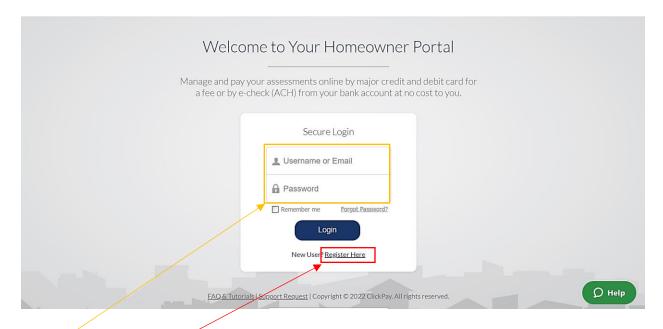
# **Portal Page**

Go to- <a href="https://login.clickpay.com/sentry/">https://login.clickpay.com/sentry/</a> to log in or register for the ClickPay portal







Login (Email on file Pre-registered)- All homeowners who had an email with Sentry have been pre-registered. Those homeowners received an email asking them to create a password.

**Register (No email on file needs to register)** – Those who did not have an email on file with Sentry were not invited to the system. Those will need to click the Register Here button and follow the prompts.

### Help?

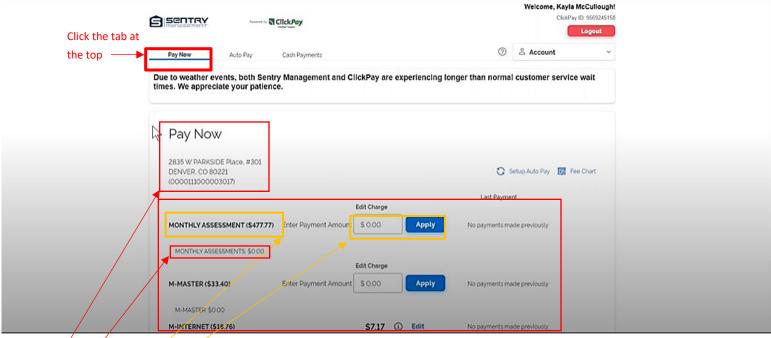
Phone: 844-550-0336

Email: <a href="mailto:support@clickpay.com">support@clickpay.com</a>

Mail: Payments can also be mailed to PO BOX 30437 TAMPA, FL 33630-3437



## **Pay Now**



Homeowner Detail: This will show your name, address, and Sentry account number.

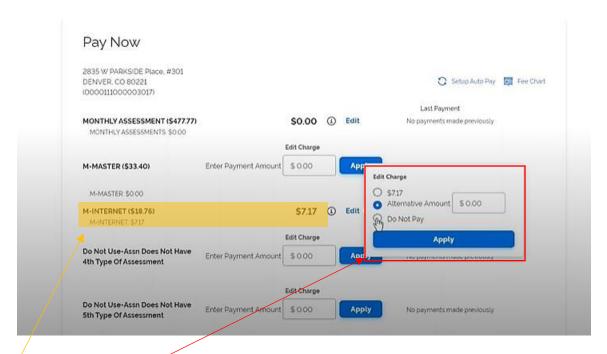
Account Charges: This shows all pending charges for your account.

Account Balance: This is shown in the yellow area. If you would like to pre-pay, you can still do so by typing out the payment in the yellow box and clicking apply.



No Action Needed: If you see the above message. This means there is no "charge code" and no payment action is needed from you.

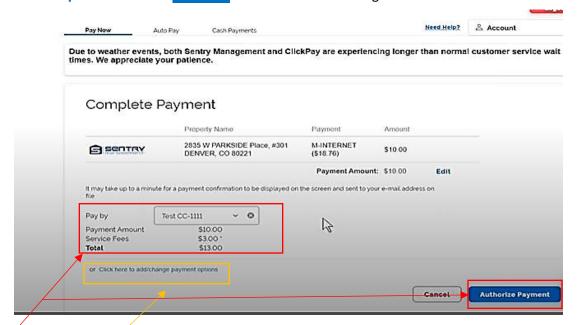




Charges - select apply to apply all charges for payment.

Edit Charges - select edit to not pay or enter an alternative amount.

Make Payment – click the continue button on the bottom right of the screen.



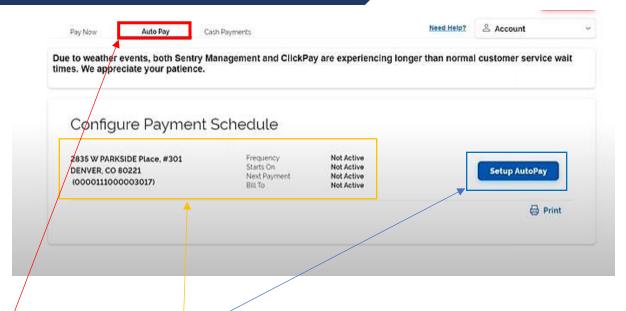
Complete Payment – shows a breakdown of charges & then click authorize payment for processing.

Card Update — if you want to update the card on file click here before authorizing payment.

(Note: Two payment confirmation screens/pop-ups will appear before your payment is processed)



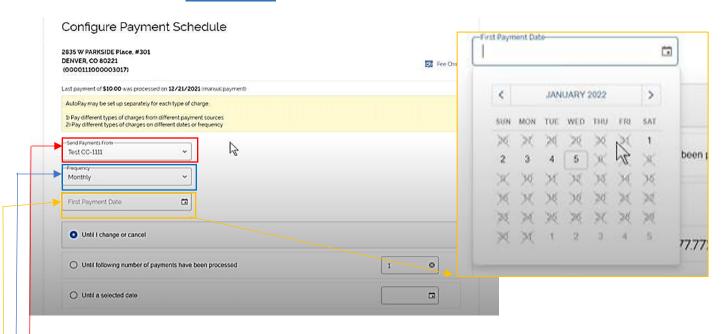
## **Setup AutoPay**



**AutoPay** – at the top of the screen you will see three tabs, select AutoPay.

Configure Payment Schedule – shows your current AutoPay activity.

Setup AutoPay - click the Setup AutoPay button to move forward.

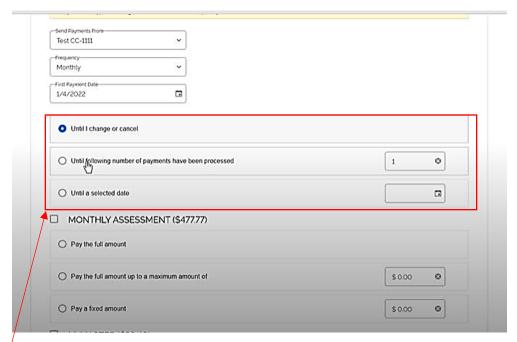


**Payment Method** — select payment method (if you have a card on file, it will register it & you can simply select or you can add a new card).

**Payment Frequency** — select the frequency of which you want this pulled from your account.

**First Payment Date** - If you see an X on the date you want to select, this means this date is not available for auto-draft based on your association's payment due to date structure.



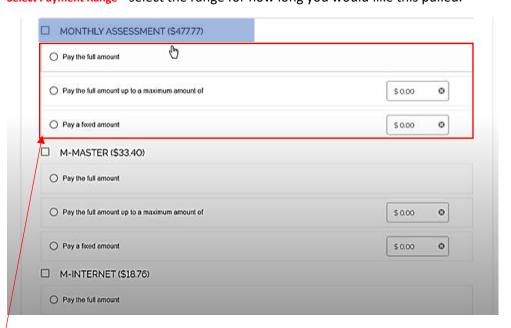


\*\*\*\*\*\*

Click pay the full amount and it will automatically process any increase in dues going forward.

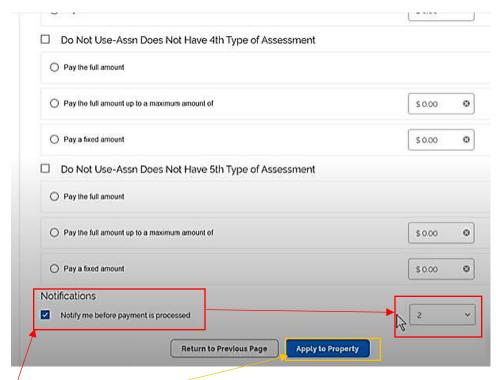
\*\*\*\*\*

Select Payment Range – select the range for how long you would like this pulled.



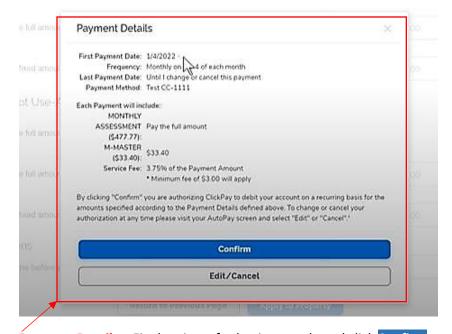
**Select Assessment Payment Amount** – If you have multiple assessments for your community (garage fee, master fee, special assessment, etc.) you will have an option to include this in your autopay preference.





Notification – check the box so you are notified before drafting (you can select day preferences).

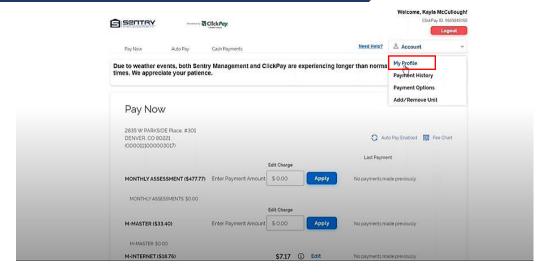
Apply – select apply to property button for all account selections to be applied.

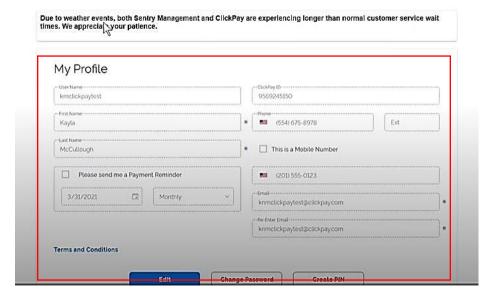


Payment Details – Final review of selections made and click Confirm to process.



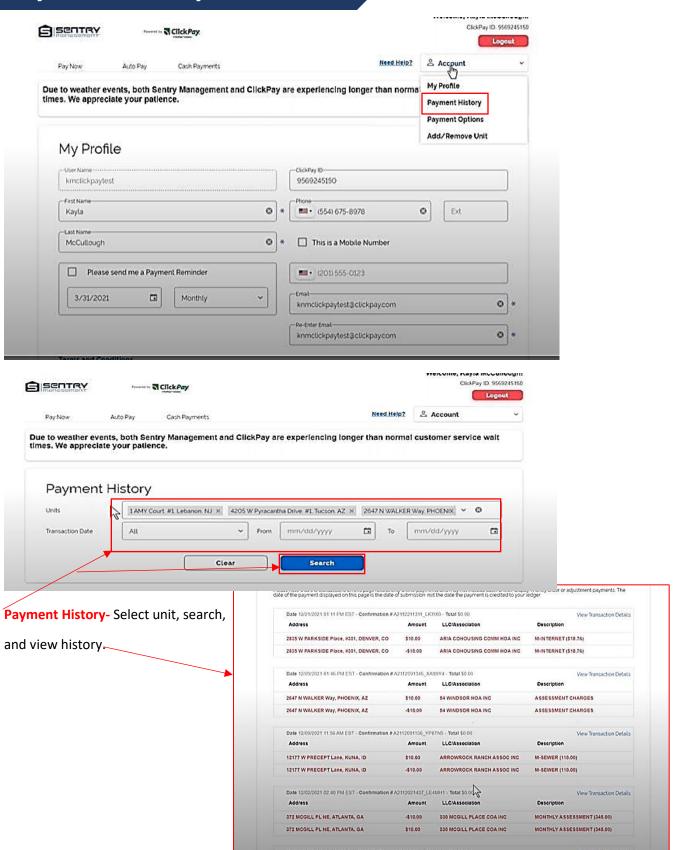
# **My Profile**





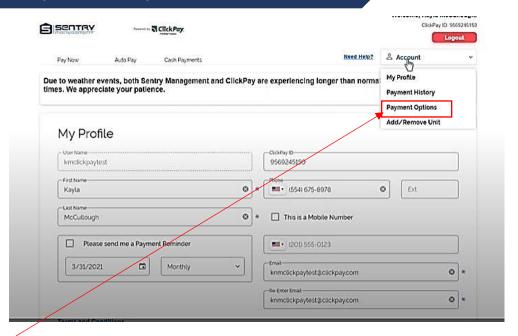


# **Payment History**

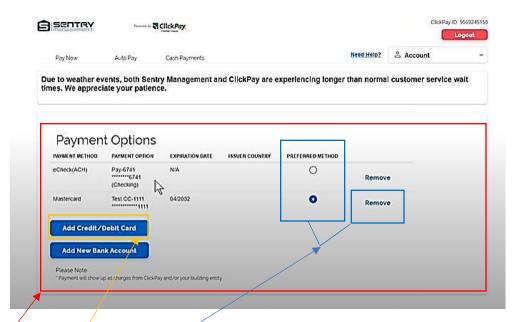




## **Payment Options**



Select Payment options under the Account dropdown.



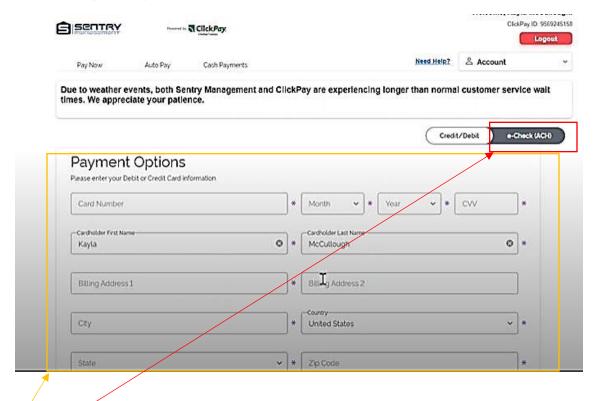
Current options – will show on screen (if you do not have a card on file this area will be blank).

Add Card (Part 1) – select add card and follow prompts to add a new payment method (see next page).

Remove Card – once the payment method is entered it cannot be edited, but you can choose to select your preferred payment method and/or remove the method.



#### Add Card (Part 2)



Setup - standard credit card setup (complete fields as needed).

**E-check** – you can also add an e-check by switching over to the e-check page.

Due to weather events, both Sentry Management and ClickPay are experiencing longer than normal customer service wait times. We appreciate your patience. e-Check (ACH) Payment Options ALANE Androps Cap State, Exp Please enter the Bank Routing Number and Bank Account Number exactly as it appears on your check. PR.2.5 If you have any questions regarding the routing number, please contact your bank to verify the Routing Number for ACH payments. YourBank:: DESCRIPTION OF DESCRIPTION OF PERSONS IN Bank Routing Number Bank name Bank Account Nutriber Re-enter Bank Account Num... Check example Do not use a deposit slip to gather this information. It will not be correct. 0 \* 0 \* Kayta McCullough Account Nickname Checking Make this my preferred payment method Continue Cancel

