



Attention Residents IMPORTANT BILLING CHANGES

Dear Resident,

Effective immediately, please note the following important changes that are being made to the way your payments are accepted moving forward.

Change of Mailing Address for Payments

Please note our mailing address has changed for accepting payments made by paper check, money order, and through your bank's Online Bill Pay feature. If you choose to pay by check or money order, please mail your payments to the address below moving forward. **If you pay through your bank's online Bill Pay feature, please log in to your online banking account and update the payee's address as listed below:**

**Association Name
c/o FirstService Residential
P.O. Box 62047
Newark, NJ 07101**

Please continue to make 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 or Online Bill Pay settings.

Manage & Pay Your Charges Online

If you aren't already taking advantage of this payment option, we request that you create an account with our provider, **ClickPay**, and make individual or automatic payments online by e-check (ACH) at no cost to you or by credit and debit card for a 2.95% fee.

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

Please set up your payments 3-5 business days prior to your "late date"

For help with your account or setting up payments online, please contact **ClickPay** through their online help center at **www.ClickPay.com/GetHelp**.

Thank you for your attention to this matter.

FirstService Residential