

REGISTER YOUR ACCOUNT



ADD A NEW PAYMENT ACCOUNT



MAKE A ONE-TIME PAYMENT

How to Pay with ActiveBuilding

REGISTER FOR ACTIVEBUILDING

1. Open invitation email
(Welcome to Property Name)
2. Click on the link
3. Complete the form

CAN'T FIND YOUR INVITATION EMAIL?

1. Go to the property's ActiveBuilding URL
(<propertyname>.activebuilding.com)
2. Click on New user? Get started now
3. Fill out the form
4. Click Continue

HOW TO MAKE A ONE-TIME PAYMENT

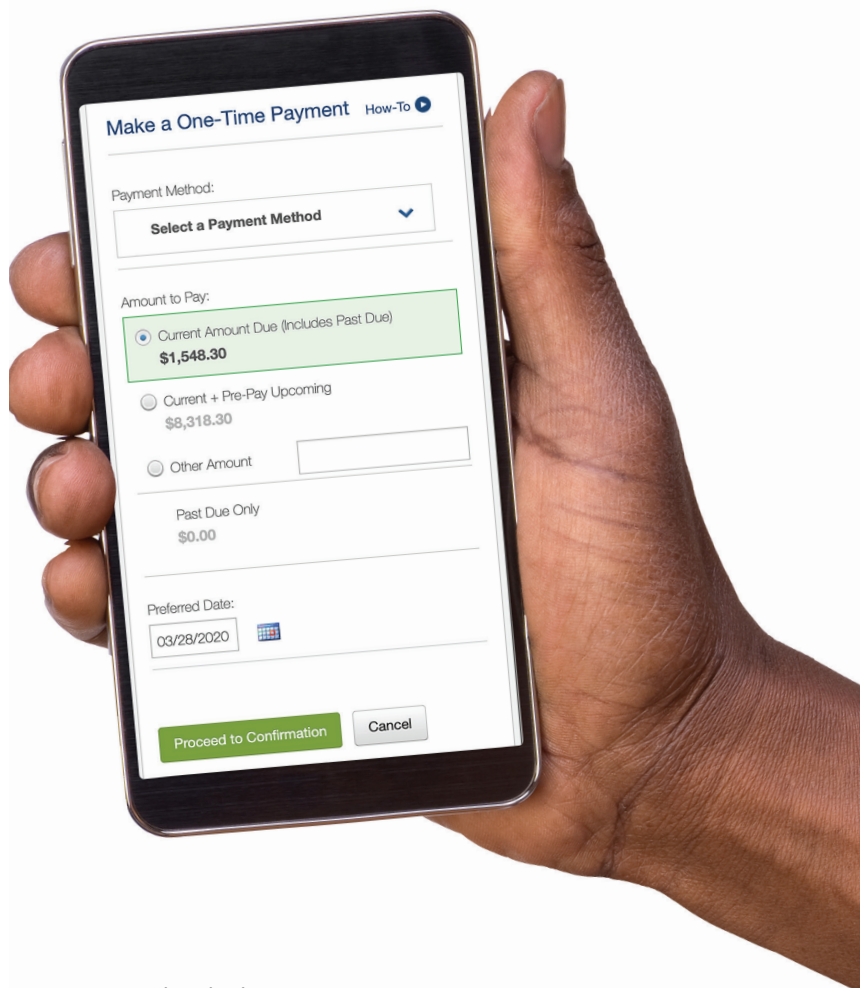
1. Log in to ActiveBuilding
2. Go to Dashboard > Payment Center
3. For first-time logins, click Select a Payment Method, then Add New Payment Account
 - » Note: Enter your card number or checking and routing number for bank accounts
4. Fill out the One-Time Payment form
5. Select your option for amount to pay
6. If paying by credit card, enter your security code
7. Proceed to confirmation
8. Review details and click Confirm Payment

ADDING A NEW PAYMENT ACCOUNT

1. Login to ActiveBuilding
2. Under Quicklinks, click Make a Payment
3. Click Saved Payment Accounts
4. Click Add a new Payment Account
5. Select Payment Type
6. Fill out the information needed and click Add Bank/Card Account

SETTING UP RECURRING OR SCHEDULED PAYMENTS

1. Log in to the portal
2. Click Make a Payment
3. Select Set Up Recurring Payments
4. Click Schedule a New Recurring Payment
5. Enter a Payment Nickname
 - » Note: Adding a nickname for this account setup will allow you to easily distinguish this saved account from other saved accounts you may enter.
6. Select what Type of Recurring Amount
7. Select the Frequency
8. Select the Date of the First Payment
 - » Note: This is the date that your payment will process. In the event this falls on a banking holiday or weekend and you are paying from a bank account, the payment will process on the next banking business day. If the first payment is indicated to fall on the 30th of the month, each future payment will fall on the last day of the month.
9. Select the Number of Occurrences
10. Check "I agree to the Terms & Conditions"
11. Click Review and Confirm Payment



12. Check the two statements:

- » I understand and agree that the amounts of my payments will vary, and that I may not receive advanced notice of those payment amounts.
- » By choosing to make a payment using your bank account, you are authorizing (property name) to debit your bank account for the total amount specified. If the debit is dishonored for any reason, you are also authorizing an additional debit for the state-allowed, returned-check fee.

13. Click Submit

**Download ActiveBuilding
or Your Property's App Today!**



NOTE: Payment options and applicable fees may vary.