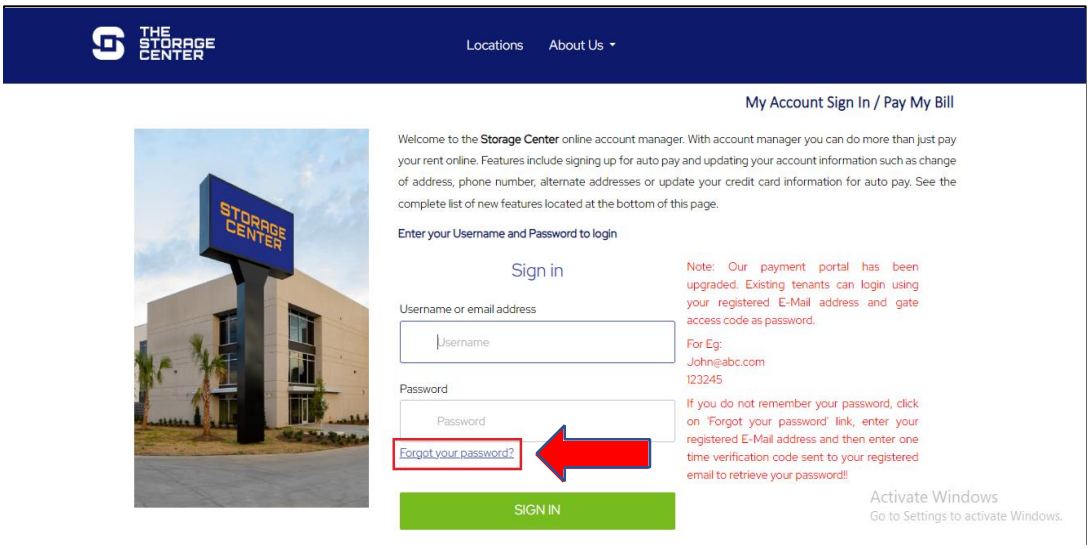
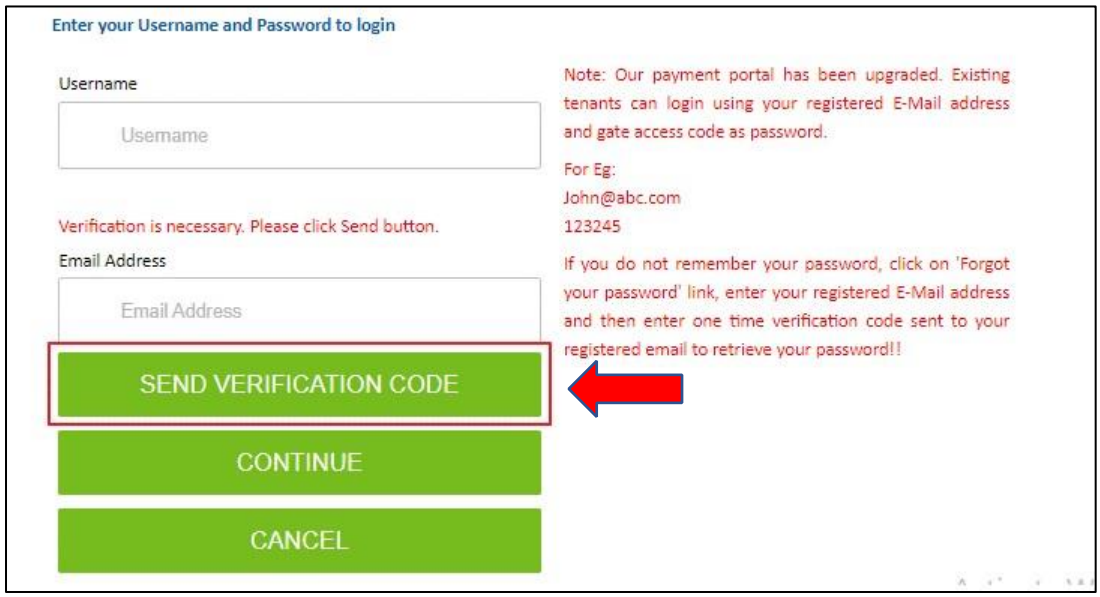
1. How to reset the password?

- Click on the hyper link '**Forgot your password**?'



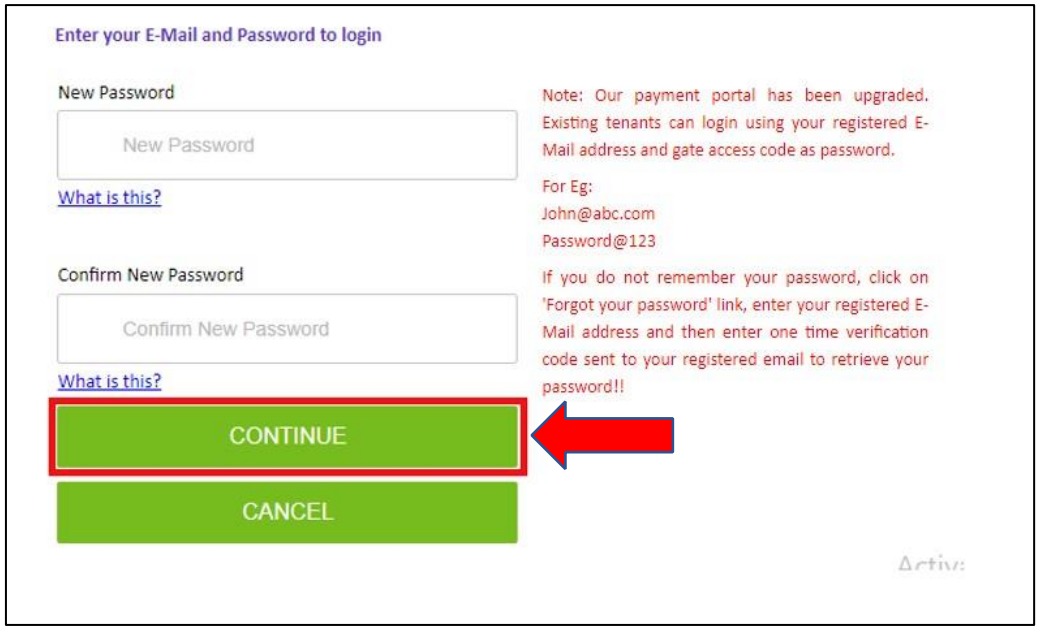
- Enter username and Email ID.
- Click on the **Send verification code** Button.



- The Verification code will be sent to the registered Email address.
- Enter the Verification code and click on the **Continue** button.

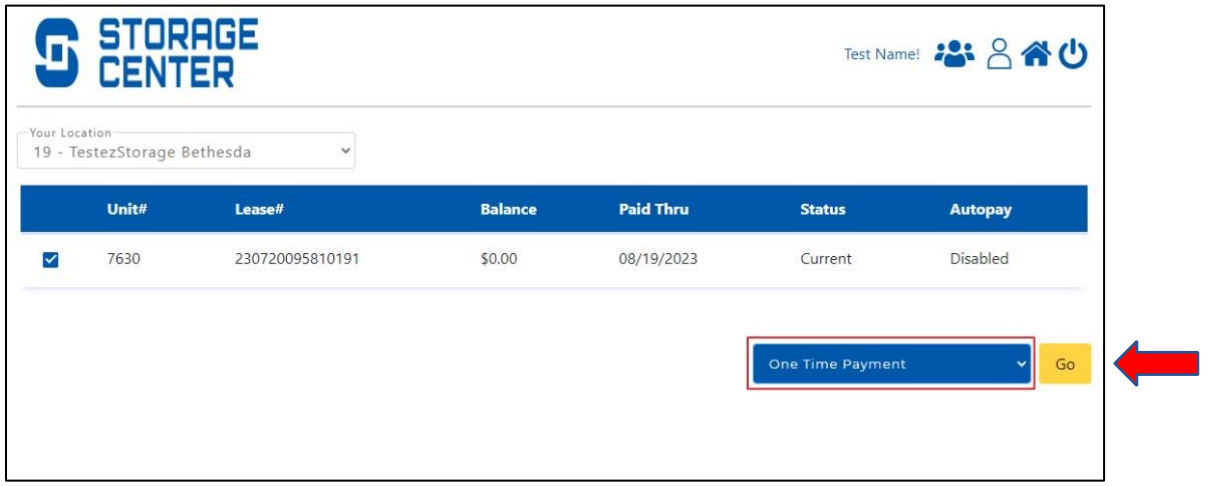
- Enter the New password.
- Confirm the New password.

- Click on **Continue** button.

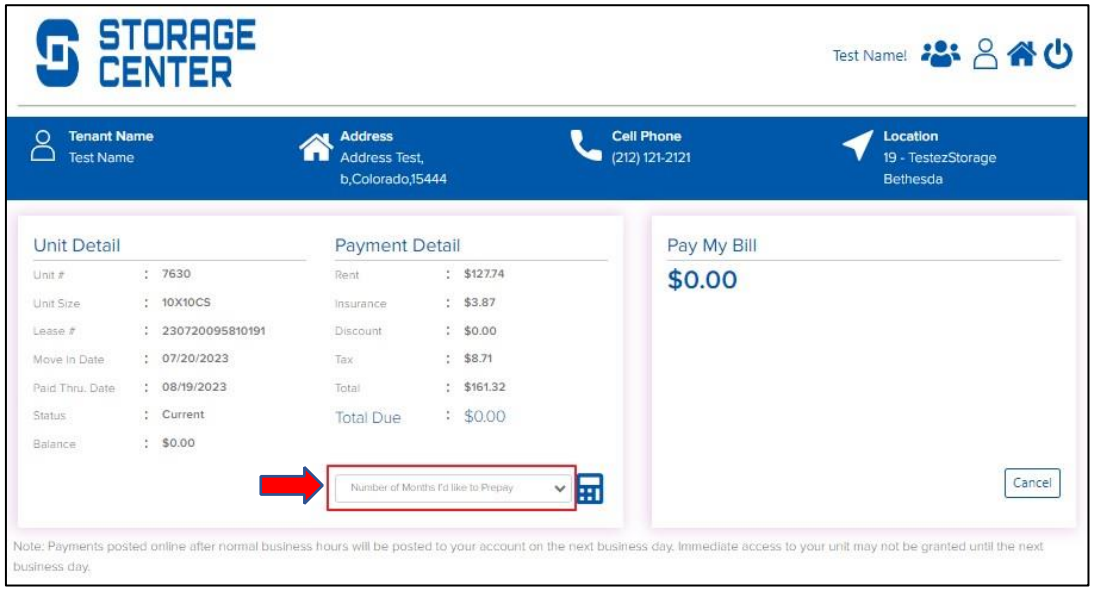


2. How to 'Make a Payment'?

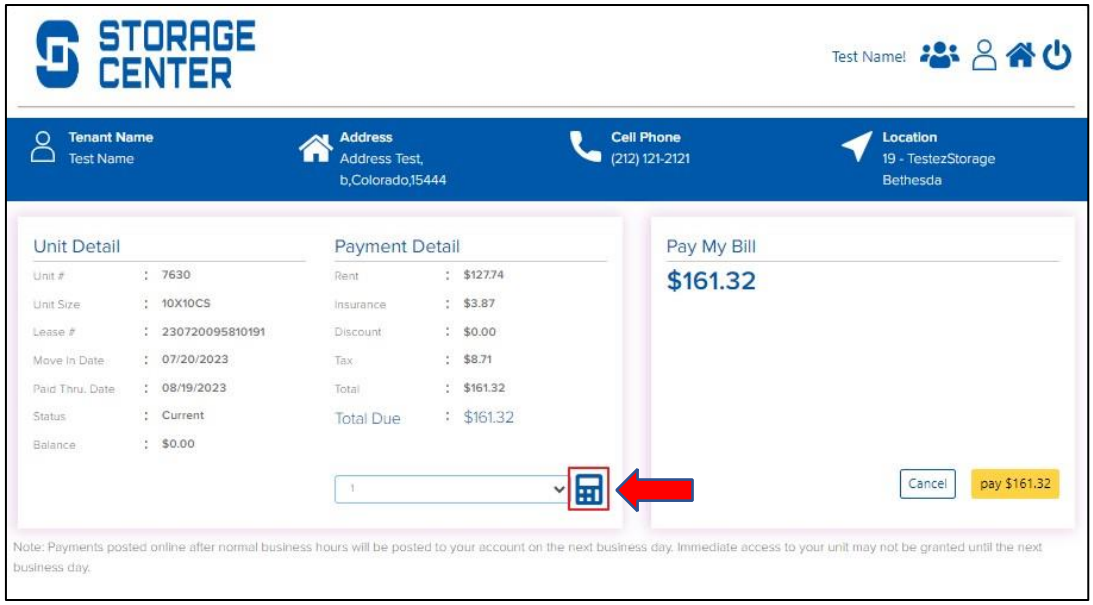
- Select one or more units.
- Select One Time Payment option from dropdown.
- Click on **GO** button.

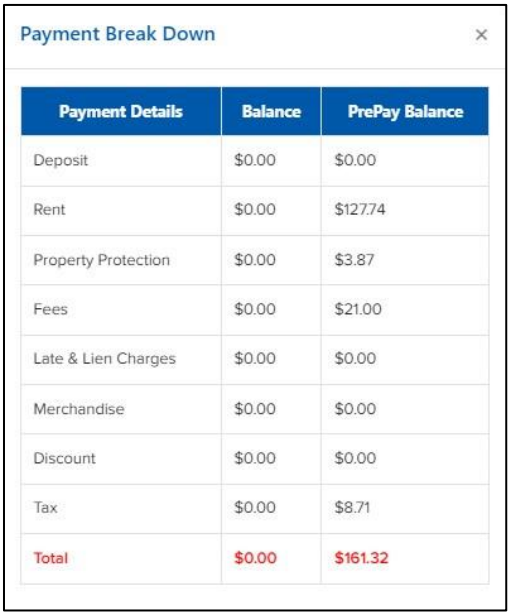


- Select Number of months to prepay from the drop-down.

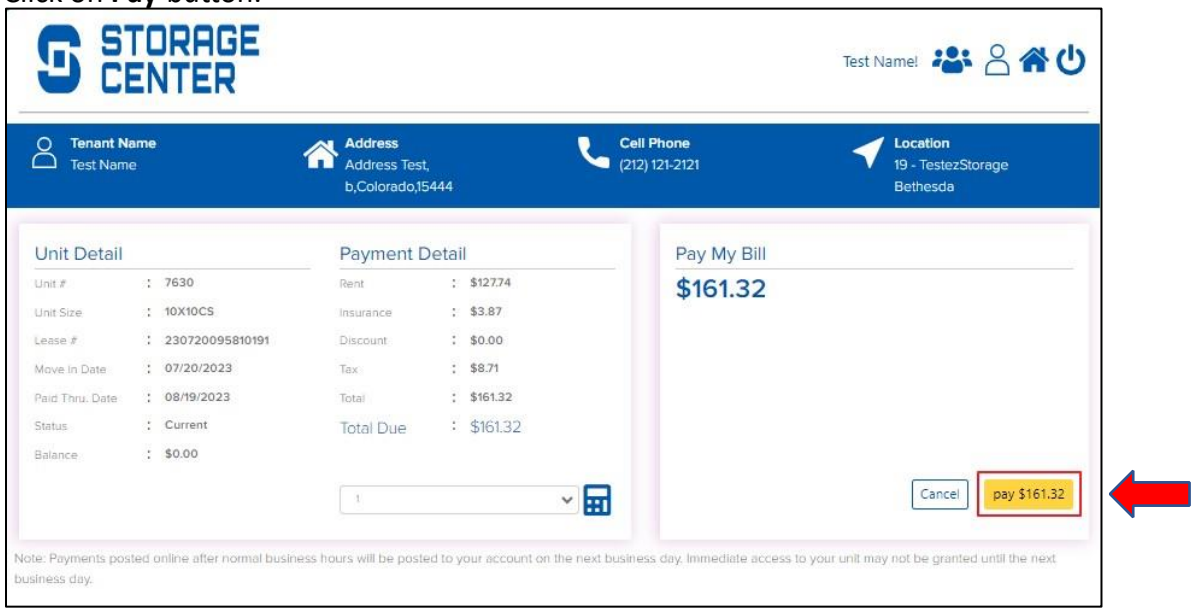


- Click on Calculator Icon to see Payment Break Down.



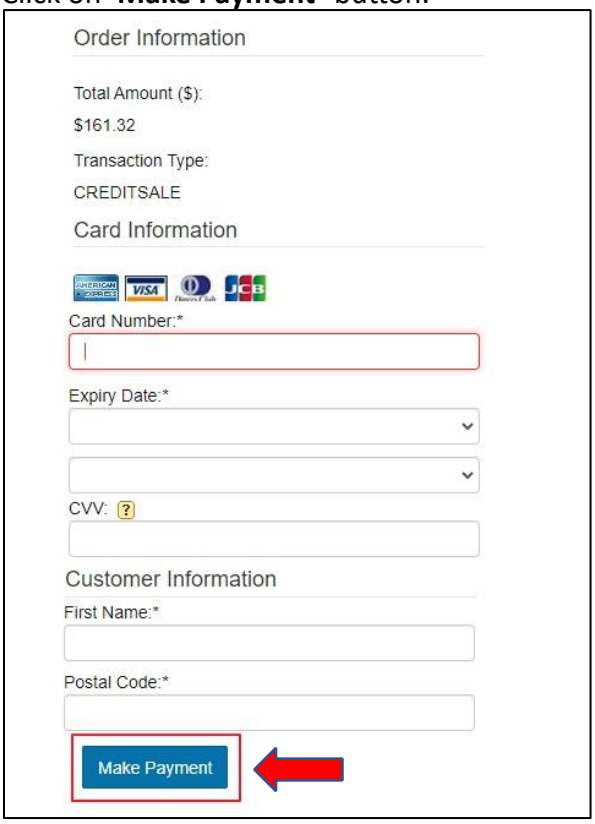


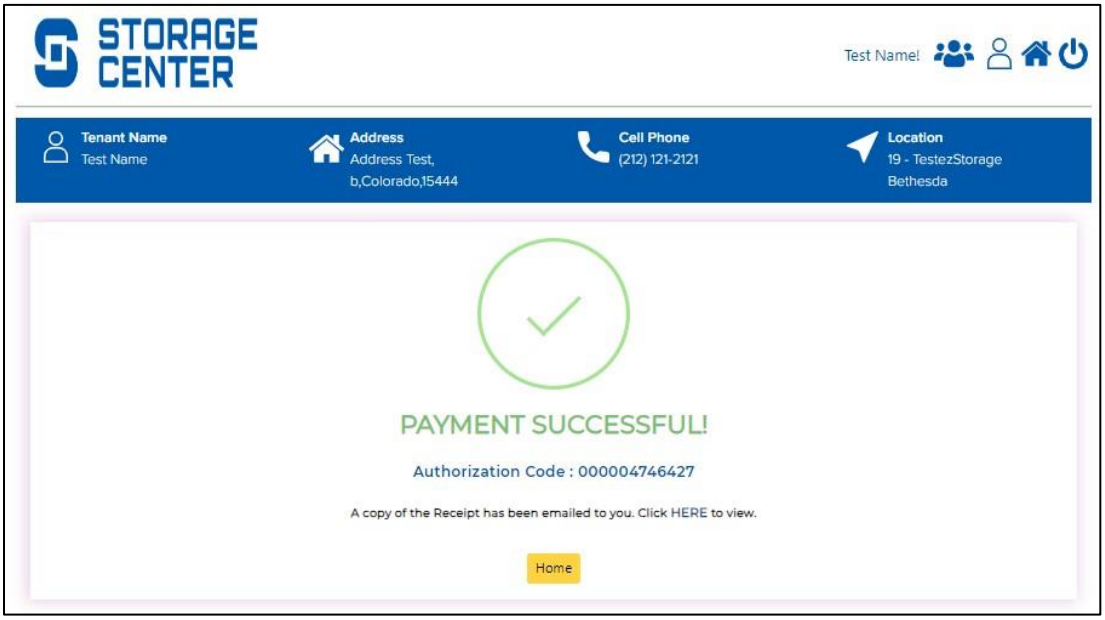
- Click on **Pay** button.



- Enter Credit card details.

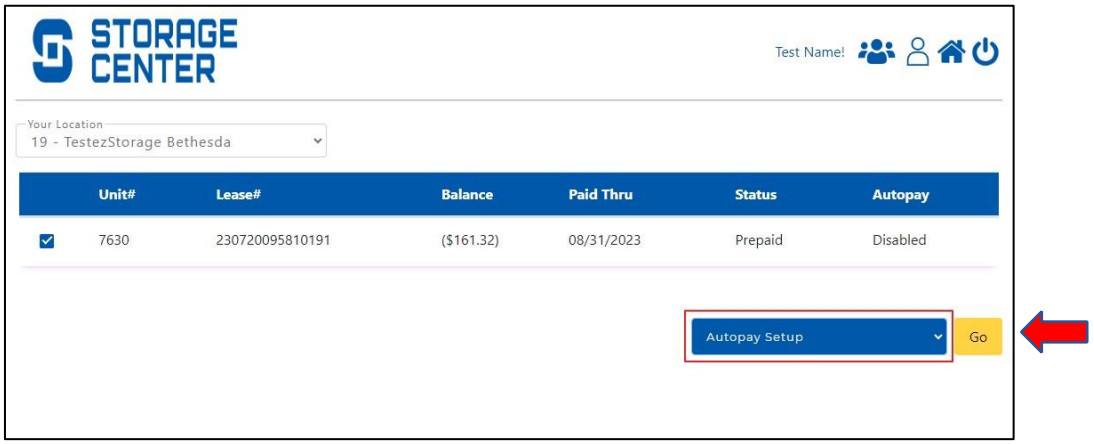
 Click on **‘Make Payment’** button.





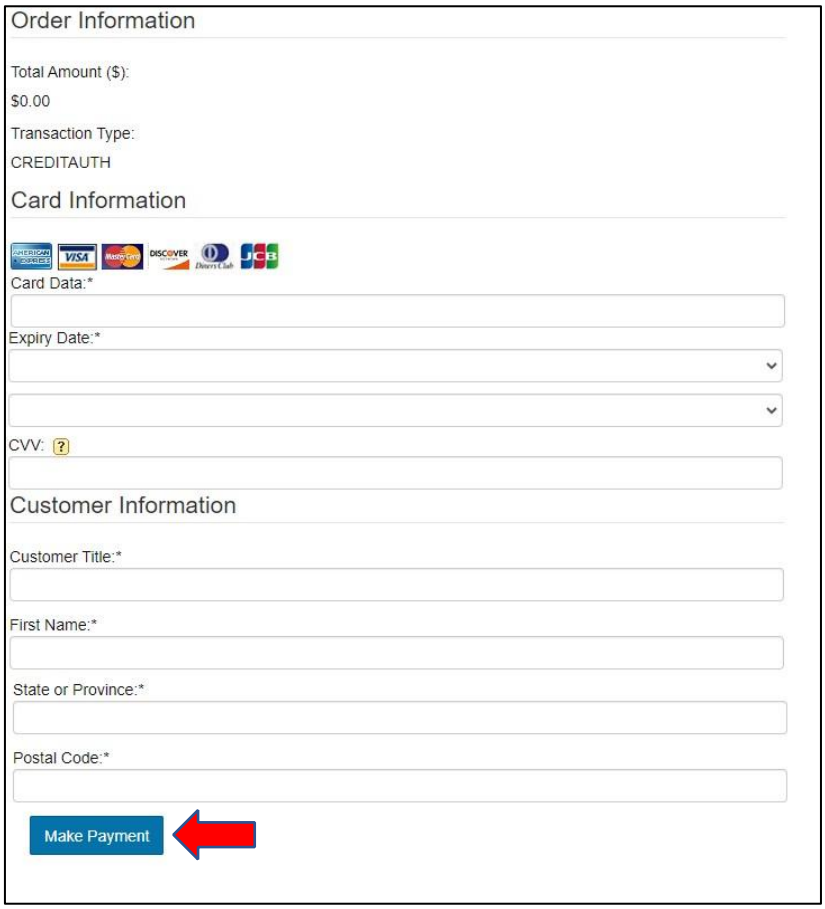
3. How to set up auto pay?

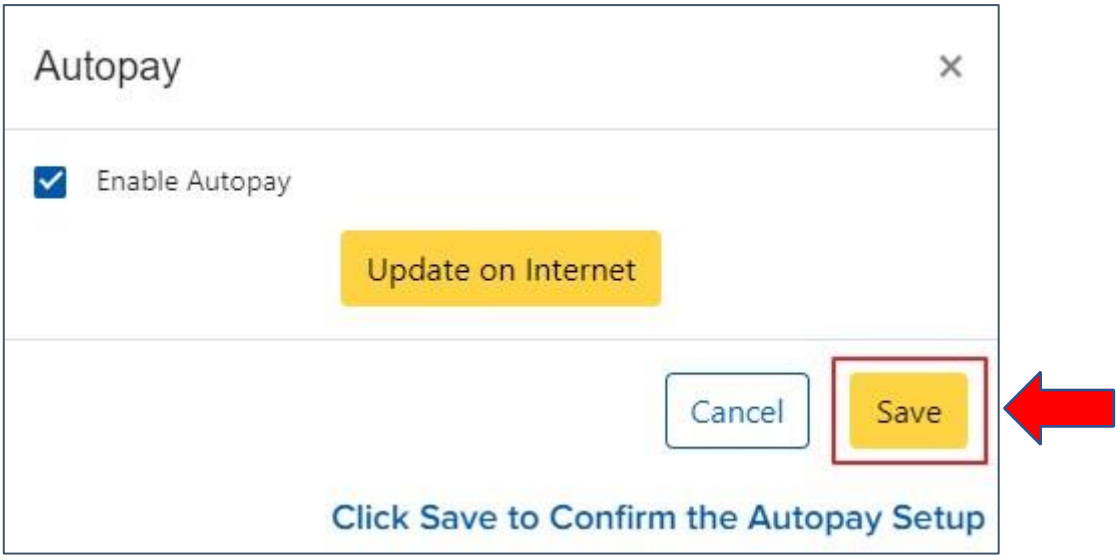
- Select unit.
  - Select Auto Pay Setup option from drop down.
  - Click on **GO** button.



  - Click on **'Setup AutoPay'** button.
  - Enter Credit card details.
- Click on **'Make Payment'** button.

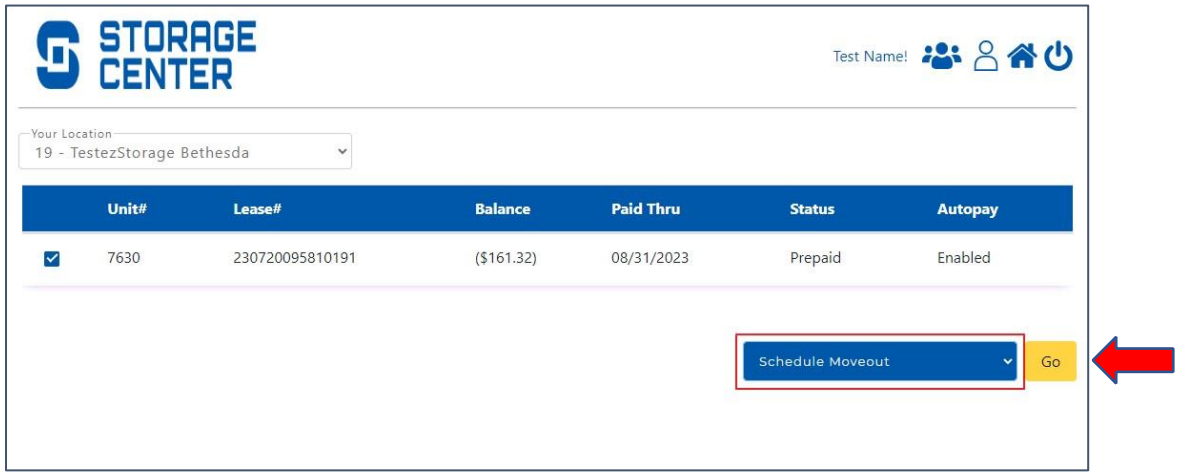
- Click on **‘Save’** button.



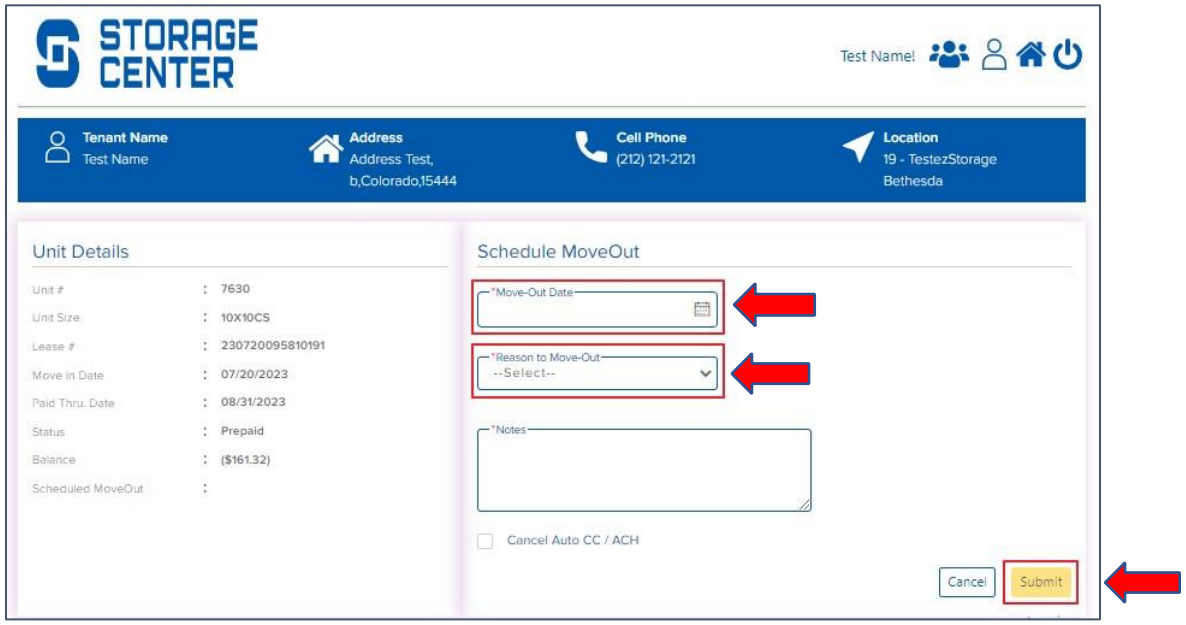


4. How to ‘Schedule a Move Out’?

- Select unit.
- Select **‘Schedule Moveout’** option from drop-down. Click on **‘Go’** button.

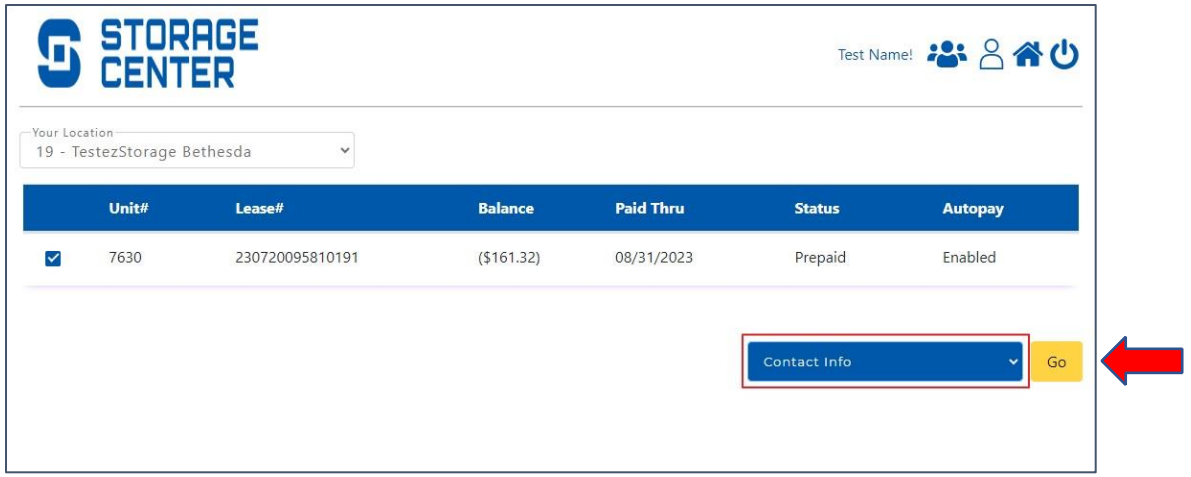
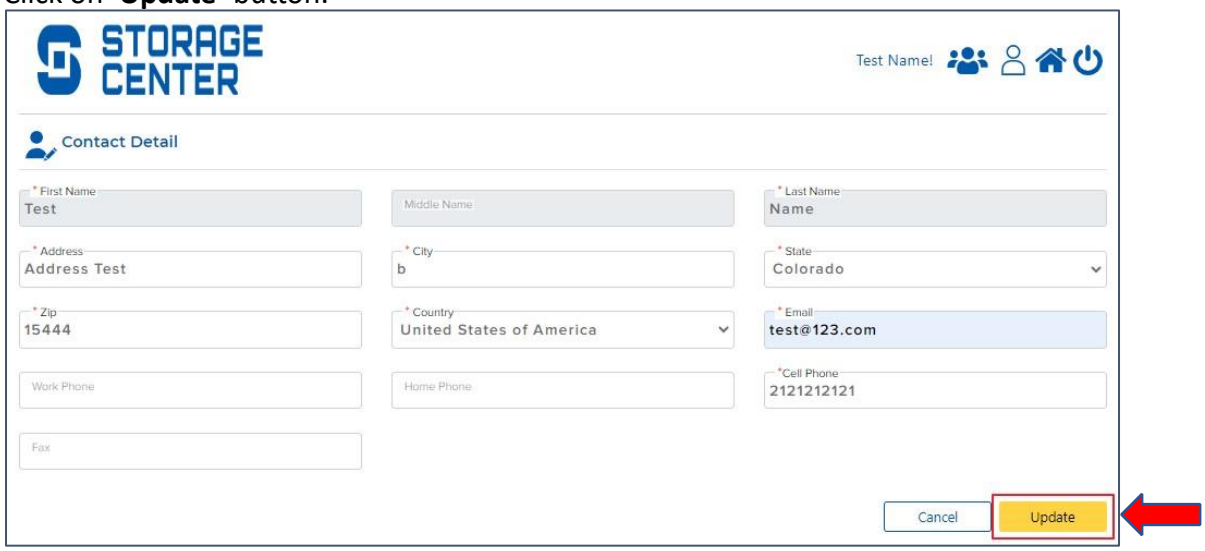


- Select Move out date.
- Select Reason to Move Out.
- Click on **Submit** button.



5. How to Update ‘Contact Info’?

- Select unit.
- Select ‘**Contact Info’.**
- Click on **’GO’** button.



- Click on **‘Edit’** button.
- Update or Edit the Information.
- Click on **‘Update’** button.