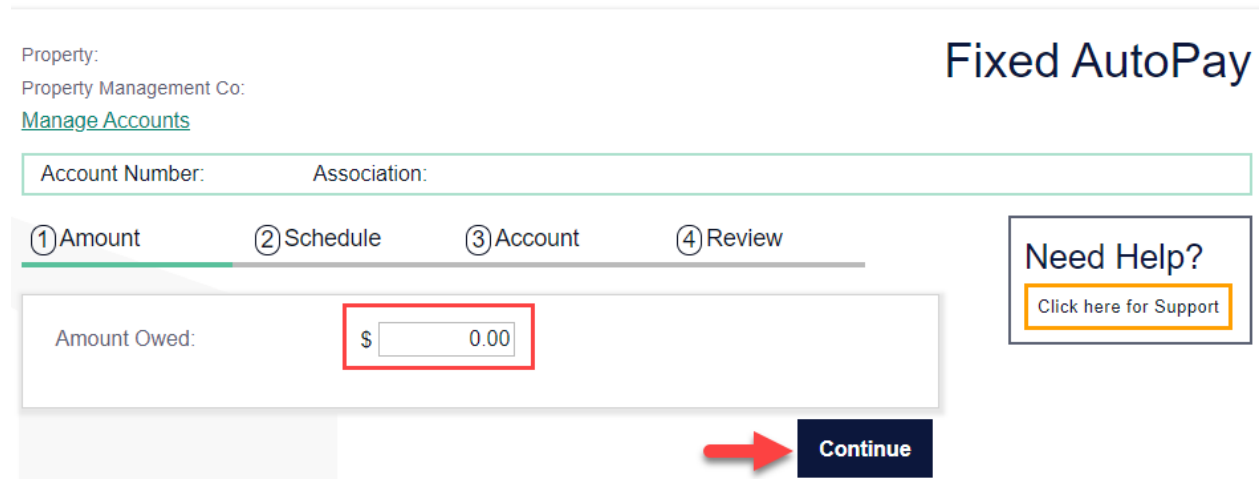
Account Number: Association:

 **Create New AutoPay**

There are currently no AutoPays scheduled. Use the Create New AutoPay button to begin.

4. Payment Amount

You will be taken to the "Payment Amount" screen where you will select the amount you need to pay and what you are paying for. Click "Continue".




Property:
Property Management Co:
[Manage Accounts](#)

Account Number: Association:

① Amount ② Schedule ③ Account ④ Review

Amount Owed: \$

 **Continue**

Need Help?
[Click here for Support](#)

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5. Frequency

At this step, you will first select your “Recurring Payment Date”; this will be the date of your first payment (**Choose a date in August**). Then you will select “Payment Frequency” or how often the payments will process (**monthly**). Finally, select the “Final Payment Date”, (**Choose a date in January of the following year**). Click “Continue”.



Property: Fixed AutoPay
Property Management Co:
[Manage Accounts](#)

Account Number: Association:

① Amount ② Schedule ③ Account ④ Review

Payment Start Date: * 1  

Payment Frequency: * 2

Final Payment Month/Year: * 3 Indefinite  

Fields marked with an asterisk (*) are required.

4 ←

6. Payment Method

You will be brought to the “Payment Method” screen. Here you can select a bank account or credit/debit card on file, or you may enter the information for a new payment method. Click “Continue”. *Remember, if you pay from your bank account, you will not be charged additional processing fees by PayLease.*

Property: Fixed AutoPay
Property Management Co:
[Manage Accounts](#)

Account Number: Association:

You are not allowed to Add a Credit Card

① Amount ② Schedule ③ Account ④ Review

Payment for: **Amount owed** Payment Amount: **\$100.00**

Select a Payment Account

	Standard Processing Payment posts in 3 business days	Express Pay Payment posts in 1 business day
<input type="radio"/> Bank Account	\$1.95 Fee	<input type="checkbox"/> \$14.95 Additional

←

Click here for Support

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7. Review and Submit

This final step is the “Review and Submit” page that summarizes the AutoPay details. **Please review this and ensure the information is accurate and then click “Schedule AutoPay”.**

Property: _____
Property Management Co: _____
[Manage Accounts](#)


Fixed AutoPay

Account Number: _____ Association: _____

① Amount ② Schedule ③ Account ④ Review

I, Adams & Adams, confirm that the payment information below is correct and authorize Zego on 06-25-2020 to set up the AutoPay (automatic recurring payment) with the details below. I understand I am responsible for canceling my AutoPay when I am moving from my Property.

Need Help?
[Click here for Support](#)

[Previous](#) **Schedule AutoPay** 

Payment Amount	Edit	Payment Account	Edit
Amount owed:	\$100.00	Bank Name:	Bank of America
Total:	\$100.00	Account Number:	12345
		Routing Number:	12345
		Name on Account:	Sample

Payment Schedule		Edit	
Payment Start Date:	06/27/2020	Payment End Date:	Indefinite
Payment Frequency:	Monthly		

Payment Recipient			
Property/Community:	Sample	City:	Rancho Cordova
State:	CA	Zip Code:	95742

- Once the payment begins processing, a refund can only be authorized through your management company.
- Please be advised that attempted chargebacks for Non-Fraudulent transactions through the Zego system will be subject to criminal investigation and these individuals will be prosecuted to the fullest extent of the law.
- E-check Transactions: In the event that my bank returns this transaction for Insufficient Funds (NSF), I authorize Zego to assess and process an automatic \$25.00 NSF Fee to the same account from which this payment was initiated.
- By clicking Submit you agree to our latest [Terms and Conditions](#).

8. Active AutoPay

Once completed, you will now see an AutoPay with the “Active” status.

All set!