

# NEW MARK COMMONS CLICKPAY INSTRUCTIONS

## QUICK REFERENCE GUIDE FOR EXPERIENCED USERS:

1. To register for a new account or log on to an existing account on ClickPay, please visit [clickpay.com/abaris](https://clickpay.com/abaris)
2. **New users:**
  - a. Click on the Register button to proceed to the Create Profile page.
  - b. Complete the form and click on the Create Account button.
  - c. Once the account has been created, log into your account.
3. **Returning users:** Log in and go to step 5.
4. Once logged in, enter the 8 digit account number located on your association billing statement. Email [billingdept@abarisrealty.com](mailto:billingdept@abarisrealty.com) for assistance in obtaining your the 8 digit account number.
5. **To make a payment:** Go to the **Account** tab and select **Payment Options**. Select your preferred payment type; Credit/Debit Card or Bank Account, and add the corresponding information. NOTE: Credit and debit card payments incur additional processing fees and can take up to 5 business days to post. Click the Fee Chart button on Configure Payment Schedule page for details.
6. **To set up autopay:** Click on **Autopay** and select the preferred method of payment. Select **Monthly** for the frequency and Pay the Full Amount. First payment date should be between February 1-10 for the first semi-annual assessment or June 1-10 for the second semi-annual assessment. Billing only occurs twice a year, so the monthly payment will only happen twice a year.
7. Select whether you want payment notification by email. Review all selections carefully, then click **Apply to Property** to complete the autopay set up.
8. **To submit a one-time payment,** click on **Pay Now**. For payments completed prior to the semi-annual assessments due dates, click the **Edit** button to enter the amount manually, since the charges have not been updated on ClickPay yet.
9. Ensure the payment amount and the method of payment fields are correct, and then click **Authorize Payment**. Once the payment has been submitted, ClickPay will send a payment confirmation email.

*For step by step instructions and screen shots, see below.*

# CLICKPAY STEP BY STEP INSTRUCTIONS

To register for a new account or log on to an existing account on ClickPay, go to [clickpay.com/abaris](http://clickpay.com/abaris)



## Online Payments & e-Billing

View and pay your statements online by e-check (ACH) from a bank account for **FREE** and by credit or debit card for a fee.

**Login**

Remember me [Forgot Password?](#)

## New Users

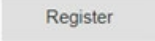
Start making your association payments online by creating your account below.


- Setup Automatic Recurring Payments
- Review Your Account Payment History
- Pay Anywhere and Anytime, 24/7/365

[FAQ & Tutorials](#) | [Support Request](#) | © NovelPay LLC 2020. All Rights Reserved.



# REGISTER FOR A NEW ACCOUNT

Click on the  button to proceed to the Create Profile page and complete the form.

Once the form is complete, click on the  button.



### Create Profile

Please choose a unique username.

If your first attempt is rejected, try adding your full name and/or a number to your desired username.

Username  \* [Check Username Availability](#)

Password  \* Confirm Password  \*

First Name  \* Last Name  \*

Email  \* Confirm Email  \*

\* Ext

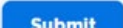
This is a Mobile Number

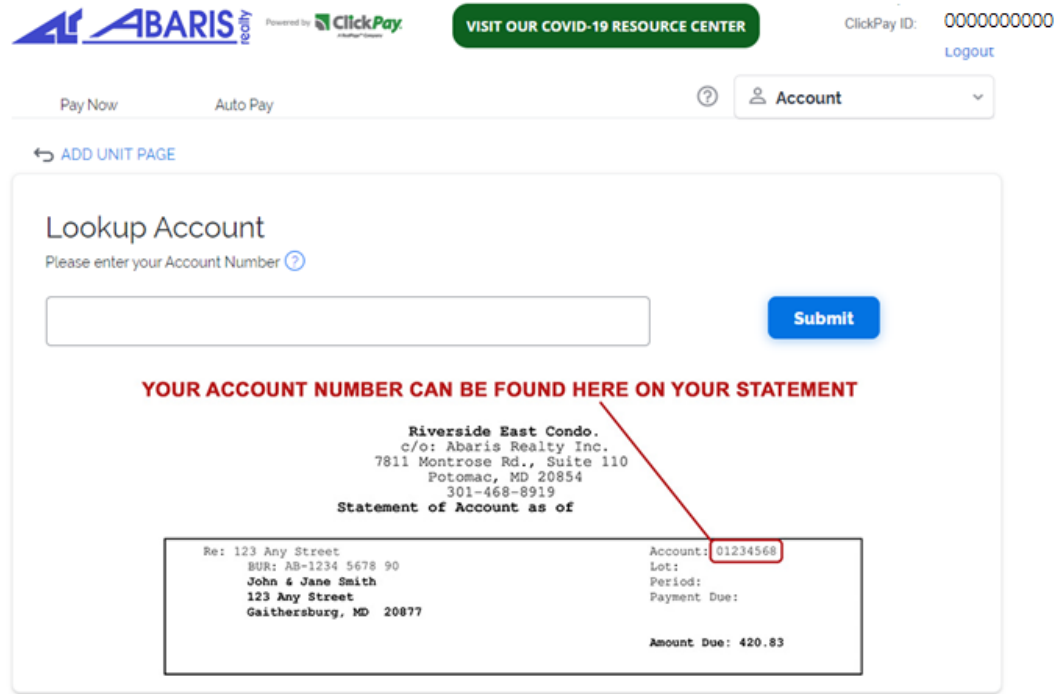
How Did You Learn About Us?

Read And Accept Following

Read and Accept [Electronic Disclosure](#) \*

Agreed to [Terms and Privacy](#) \*

Once logged in, enter the 8 digit account number located on your association billing statement and click the  button.



ABARIS realty Powered by ClickPay

VISIT OUR COVID-19 RESOURCE CENTER

ClickPay ID: 0000000000

Logout

Pay Now Auto Pay Account

ADD UNIT PAGE

### Lookup Account

Please enter your Account Number

Submit

**YOUR ACCOUNT NUMBER CAN BE FOUND HERE ON YOUR STATEMENT**

Riverside East Condo.  
c/o: Abaris Realty Inc.  
7811 Montrose Rd., Suite 110  
Potomac, MD 20854  
301-468-8919  
Statement of Account as of

Re: 123 Any Street BUR: AB-1234 5678 90 John & Jane Smith 123 Any Street Gaithersburg, MD 20877	Account: 01234568 Lot: Period: Payment Due:  Amount Due: 420.83
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For assistance in obtaining your 8 digit account number, email [billingdept@abarisrealty.com](mailto:billingdept@abarisrealty.com).

## SETTING UP A PAYMENT

Go to the **Account** tab and select **Payment Options**. Two payment options are available: Credit/Debit Card or Bank Account.

Click on the button of your preferred payment method and add the corresponding information.

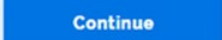
The screenshot shows the Abaris Realty website interface. At the top left is the Abaris Realty logo, followed by the text "Powered by ClickPay". To the right is a green button that says "VISIT OUR COVID-19 RESOURCE CENTER". Further right, the text "ClickPay ID: 5977732317" and a "Logout" link are visible. Below the navigation bar, there are two tabs: "Pay Now" and "Auto Pay". A user profile dropdown menu is open, showing "Account" with a dropdown arrow, and a list of options: "My Profile", "Payment History", "Payment Options" (highlighted in blue), and "Add/Remove Unit". The main content area is titled "Payment Options" and contains two blue buttons: "Add Credit/Debit Card" and "Add New Bank Account". Below these buttons, a "Please Note:" section states: "\* Payment will show up as charges from ClickPay and/or your building entity."

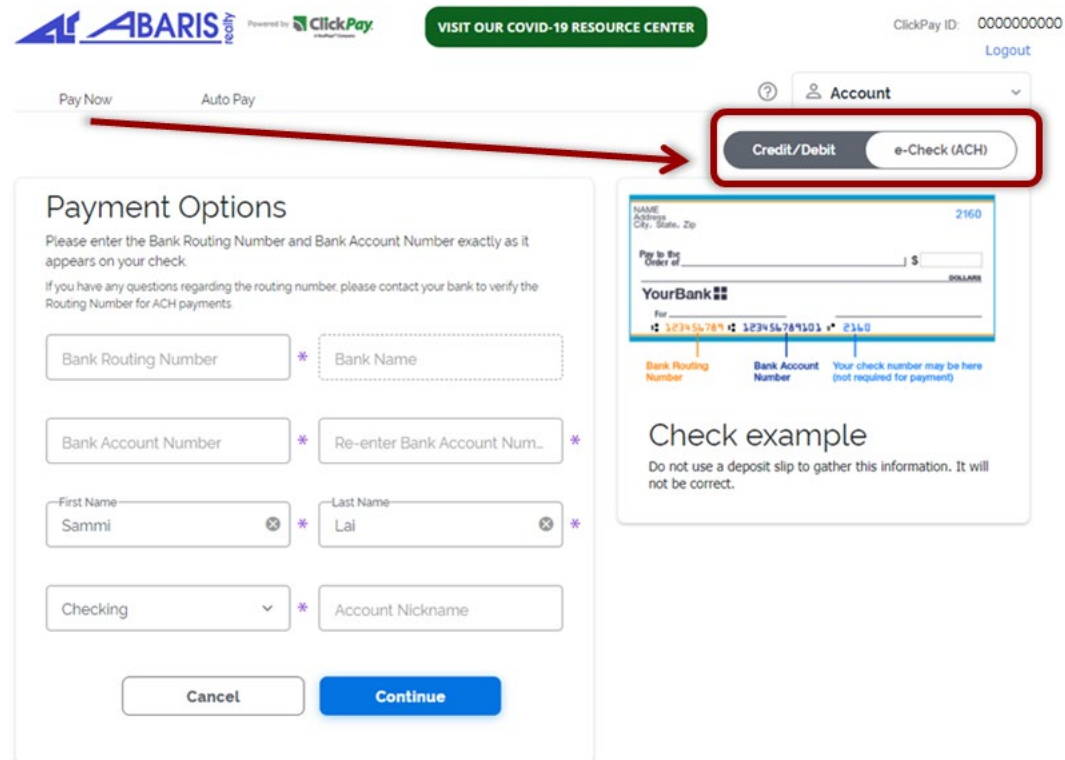
**NOTE:** Credit and debit card payments will incur additional processing fees and can take up to 5 business days to post.

## DIRECT BANK ACCOUNT PAYMENT OPTION

After logging in and pulling up your account number, select the **Pay Now** tab.

Select the **e-Check (ACH)** payment option to ensure payments are withdrawn directly from your banking account.

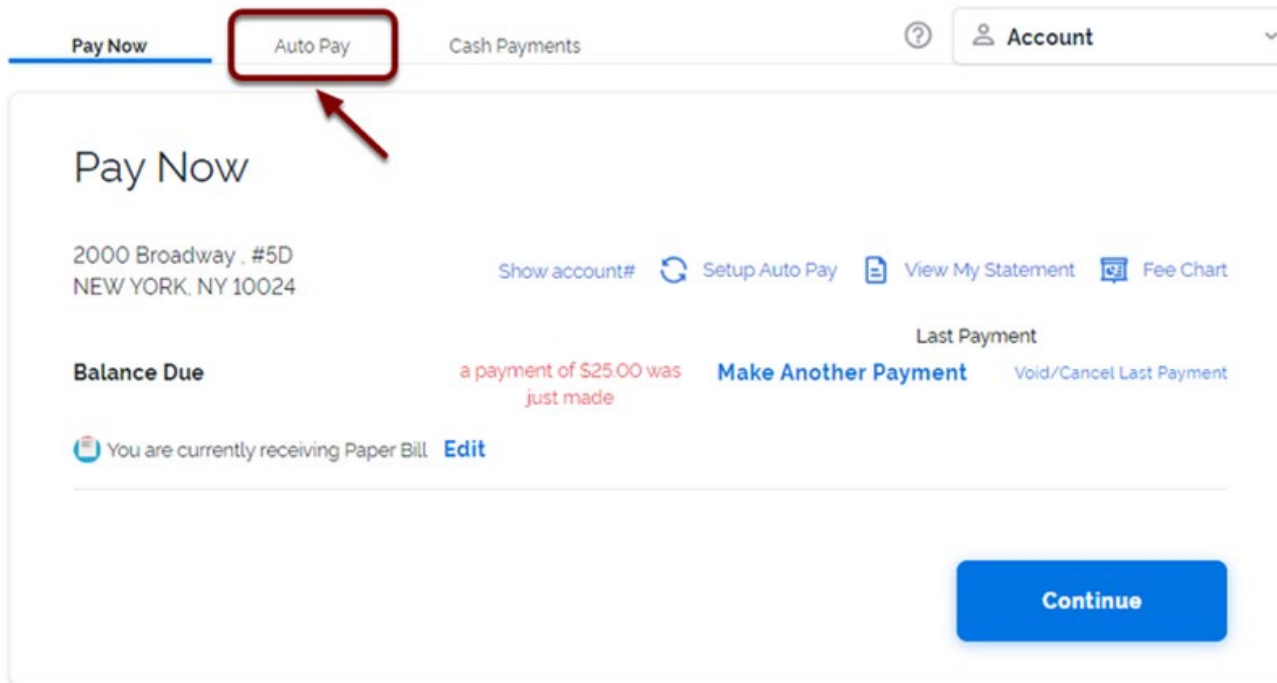
Complete the form and review for accuracy, then click on the  button to select the payment schedule.



The screenshot displays the Abaris realty payment interface. At the top, there is a navigation bar with the Abaris logo, a 'ClickPay' logo, a 'VISIT OUR COVID-19 RESOURCE CENTER' button, and a 'ClickPay ID: 0000000000' with a 'Logout' link. Below the navigation bar, there are two tabs: 'Pay Now' (selected) and 'Auto Pay'. A red arrow points from the 'Pay Now' tab to a dropdown menu labeled 'Account' which contains two options: 'Credit/Debit' and 'e-Check (ACH)'. The 'e-Check (ACH)' option is highlighted with a red box. Below the dropdown menu is the 'Payment Options' form. The form contains the following fields: 'Bank Routing Number' (with an asterisk), 'Bank Name' (with an asterisk), 'Bank Account Number' (with an asterisk), 'Re-enter Bank Account Num...' (with an asterisk), 'First Name' (with 'Sammi' and an asterisk), 'Last Name' (with 'Lai' and an asterisk), 'Checking' (with a dropdown arrow and an asterisk), and 'Account Nickname' (with an asterisk). At the bottom of the form are 'Cancel' and 'Continue' buttons. To the right of the form is a 'Check example' section. It shows a sample check from 'YourBank' for \$2160.00. The check includes a routing number '123456789', an account number '123456789101', and a check number '2160'. Labels below the check identify the 'Bank Routing Number', 'Bank Account Number', and 'Your check number may be here (not required for payment)'. Below the check example, it states: 'Check example. Do not use a deposit slip to gather this information. It will not be correct.'

# SET UP AUTOMATIC PAYMENTS

Click on the **Autopay tab** and click on the  button.



The screenshot shows a utility account management interface. At the top, there are three tabs: "Pay Now", "Auto Pay", and "Cash Payments". The "Auto Pay" tab is highlighted with a red box and a red arrow pointing to it. To the right of the tabs is a help icon (question mark) and an "Account" dropdown menu. Below the tabs, the page title "Pay Now" is displayed. The address "2000 Broadway . #5D NEW YORK, NY 10024" is shown. A row of links includes "Show account#", "Setup Auto Pay", "View My Statement", and "Fee Chart". A "Last Payment" section shows "a payment of \$25.00 was just made" in red text, with links for "Make Another Payment" and "Void/Cancel Last Payment". A notification at the bottom states "You are currently receiving Paper Bill" with an "Edit" link. A large blue "Continue" button is positioned at the bottom right of the main content area.

## SET UP AN AUTOMATIC PAYMENT SCHEDULE

Select the preferred method of payment from the drop down menu.

Select **Monthly** for the frequency and the **First Payment Date** should be between February 1-10 for the first semi-annual assessment or June 1-10 for the second semi-annual assessment. Billing only occurs twice a year, so the monthly payment will only happen twice a year.

### Configure Payment Schedule

2000 Broadway , #5D  
NEW YORK, NY 10024

Last payment of **\$25.00** was processed on **03/27/2020** (manual payment)

AutoPay may be set up separately for each type of charge:

- 1) Pay different types of charges from different payment sources
- 2) Pay different types of charges on different dates or frequency

Send Payments From  
Mastercard-2637

Frequency  
Monthly

First Payment Date  
3/31/2020

Process on the Last day of each month

[Fee Chart](#)

**NOTE:** Review the Fee Chart for additional processing fees for credit and debit card payments. A direct bank account payment is posted to your HOA account the next business day. Credit and debit card payments can take up to 5 business days to post. Ensure payments are scheduled accurately to avoid late fees and interest penalties.



To continue setting up the automatic payment schedule, select **Until I Change or Cancel** and then **Pay the Full Amount**.

Until I change or cancel

Until following number of payments have been processed

Until a selected date

Amount

Pay the full amount [?](#)


Pay the full amount up to a maximum amount of  [?](#)

Pay a fixed amount  [?](#)

Select whether you want payment notification by email. Review all selections carefully, then click **Apply to Property** to complete the autopay set up.

Notifications

Notify me before payment is processed

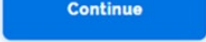
 You are currently receiving Paper Bill [Edit](#)

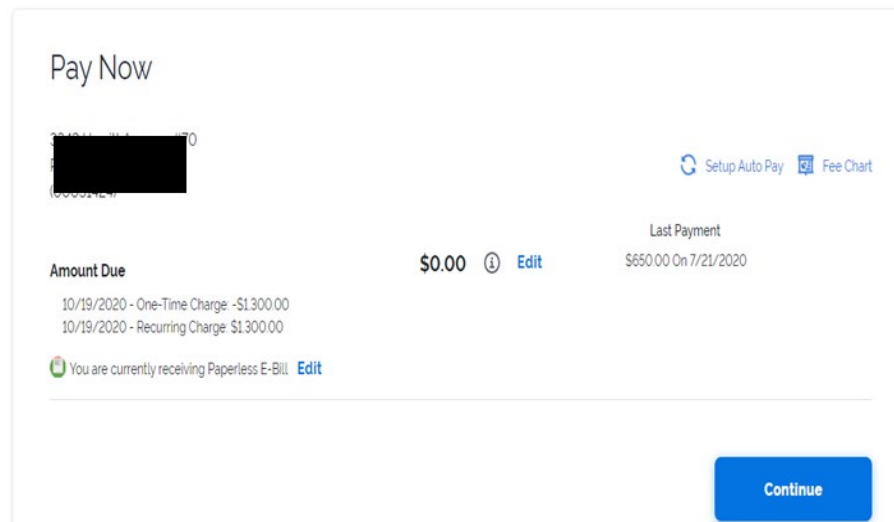
# ONE-TIME PAYMENTS

After logging in and pulling up your account number, select the **Pay Now** tab and select your preferred payment method.



For payments completed prior to the semi-annual assessments due dates, click the **Edit** button to enter the amount manually, since the charges have not been updated on ClickPay yet.

After entering the payment amount, click on the  button.



Before finalizing the one-time payment, read all warning notes.

[NOTE 1]: ACH Payment will be posted to your association account the next business day. Credit/Debit card payments can take up to 5 business days to post. Please schedule your payment accordingly to avoid late fees


[NOTE 2]: Please ONLY click the "Submit" button once when submitting your payment. Multiple clicking will result in multiple payments submitted for processing

[NOTE 3]: Please REVIEW your payment information CAREFULLY. Incorrect account numbers and credit card numbers will result in a returned payment and your account will be assessed a \$25 return payment fee.

[NOTE 4]: Your current account balance ONLY reflects the balance as of the date. Upcoming recurring charges will not reflect on ClickPay until the actual date of the charges (i.e. January charges will reflect on January 1)

If satisfied with all information, click the **Authorize Payment** button.

The screenshot shows a 'Complete Payment' screen. At the top, it says 'Complete Payment'. Below that is a table with three columns: 'Property Name', 'Payment', and 'Amount'. The first row contains the ABARIS logo, the address '3342 Hewitt Avenue, #70 Rockville, MD 20852', 'Amount Due', and '\$10.00'. Below the table, it says 'Payment Amount: \$10.00' with an 'Edit' link. A note states: 'It may take up to a minute for a payment confirmation to be displayed on the screen and sent to your e-mail address on file'. There is a 'Pay by' dropdown menu set to 'ACH-3711'. Below that, it shows 'Total \$10.00'. At the bottom, there are two buttons: 'Cancel' and 'Authorize Payment'.

Property Name	Payment	Amount
 3342 Hewitt Avenue, #70 Rockville, MD 20852	Amount Due	\$10.00

Payment Amount: \$10.00 [Edit](#)

It may take up to a minute for a payment confirmation to be displayed on the screen and sent to your e-mail address on file

Pay by:

Total: \$10.00

[Click here to add/change payment options](#)

Once the payment has been submitted, ClickPay will send a payment confirmation email.