



PAYING DUES ONLINE WITH PAYLEASE ASSISTING HOMEOWNERS OVER THE PHONE

ASSISTING A HOMEOWNER WITH A PAYMENT

1. The homeowner visits your website to pay online. The homeowner is then taken to the PayLease registration page.

FirstService
RESIDENTIAL

Log in or Register to Pay Now

Returning Users

Email:

Password:

LOGIN

[FORGOT YOUR PASSWORD](#)

New Users Registration

Account Number: *
Please do not enter dashes when entering the account number

* This information is required. **Proceed with Registration**

2. The homeowner should then enter their account number.
3. Click on 'Proceed with Registration'.

Complete Your Registration

Please select your name from the list: *

Deborah Steele
Federal National Mortgage Association

If your name is not in the list, please contact your Management Company for assistance.

Email: *

Password: *

Confirm Password: *

How did you hear about Online Payments:

I have confirmed the name on the account is correct and I agree to the [terms and conditions of use](#).*

Cancel **CREATE ACCOUNT**

* This information is required.

4. The next screen (above) shows a list of all homeowners that have the account number entered on the previous screen. The homeowner can select the appropriate name that corresponds with their account. If not other matches, this screen will not appear.
5. Once the email address and password are entered, they can click 'Create Account'.





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- Once in the PayLease account, they can see their balance owed, the last few payments made through PayLease, any recurring payment setup as well as multiple account options at the top of the page.

Welcome: Federal National Mortgage Association [Admin](#) [Logout](#)

PayLease
Your Property Payment Connection

[Home](#) [One-Time Payment](#) [Recurring Payment](#) [Payment History](#) [My Payment Methods](#) [My Profile](#) [Help](#)

Property:
The Village Owners Phase 2
Property Management Co:
FirstService Residential (Florida)
[Manage Accounts](#)

Account Number: BD38000022701 Association: The Village Owners Phase 2

Make a Payment Now

Maintenance Fee: \$
Balance last updated: 10/02/2015

Special Assessment: \$
Balance last updated: 10/02/2015

[Add Another Payment Type](#)

[MAKE ONE-TIME PAYMENT](#)

Manage Accounts

Account #	Association
There are currently no accounts linked.	

[ADD ACCOUNT](#)

Recent Payment History

Trans #	Date	Amount	Status
There are currently no Payments			

Active AutoPays

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

Want to set up automatic payments?
Schedule an AutoPay at the frequency of your choice.

[GET STARTED](#)

- The payment flow is as follows:
 - Enter amount in the payment fields (above).
 - Click Make One-Time Payment.
 - Select Payment Method or enter a new Payment Method. Note that the fees for credit card are calculated automatically, depending on the amount being paid.

Account Number: BD38000022701 Association: The Village Owners Phase 2

1 Payment Amount 2 Payment Method 3 Review & Submit 4 Receipt

Payment for: Maintenance Fee Payment Amount: \$839.04

Select a Payment Method

	Standard Processing ? Payment posts in 3 business days	Express Pay ? Payment posts in 1 business day
<input type="radio"/> eCheck New Bank Account	\$1.50 Fee	Included
<input type="radio"/> New Credit Card 	\$29.95 Fee	N/A

[PREVIOUS](#) [CONTINUE](#)



PAYING DUES ONLINE WITH PAYLEASE ASSISTING HOMEOWNERS OVER THE PHONE

d. Confirm payment amount and Management Company Information.

Account Number: BD38000022701 - Association: The Village Owners Phase 2

1 Payment Amount 2 Payment Method 3 Review & Submit 4 Receipt

I, Federal National Mortgage Association, confirm that the payment information below is correct and authorize PayLease on 10-02-2015 to debit the account below for \$840.54.

PREVIOUS SUBMIT PAYMENT

Payment Amount		EDIT	Payment Details		EDIT
Maintenance Fee:	\$839.04		Bank Name:	chase	
Fee:	\$1.50		Account Number:	#3132	
Total:	\$840.54		Routing Number:	322282632	
			Name on Account:	testing testing	

Payment Recipient			
Company: FirstService Residential (Florida)			
Address:		City:	Destin
State:	FL	Zip Code:	33020

- Please be advised that attempted chargebacks for Non-Fraudulent transactions through the PayLease 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 PayLease to assess and process an automatic \$25.00 NSF Fee to the same account from which this payment was initiated.

e. View Receipt.

Transaction Details		PRINT RECEIPT
Transaction #:	49052866	
Transaction Status:	Processing	
Resident Name:	Federal National Mortgage Association	
Payment made by:	Federal National Mortgage Association	
Transaction Date:	Oct 02 2015 4:22 PM EDT	
Payment Amount:	Maintenance Fee: \$839.04 Fee: \$1.50 Total Payment: \$840.54	
Payment Method:	chase - #3132	
Property:	The Village Owners Phase 2, Destin, FL, 33020	
Unit:		
Property Management Co:	FirstService Residential (Florida)	
Account Number:	BD38000022701	

CONTINUE

For any assistance or questions please do not hesitate to contact our support team.

HOA specific email support: hoa@support.paylease.com

Phone Support: 866-729-5327 and hit option 2