**DIRECTIONS TO PAY FROM YOUR BANK ACOUNT**
**FREE OF CHARGE**

 **\*HOMEOWNERS PLEASE WAIT 30 DAYS FOR YOUR *NEW ACCOUNT* TO BE ACTIVATED\***

To register, please go to the [www.kliknpay.com.](http://www.kliknpay.com/) You will need your account number for

registration. Register as a new user or sign in with existing username and password.

Enter your zip code of the unit address for which you are paying in the first box and **leave the**

**second box empty.**
Select your Association

Follow all steps and continue on with creating your account.
Select Pay Assessment

Enter Bank info as requested – Bank name, type of account (must be checking).

You will need routing and bank account numbers.

Complete by selecting Finished

Select “one-time” or “recurring” payment to be made and answer questions.
Submit

You should be given a date as to when payment will post and a confirmation number.
**Any recurring payments will stay in effect until you cancel your account.**

**If your unit is sold, you must cancel the automatic payments.**

**Should you have any further questions please contact our office at 757-345-6400**

**TO PAY BY CREDIT CARD OR E-CHECK (ADDITIONAL FEES MAY APPLY)**

Please log on to the Community Group website, [www.communitygroup.com.](http://www.communitygroup.com/) On the right hand side of the screen click “Account Login.” This will take you to “TownSq.” (not compatible with
Internet Explorer). Click on Register if a new user or login if an existing user. You will need your account number and zip code of the address for which you are paying if a new user. If an
existing user you will need your user name and password you created at registration. You will
have the option of paying by credit card or e-check for a small convenience fee. Also, you will
now have online access to view your assessment account. Also edit your profile to customize
your communications settings and start experiencing community your way.