

How to Make a One-Time Payment

1. Go to your portal (provided to you by your management company).
2. To register for the first time, please click on 'Create your account', enter the required info and click on 'Proceed with Registration'. Enter any additional info and create your account.
3. Once in your account's home page, enter the amount you wish to pay. Click on 'Make one-time payment'.

[Admin](#) [Logout](#)

ZEGO

[Home](#) [One-Time Payment](#) [Recurring Payment](#) [Payment History](#) [My Payment Accounts](#) [My Profile](#)
[Support Center](#)

Property: _____
 Property Management Co: _____
[Manage Accounts](#)

Account Number: _____ Association: _____

Make a Payment Now

Amount Owed: \$

Make One-Time Payment

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

Get Started

Manage Accounts

Account #	Unit	Association
There are currently no accounts linked.		

Manage Accounts

Recent Payment History

Trans #	Date	Amount	Status
There are currently no Payments			

Active AutoPays

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

4. Choose your payment method and click continue.

One-Time Payment

Property: _____
 Property Management Co: _____
[Manage Accounts](#)

Account Number: _____ Association: _____

You are not allowed to Add a Credit Card

① Amount
② Account
③ Review
④ Receipt

Payment for: **Amount owed** Payment Amount: **\$186.67**

Select a Payment Account

		Standard Processing Payment posts in 1 business day
<input type="radio"/>	eCheck Bank of America	\$9.95 Fee
<input type="radio"/>	PayPal	\$15.95 Fee
<input type="radio"/>	eCheck Bank Account	\$9.95 Fee

Need Help?
Click here for Support

Previous
Continue



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5. Fill out the payment method information required and click on continue.

Property: One-Time Payment
Property Management Co:
[Manage Accounts](#)

Account Number: Association:

① Amount ② Account ③ Review ④ Receipt

Payment for: **Amount owed** Payment Amount: **\$186.67**

Bank Account Details

Name on Account:

Bank Name: Account Type: -- select --

Routing Number (9 digits): ?

Account Number: ?

Confirm Account Number:

* All fields are required

Need Help?
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6. Review and click on 'Submit Payment'. *Note: once you submit your payment, your transaction will show on your home page as "Processing".*

Property: One-Time Payment
Property Management Co:
[Manage Accounts](#)

Account Number: Association:

① Amount ② Account ③ Review ④ Receipt

I, Adams & Adams, confirm that the payment information below is correct and authorize Zego on 06-25-2020 to debit the account below for \$196.62.

Payment Amount		Edit
Amount owed:	\$186.67	
Fee:	\$9.95	
Total:	\$196.62	

Payment Account		Edit
Bank Name:	Bank of America	
Account Number:	12345	
Routing Number:	12345	
Name on Account:	Sample	

Payment Recipient			
Property/Community:	Sample	City:	Rancho Cordova
State:	CA	Zip Code:	95742

- Once the payment begins processing, a refund can only be authorized through your management company.
- Please be advised that attempted chargebacks for Non-Fraudulent transactions through the Zego 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 Zego to assess and process an automatic \$25.00 NSF Fee to the same account from which this payment was initiated.
- By clicking Submit you agree to our latest [Terms and Conditions](#).

Need Help?
[Click here for Support](#)

How to Set Up a Recurring Payment (AutoPay)


1. Log into your account.
2. Go to the 'Recurring Payment' tab, and click 'Create New AutoPay'.

ZEGO

Home One-Time Payment **Recurring Payment** Payment History My Payment Accounts My Profile
Support Center

Property: AutoPay
Property Management Co:
[Manage Accounts](#)

Account Number: Association:

 **Create New AutoPay**

There are currently no AutoPays scheduled. Use the Create New AutoPay button to begin.


3. Fill in the amount and click continue.

Property: Fixed AutoPay
Property Management Co:
[Manage Accounts](#)

Account Number: Association:

① Amount ② Schedule ③ Account ④ Review

Amount Owed: \$

 **Continue**

Need Help?
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4. Choose the date for your recurring payment (*note: if you've already paid your rent/dues for the month, you need to select a future date*). Next, choose your frequency of how often the AutoPay should run. Lastly, keep the indefinite box checked off if you don't have an end date, or uncheck it and select the final payment month and year. Once that is all completed, click continue.

Property: Fixed AutoPay
Property Management Co: [Manage Accounts](#)

Account Number: Association:

① Amount ② Schedule ③ Account ④ Review

Payment Start Date: * 1

Payment Frequency: * 2 -- select --

Final Payment Month/Year: * 3 Indefinite

Fields marked with an asterisk (*) are required.

4 ←

5. Choose your payment method. *Note: processing fees will vary by property management company.*

Property: Fixed AutoPay
Property Management Co: [Manage Accounts](#)

Account Number: Association:

You are not allowed to Add a Credit Card

① Amount ② Schedule ③ Account ④ Review

Payment for: **Amount owed** Payment Amount: **\$100.00**

Select a Payment Account

	Standard Processing Payment posts in 3 business days	Express Pay Payment posts in 1 business day
<input checked="" type="radio"/> eCheck Bank Account	\$1.95 Fee	<input type="checkbox"/> \$14.95 Additional

←

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6. Review payment information and click 'Schedule AutoPay'.

Property:
Property Management Co:
[Manage Accounts](#)


Fixed AutoPay

Account Number: Association:

① Amount ② Schedule ③ Account ④ Review

I, Adams & Adams, confirm that the payment information below is correct and authorize Zego on 06-25-2020 to set up the AutoPay (automatic recurring payment) with the details below. I understand I am responsible for canceling my AutoPay when I am moving from my Property.

Need Help?
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[Previous](#) **Schedule AutoPay** 

Payment Amount		Payment Account	
Amount owed:	\$100.00	Bank Name:	Bank of America
Total:	\$100.00	Account Number:	12345
		Routing Number:	12345
		Name on Account:	Sample

Payment Schedule			
Payment Start Date:	06/27/2020	Payment End Date:	Indefinite
Payment Frequency:	Monthly		

Payment Recipient			
Property/Community:	Sample	City:	Rancho Cordova
State:	CA	Zip Code:	95742

- Once the payment begins processing, a refund can only be authorized through your management company.
- Please be advised that attempted chargebacks for Non-Fraudulent transactions through the Zego 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 Zego to assess and process an automatic \$25.00 NSF Fee to the same account from which this payment was initiated.
- By clicking Submit you agree to our latest [Terms and Conditions](#).

Note: you can view, edit, skip or cancel the AutoPay on your account by going to your 'Recurring Payment' tab.