

How To Create Your Zego Portal Account

Step 1

At the bottom of the Payments page, click "NEW ZEGO PORTAL" to be taken to the portal - click the "CREATE YOUR

Step 3

Enter your last name as shown in your lease.

email		
password		confirm password
	□ I agree to the <u>te</u>	rms and conditions of use.*
	CREATE ACCOUNT	I HAVE A LOGIN

Step 4

Enter the email address you would like to use for your payment portal login.

account number		last name	
email			
password		confirm password	
	□ I agree to the te	rms and conditions of use.*	

Questions? Call 866-729-5327 OR visit our Resident Support Center

ACCOUNT" button on the right to get started. Log in or Create an Account to Pay Now

email		6	
passw	ord		
A Password	is required		
forgot your password			
LOGIN		CREATE YOUR ACCO	
Questions? Call 86	6-729-5327 OR	visit our <u>Resident Sup</u>	port Center

Step 2

Enter your account number provided on the Notice Letter exactly as shown, including any leading zeros.

account number		last name
email		
password		confirm password
	I agree to the	terms and conditions of use."

<u>Step 5</u>

Create a password, and confirm the password by entering it again. Make sure these two fields match.

account number		last name	
email			
password		confirm password	
	I agree to the ter	ms and conditions of use.*	
	CREATE ACCOUNT	I HAVE A LOGIN	
Questio	ns? Call 866-729-5327	OR visit our <u>Resident Support Center</u>	

<u>Step 6</u>

Click the box to "agree to the terms and conditions of use."

account number		last name
email		
password		confirm password
	I agree to the te	erms and conditions of use.*

<u>Step 7</u>

Click Create Account.

email		
password		confirm password
	I agree to the terms a	nd conditions of use."
	CREATE ACCOUNT	I HAVE A LOGIN

Overview of your Zego By Paylease account

Your account will display the current account balance, as it is integrated with our accounting system. Within the account, you can make a One-Time Payment, Schedule Autopay, Input Payment Methods, and view your Payment History. We are currently working on adding the ability to submit maintenance requests and to receive notices from management via your account. Once upgrades completed, you will receive more communication from us and how to use the new services.

Account Dashboard

Setting up Auto Pay



ZEGO / Riverview apartments = Summary Auto Pay One-Time Payment Payment Methods Payment \$0.00 🕢 Your amount to be paid with each auto payment. History Credit Reporting Exit & Cancel ZEGO / Riverview apartments = Summary Auto Pay One-Time Payment Payment Payment Methods cancel Set a fixed amount you always want to pay. Each auto payment will always be for the exact amount you set here, plus fees. Lease Payment History \$ 0.00 Credit Reporting Application Fee \$ 0.00 Security Deposit \$ 0.00 Amount Owed \$ 0.00 Exit & Cancel

Step 2: Click the Edit icon and enter the payment details

Step 3: Select payment method (bank account is the preferred method – no fees on your end) and input Bank Account information

Auto Pay				
One-Time Payment Payment Methods History	Payment			Amount \$1.00 (
Credit Reporting	Payment Method	Bach Act (and act) ments Fee 55.00		
	* accepted credit types are visa.	mastercard and american express		
			Exit & Cancel	Continue
EGO / Riverview apartments				=
mmary				
to Pay				
e-Time Payment	Payment		Amount	\$1.00
yment Methods				
story				
edit Reporting	Payment Method - Add a Bank A	Account		cancel
	Name on Account	Bank Name	Account Type	
			select	•
	Routing Number	Account Number	Confirm Account Number	
	Routing Number	Account Number	Confirm Account Number	

2

Save

Exit & Cancel

Making a One Time Payment

Step 1: Input payment amounts and click "CONTINUE".

Summary			
Auto Pay			
One-Time Payment			
Payment Methods	Lease Payment		
History	\$ (1000.00		
Credit Reporting	Application Eas		
	\$ 0.00		
		My Full Balance \$0.00	
	Security Deposit		
	\$ 0.00	Payment Amount \$1,000.	.00
	Amount Owed		
	\$ 0.00		

Step 2: Repeat same as in Step 3 from "Auto Pay". This will complete the submission.

Download the mobile app via the App Store or Google Play, for convenient on the go access on your phone or tablet.

Phone Screenshots	Z	Zego Resident (Pay Payments & Dues PayLease **** 2.3, 102 Ratings Free	Lease) 🖛	
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Auto Paymers Paymers Markary Paymers Markary Paymers Markary	& Dues	t Balance		Payment Method
Payment Matary	\$10(#====================================	0.00 ? Ø	Good Morning Ella! My Current Balance	0 Credit Card 9678 - \$3.50 Fee
Alto Payment Payment Metho Payment Methon Payment Mathan		Pay Now	\$1000.00	Use a Different Saved Method
Payment Methy Payment Methy Payment Mathy	Auto Paymer		Pay Now	Add a New Method
Payment Hentary	Payment Meth		Auto Payments	
Payment History			Payment Methods	
Payment History	Payment History		Payment History	