Instructions for Setting Up a Zego Account

Do you prefer to pay your annual assessment electronically? Then consider setting up an account with Zego! The electronic funds transfer option is free. There is a credit card option with a convenience fee. If you desire to use Zego, follow the instructions below. You will need your unique account number (found on your invoice or coupon) to set up the account.

If you experience issues with set up, Zego's customer help desk can be reached at 866-729-5327.

- 1. Go to *https://gozego.com*.
- 2. Select *Make a Payment* from the menu at the top of the screen:



3. You will see a log-in screen, as shown below. Select the option to create an account.

ZE GO Powered by PayLease	
FORGOT YOUR PASSWORD	
DON'T HAVE AN ACCOUNT? CREATE ONE NOW.	
<u>Need Help? Visit our FAQs &gt;</u> 866-729-5327	

4. Go to Homeowner and select *Create your Account*.

	ZE GO	Powered by PayLease		
Create Your Account				
Billing	Renter	Homeowner	Property Manager	
If you receive a bill for your rent fees or utilities, you can make online payments for these by registering here.	Make online payments to your Property Management Company for rent, applications, security deposits and more.	Make online payments to your Home Owner Association (HOA) for dues, assessments and more.	Contact your Administrator to obtain an account OR request a demo to learn more about Zego	
Create your Account	Create your Account	Create your Account	Request a Demo	

5. Input your community name under *Search for Property*. From the options presented, select *your community managed by Community Association Services - CAS* and click on *This is My Property*. Then select *Create Your Account – Get Started*.

Z E G C Cre	Pag Powered by PayLease ate Your Account
Homeowner Make online payments to your Home Owner Association (HOA) for dues, assessments and more.	Search for your Property In order to create a new account please begin by entering the name of your home owners association. HOA name* Search Ex. Candlewood Estates (Omit words such as: Home Owners Association)

6. At the top of the page input your CAS account number <u>and the following</u> **@MBA. (Example of entry SF123ER@MBA).** Select *Proceed with Registration*. To create your account, input your email, a password, and confirm the password. Select *Create Account* then follow prompts to make a payment.

account number	
PROCEED WITH REGISTRATION I HAVE A LOGIN	
Questions? Call 866-729-5327 OR visit our Resident Support Center	

7. Enter your email address and a password. Confirm that you agree with the terms and conditions of use. Then select Create Account.

Complete Your Account to Pay Now				
	No active accounts found. Please contact your Management Company for assistance.			
	•••••			
	please select referrer			
✓ I have confirmed the name on the account is correct and I agree to the terms and conditions of use.*				
	CREATE ACCOUNT CANCEL			
Questions? Call 866-729-5327 OR visit our <u>Resident Support Center</u>				