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PayLease



How to Create an Account & Submit Payments



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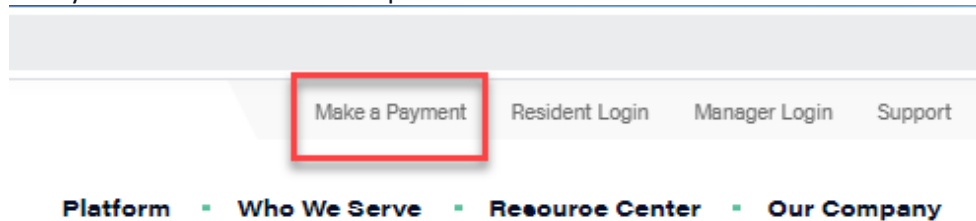
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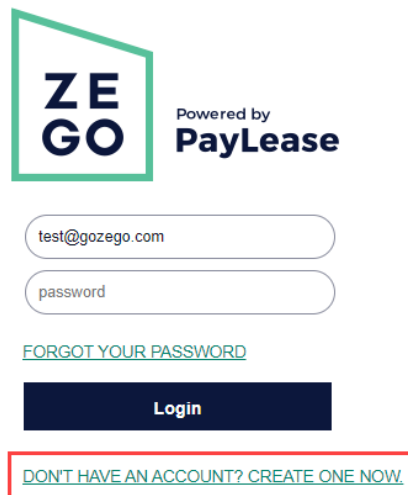
How to Create an Account

Please visit shireshousing.org/rent and follow instructions for New User Registration.
If you choose to register through Zego, please follow the below steps.

1. Go to the Zego website at www.gozego.com.
2. Select the 'Make a Payment' link found at the top of the screen.



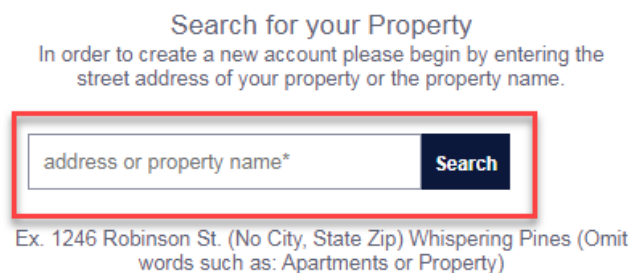
3. Select the 'DON'T HAVE AN ACCOUNT? CREATE ONE NOW' link



4. Are you a Renter or Homeowner? Click the 'Create your Account' button for the corresponding option.
5. Search for your address, property name, or HOA.

Please be prepared to create a password and have the following information at time of registration:

Street Address, Property Name, or Name of Home Owners Association
Name of your Property Management Company
Account Number or Access Code (if provided one)





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How to Make a One-Time Payment

1. Go to your portal (provided to you by your management company).
2. To register for the first time, please click on 'Create your account', enter the required info and click on 'Proceed with Registration'. Enter any additional info and create your account.
3. Once in your account's home page, enter the amount you wish to pay. Click on 'Make one-time payment'.

[Admin](#) [Logout](#)

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:

Make a Payment Now

Amount Owed: \$

 **Make One-Time Payment**

Want to set up automatic payments?
Schedule an AutoPay at the frequency of your choice.
[Get Started](#)

Manage Accounts

Account #	Unit	Association
There are currently no accounts linked.		

[Manage Accounts](#)

Recent Payment History

Trans #	Date	Amount	Status
There are currently no Payments			

Active AutoPays

Amount	Account	Debit Day	Freq
Click here to set up a new AutoPay			

4. Choose your payment method and click continue.

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

Account Number: Association:

You are not allowed to Add a Credit Card




One-Time Payment

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

① Amount ② Account ③ Review ④ Receipt

Payment for: **Amount owed** Payment Amount: **\$186.67**

Select a Payment Account

	Standard Processing Payment posts in 1 business day
<input type="radio"/>  Bank of America	\$9.95 Fee
<input type="radio"/>  PayPal	\$15.95 Fee
<input type="radio"/>  Bank Account	\$9.95 Fee

[Previous](#) [Continue](#)

5. Fill out the payment method information required and click on continue.



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

One-Time Payment

Account Number: Association:

① Amount

② Account

③ Review

④ Receipt

Payment for: **Amount owed** Payment Amount: **\$186.67**

Bank Account Details

Name on Account:

Bank Name: Account Type:

Routing Number (9 digits): ?

Account Number: ?

Confirm Account Number:

* All fields are required

Previous

Continue

Need Help?

[Click here for Support](#)

6. Review and click on
'Submit Payment'. *Note: once you submit your payment, your transaction will show on your home page as "Processing".*

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

One-Time Payment

Account Number: Association:

① Amount

② Account

③ Review

④ Receipt

I, Adams & Adams, confirm that the payment information below is correct and authorize Zego on 06-25-2020 to debit the account below for \$196.62.

Previous

Submit Payment

Need Help?

[Click here for Support](#)

Payment Amount	Edit	Payment Account	Edit
Amount owed:	\$186.67	Bank Name:	Bank of America
Fee:	\$9.95	Account Number:	12345
Total:	\$196.62	Routing Number:	12345
		Name on Account:	Sample

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](#).

How to Set Up a Payment

- Log into your account.

Recurring (AutoPay)



- ZEGO**

Property:

Property Management Co:

[Manage Accounts](#)

Account Number:

Association:

① Amount

② Schedule

③ Account


④ Review

Amount Owed:

\$

Need Help?

Click here for Support



Continue

4. Choose the date for your recurring payment (*note: if you've already paid your rent/dues for the month, you need to select a future date*). Next, choose your frequency of how often the AutoPay should run. Lastly, keep the indefinite



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box checked off if you don't have an end date, or uncheck it and select the final payment month and year. Once that is all completed, click continue.

Property:

Property Management Co:

[Manage Accounts](#)

Fixed AutoPay

Account Number:	Association:
-----------------	--------------

① Amount

② Schedule

③ Account

④ Review

Payment Start Date: *

1

?

Payment Frequency: *

2

-- select --

Final Payment Month/Year: *

3

☒ Indefinite

?

Fields marked with an asterisk (*) are required.

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Continue

4

5. Choose your payment method. *Note: processing fees will vary by property management company.*

Property:

Property Management Co:

[Manage Accounts](#)

Fixed AutoPay

Account Number:	Association:
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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"/> eCheck Bank Account	\$1.95 Fee	<input type="checkbox"/> \$14.95 Additional

Previous

Continue

6. Review payment information and click 'Schedule AutoPay'.



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

Fixed AutoPay

Account Number: Association:

① Amount ② Schedule ③ Account ④ Review

Need Help?

[Click here for Support](#)

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.

[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](#).

Note: you can view, edit, skip or cancel the AutoPay on your account by going to your 'Recurring Payment' tab.