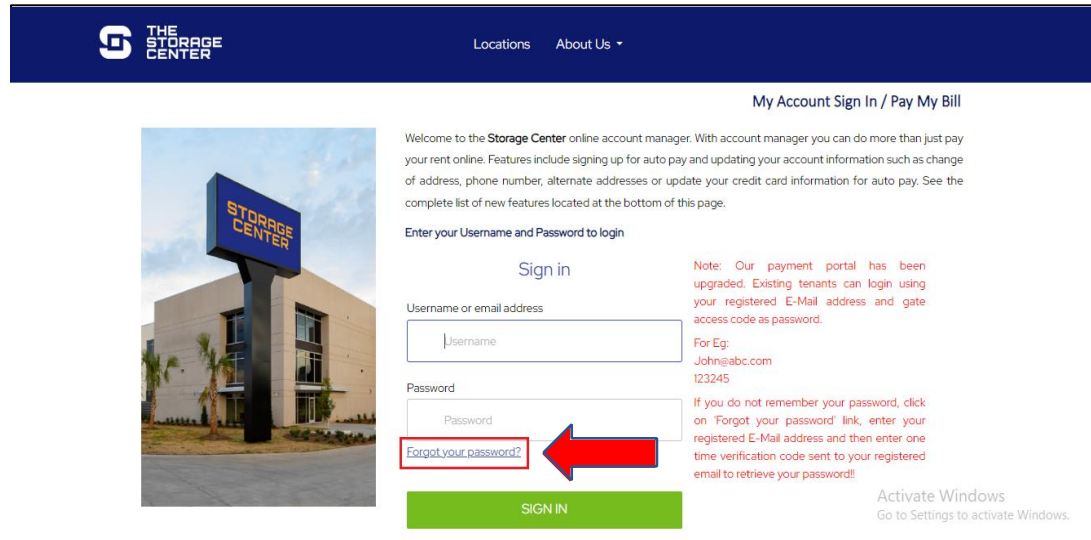


## 1. How to reset the password?

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



THE STORAGE CENTER

Locations About Us

My Account Sign In / Pay My Bill

Welcome to the **Storage Center** online account manager. With account manager you can do more than just pay your rent online. Features include signing up for auto pay and updating your account information such as change of address, phone number, alternate addresses or update your credit card information for auto pay. See the complete list of new features located at the bottom of this page.

Enter your Username and Password to login

Sign in

Username or email address

Username

Password

Forgot your password?

SIGN IN

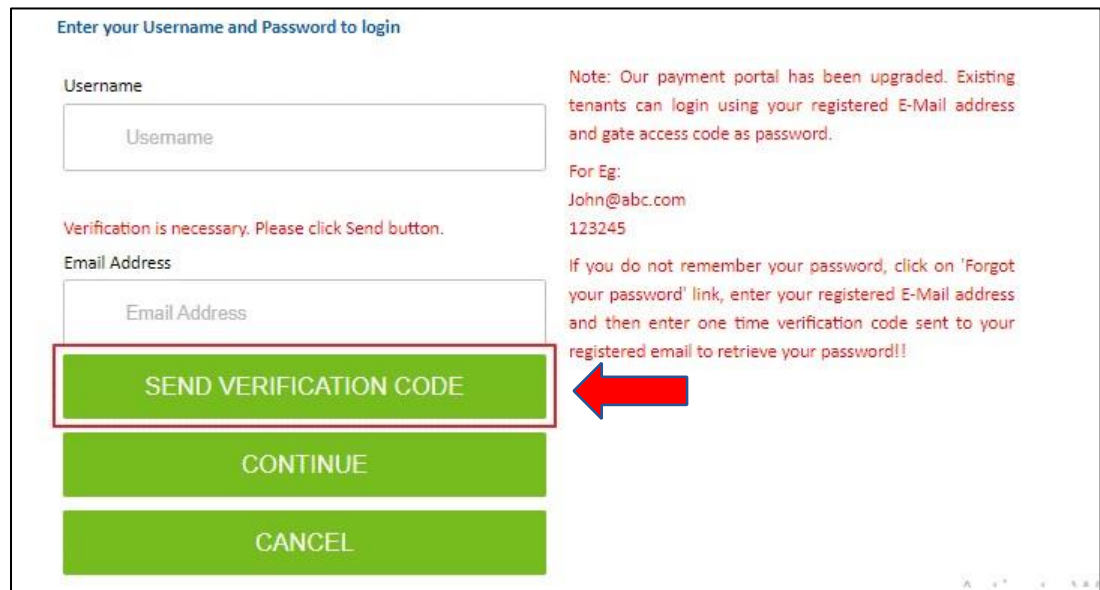
Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and gate access code as password.

For Eg:  
John@abc.com  
123245

If you do not remember your password, click on 'Forgot your password' link, enter your registered E-Mail address and then enter one time verification code sent to your registered email to retrieve your password!!

Activate Windows  
Go to Settings to activate Windows.

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



Enter your Username and Password to login

Username

Username

Verification is necessary. Please click Send button.

Email Address

Email Address

SEND VERIFICATION CODE

CONTINUE

CANCEL

Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and gate access code as password.

For Eg:  
John@abc.com  
123245

If you do not remember your password, click on 'Forgot your password' link, enter your registered E-Mail address and then enter one time verification code sent to your registered email to retrieve your password!!

Activate Windows  
Go to Settings to activate Windows.

- 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.

Enter your E-Mail and Password to login

New Password

[What is this?](#)

Confirm New Password

[What is this?](#)

**CONTINUE**

CANCEL

Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and gate access code as password.

For Eg:  
John@abc.com  
Password@123




If you do not remember your password, click on 'Forgot your password' link, enter your registered E-Mail address and then enter one time verification code sent to your registered email to retrieve your password!!

Active

## 2. How to 'Make a Payment'?


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

**STORAGE CENTER**

Test Name!   

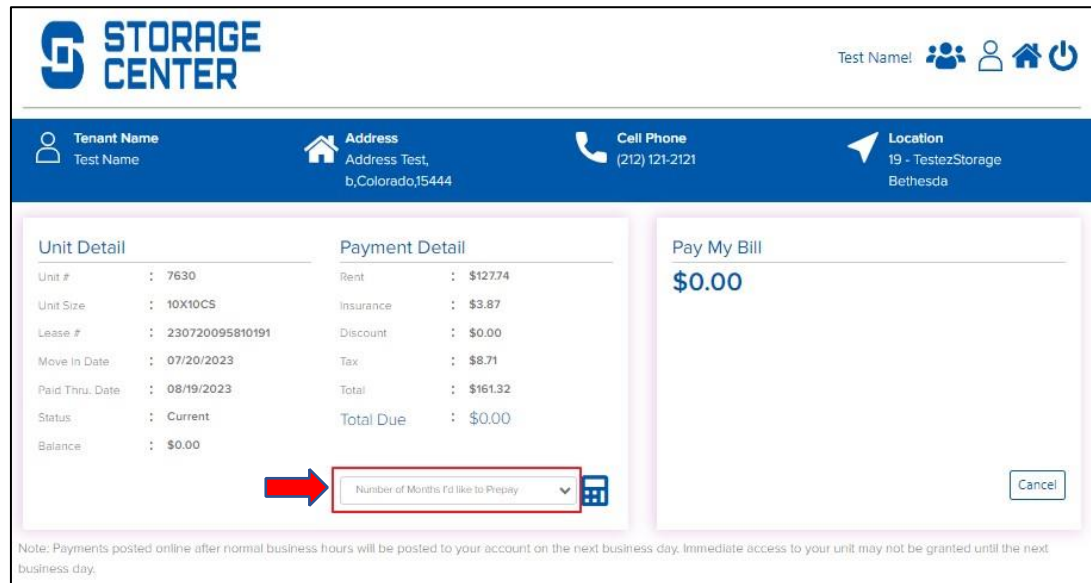
Your Location  
19 - TestezStorage Bethesda

	Unit#	Lease#	Balance	Paid Thru	Status	Autopay
<input checked="" type="checkbox"/>	7630	230720095810191	\$0.00	08/19/2023	Current	Disabled




One Time Payment 

**Go**

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



**STORAGE CENTER**

Test Name!   

**Tenant Name**  
Test Name


**Address**  
Address Test,  
b,Colorado,15444

**Cell Phone**  
(212) 121-2121

**Location**  
19 - TestezStorage  
Bethesda

Unit Detail		Payment Detail	
Unit #	: 7630	Rent	: \$127.74
Unit Size	: 10X10CS	Insurance	: \$3.87
Lease #	: 230720095810191	Discount	: \$0.00
Move In Date	: 07/20/2023	Tax	: \$8.71
Paid Thru Date	: 08/19/2023	Total	: \$161.32
Status	: Current	Total Due	: \$0.00
Balance	: \$0.00		

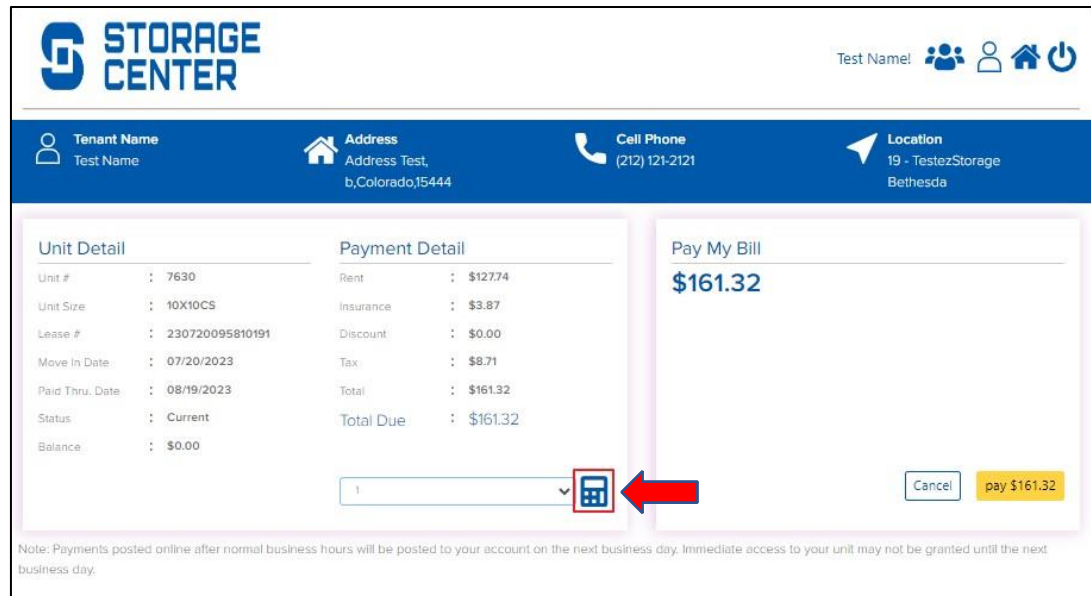
**Pay My Bill**  
**\$0.00**

Number of Months I'd like to Prepay 




Cancel

Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.

- Click on Calculator Icon to see Payment Break Down.



**STORAGE CENTER**

Test Name!   

**Tenant Name**  
Test Name


**Address**  
Address Test,  
b,Colorado,15444

**Cell Phone**  
(212) 121-2121

**Location**  
19 - TestezStorage  
Bethesda

Unit Detail		Payment Detail	
Unit #	: 7630	Rent	: \$127.74
Unit Size	: 10X10CS	Insurance	: \$3.87
Lease #	: 230720095810191	Discount	: \$0.00
Move In Date	: 07/20/2023	Tax	: \$8.71
Paid Thru Date	: 08/19/2023	Total	: \$161.32
Status	: Current	Total Due	: \$161.32
Balance	: \$0.00		

**Pay My Bill**  
**\$161.32**





1 


Cancel **pay \$161.32**


Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.


Payment Break Down		
Payment Details	Balance	PrePay Balance
Deposit	\$0.00	\$0.00
Rent	\$0.00	\$127.74
Property Protection	\$0.00	\$3.87
Fees	\$0.00	\$21.00
Late & Lien Charges	\$0.00	\$0.00
Merchandise	\$0.00	\$0.00
Discount	\$0.00	\$0.00
Tax	\$0.00	\$8.71
<b>Total</b>	<b>\$0.00</b>	<b>\$161.32</b>


Click on **Pay** button.


Test Name!





**Tenant Name**  
 Test Name


**Address**  
 Address Test,  
 b,Colorado,5444


**Cell Phone**  
 (212) 121-2121



**Location**  
 19 - TestezStorage  
 Bethesda

**Unit Detail**

Unit # : 7630  
 Unit Size : 10X10CS  
 Lease # : 230720095810191  
 Move In Date : 07/20/2023  
 Paid Thru Date : 08/19/2023  
 Status : Current  
 Balance : \$0.00

**Payment Detail**

Rent : \$127.74  
 Insurance : \$3.87  
 Discount : \$0.00  
 Tax : \$8.71  
 Total : \$161.32  
 Total Due : \$161.32



**Pay My Bill**  
**\$161.32**


Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.



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

Order Information

Total Amount (\$):  
\$161.32  
Transaction Type:  
CREDITSALE  
Card Information



Card Number:\*

Expiry Date:\*


CVV: ?


Customer Information




First Name:\*


Postal Code:\*


Make Payment








Test Name!   

 **Tenant Name**  
Test Name

 **Address**  
Address Test,  
b,Colorado,15444

 **Cell Phone**  
(212) 121-2121

 **Location**  
19 - TestezStorage  
Bethesda

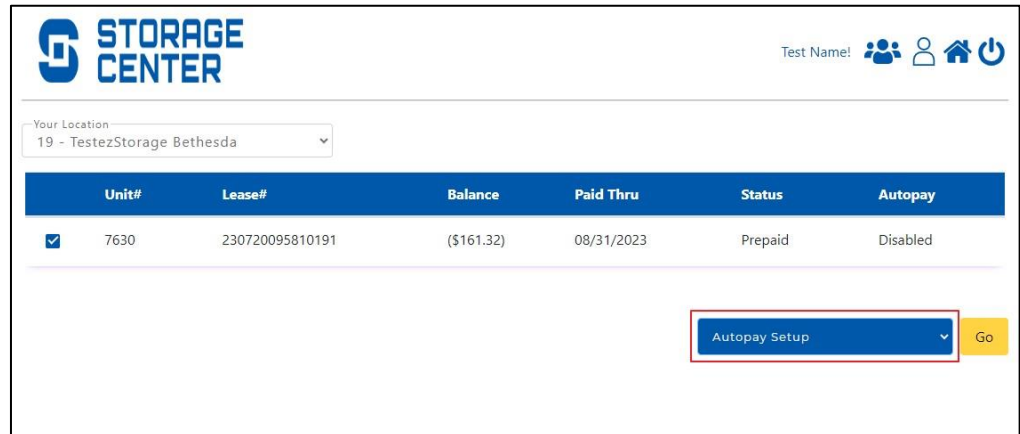


**PAYMENT SUCCESSFUL!**  
Authorization Code : 000004746427  
A copy of the Receipt has been emailed to you. Click [HERE](#) to view.  

Home

### 3. How to set up auto pay?

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



The screenshot shows the Storage Center web interface. At the top left is the Storage Center logo. At the top right is the text "Test Name!" followed by icons for a group of people, a single person, a home, and a power button. Below the logo is a "Your Location" dropdown menu showing "19 - TestezStorage Bethesda". Below this is a table with columns: Unit#, Lease#, Balance, Paid Thru, Status, and Autopay. The table has one row with a checked checkbox in the Unit# column, Unit# 7630, Lease# 230720095810191, Balance (\$161.32), Paid Thru 08/31/2023, Status Prepaid, and Autopay Disabled. Below the table is a red-bordered box containing a dropdown menu labeled "Autopay Setup" and a yellow "Go" button. A red arrow points to the "Go" button.

Unit#	Lease#	Balance	Paid Thru	Status	Autopay	
<input checked="" type="checkbox"/>	7630	230720095810191	(\$161.32)	08/31/2023	Prepaid	Disabled

Autopay Setup

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







□ Click on **'Save'** button.

Order Information

Total Amount (\$):  
\$0.00

Transaction Type:  
CREDITAUTH

Card Information



Card Data:\*

Expiry Date:\*

CVV: ?

Customer Information

Customer Title:\*

First Name:\*

State or Province:\*

Postal Code:\*

Make Payment

Autopay

☒ Enable Autopay

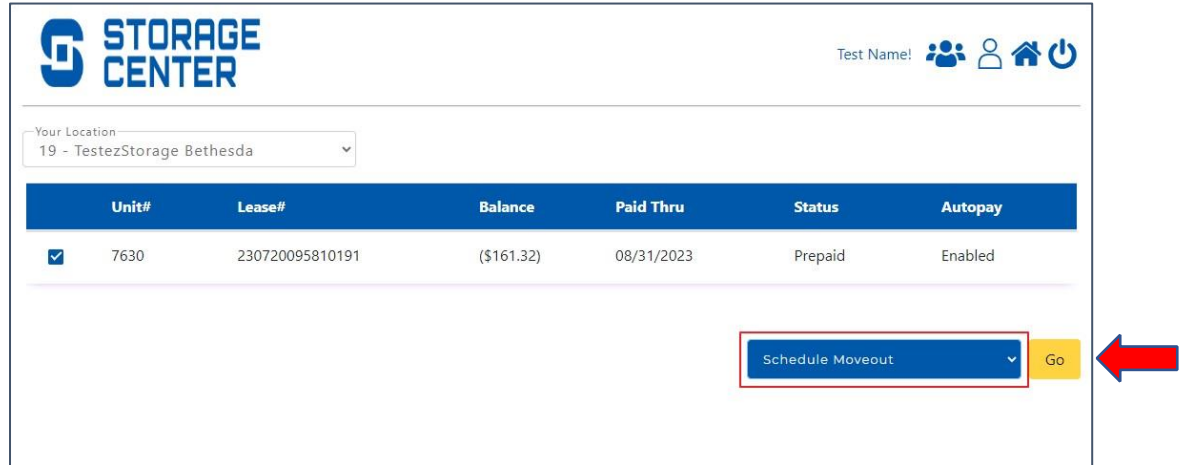
Update on Internet

CancelSave

Click Save to Confirm the Autopay Setup

#### 4. How to 'Schedule a Move Out'?

- Select unit.
- Select '**Schedule Moveout**' option from drop-down. ☐ Click on '**Go**' button.

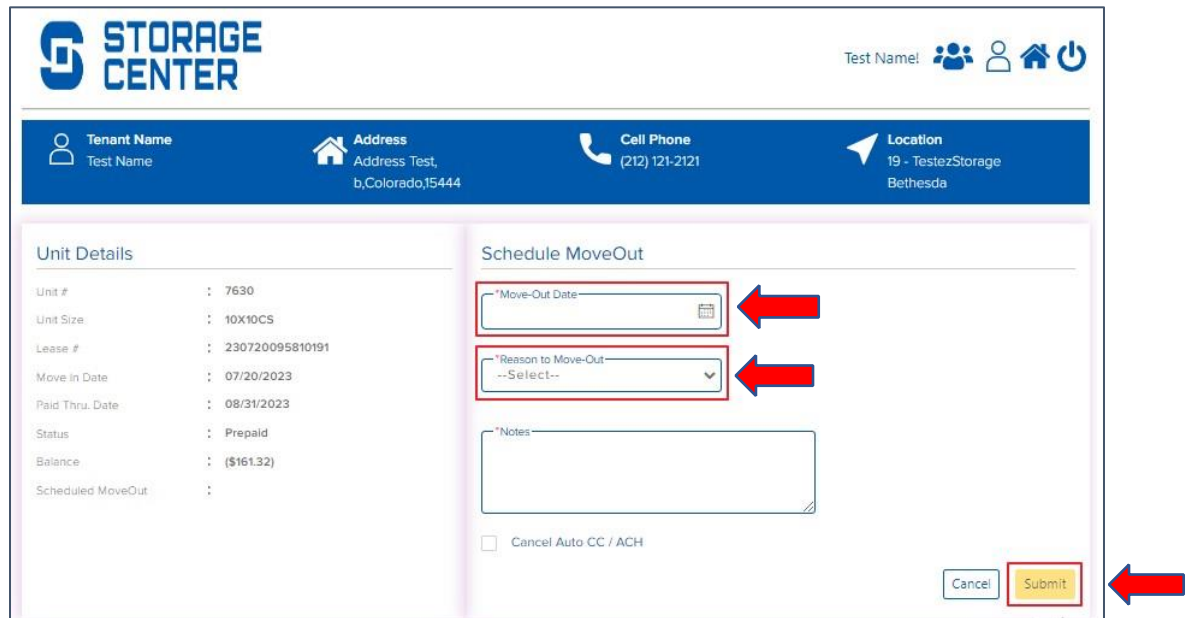


The screenshot shows the Storage Center dashboard. At the top, there's a header with the Storage Center logo and a 'Test Name!' label. Below the header, there's a dropdown menu for 'Your Location' set to '19 - TestezStorage Bethesda'. A table lists unit details:

	Unit#	Lease#	Balance	Paid Thru	Status	Autopay
<input checked="" type="checkbox"/>	7630	230720095810191	(\$161.32)	08/31/2023	Prepaid	Enabled

At the bottom right, there is a blue button labeled 'Schedule Moveout' and a yellow button labeled 'Go'. A red arrow points to the 'Go' button.

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



The screenshot shows the 'Schedule MoveOut' form. At the top, there's a header with the Storage Center logo and a 'Test Name!' label. Below the header, there's a blue bar with tenant information: Tenant Name (Test Name), Address (Address Test, b,Colorado,15444), Cell Phone ((212) 121-2121), and Location (19 - TestezStorage Bethesda).

The form is divided into two sections: 'Unit Details' and 'Schedule MoveOut'.

**Unit Details:**

- Unit #: 7630
- Unit Size: 10X10CS
- Lease #: 230720095810191
- Move In Date: 07/20/2023
- Paid Thru Date: 08/31/2023
- Status: Prepaid
- Balance: (\$161.32)
- Scheduled MoveOut:

**Schedule MoveOut:**

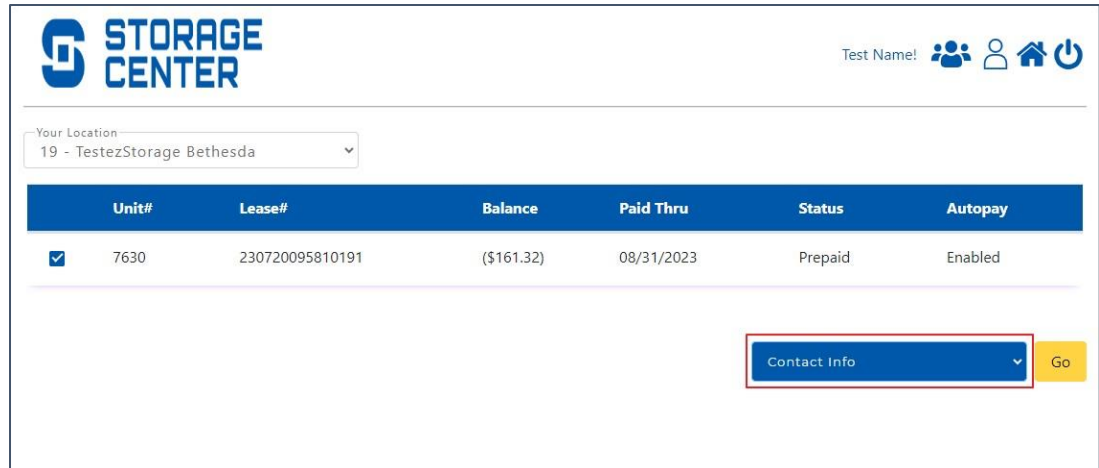
- \*Move-Out Date:  (with a calendar icon)
- \*Reason to Move-Out:  (with a dropdown arrow)
- \*Notes:
- ☐ Cancel Auto CC / ACH

At the bottom right, there are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.






## 5. How to Update 'Contact Info'?

- Select unit.
- ❑ Select '**Contact Info**'.
- ❑ Click on '**GO**' button.




STORAGE CENTER

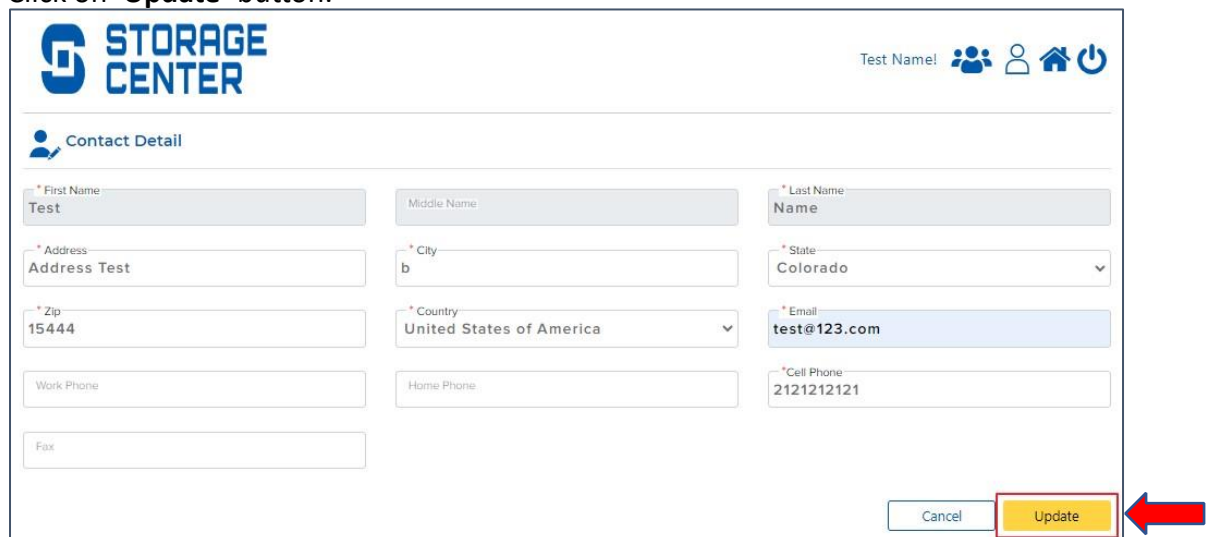
Test Name!   

Your Location  
19 - TestezStorage Bethesda




	Unit#	Lease#	Balance	Paid Thru	Status	Autopay
<input checked="" type="checkbox"/>	7630	230720095810191	(\$161.32)	08/31/2023	Prepaid	Enabled


Contact Info  Go

- Click on '**Edit**' button.
- ❑ Update or Edit the Information.
- ❑ Click on '**Update**' button.



STORAGE CENTER

Test Name!   

 Contact Detail

\* First Name  
Test

Middle Name

\* Last Name  
Name

\* Address  
Address Test

\* City  
b

\* State  
Colorado

\* Zip  
15444

\* Country  
United States of America

\* Email  
test@123.com

Work Phone

Home Phone

\* Cell Phone  
2121212121

Fax

Cancel Update