

## New User Registration for Pay Lease Payment Portal

1. Go to your community website (Find your community website by visiting [www.communityms.net](http://www.communityms.net) and clicking on Find My Community)
2. Click on the Pay Online Button in the upper right corner of the homepage
3. OR Click on "Payment Portal" under Important Links on the homepage
4. Register using your Caliber account number (found above your name on payment coupons)
  - a. Contact [info@communityms.net](mailto:info@communityms.net) or 317.631.2213 dial "0" for our Front Desk

The screenshot shows the login and registration interface for Community Management Services, Inc. At the top left is the company logo. Below it, the text "Log in or Register to Pay Now" is displayed. There are two main sections: "Returning Users" and "New Users Registration".

**Returning Users:** This section contains a "LOGIN" button. To the left of the button are two input fields: "Email:" with a placeholder "EMAIL" and a lock icon, and "Password:" with a placeholder "PASSWORD". Below the password field is a blue link that says "FORGOT YOUR PASSWORD".

**New Users Registration:** This section contains a "Proceed with Registration" button. To the left of the button is an input field for "Account Number: \*". Below the input field is a small asterisk and the text "\* This information is required.".

At the bottom of the page, there are several logos and links: "Powered by PayLease", "Questions? 866-729-5327 Need Help? Visit our FAQs", "Trustwave Trusted Commerce Click to Validate", and "Norton SECURED powered by Symantec ABOUT SSL CERTIFICATES".

5. Once done, you can set up an autopay or make a one time payment. For setup instructions or help with your account please visit [www.paylease.zendesk.com](http://www.paylease.zendesk.com) for FAQ's and support. You can submit a help ticket by selecting "Contact Us" on the payment portal page or you may call at 866-729-5327 (866-PAY-LEASE).

The screenshot shows the PayLease payment portal interface. At the top left is the PayLease logo. To the right of the logo is a navigation menu with links: "Home", "Make Payment", "AutoPay", "Payment History", "My Payment Methods", "My Profile", and "Help".

Below the navigation menu, there is a section for "Property:" with the following text: "Willow Trace Homeowners' Association, Inc. 65 Dalmuir Ct SE", "Property Management Co: HOA Management Professionals LLC", and a "HOME" link.

The main content area is divided into three sections:

- Make a Payment Now:** This section contains a "What is My Balance?" question with a help icon, a "Payment Amount:" input field with a dollar sign and a "0" in the field, and a green "MAKE ONE-TIME PAYMENT" button.
- Recent Payment History:** This section contains a table with the following data:

Trans #	Date	Amount	Status
58369181	Mar 14 16	\$81.95	Processing

Below the table is a "VIEW ALL PAYMENTS" button.
- Active AutoPays:** This section contains a table with the following data:

Amount	Acct #	Debit Day	Freq
<a href="#">Click here to set up a new AutoPay</a>			

At the bottom of the main content area, there is a green box with the text "Want to set up automatic payments? Schedule an AutoPay at the frequency of your choice." and a brown "GET STARTED" button.