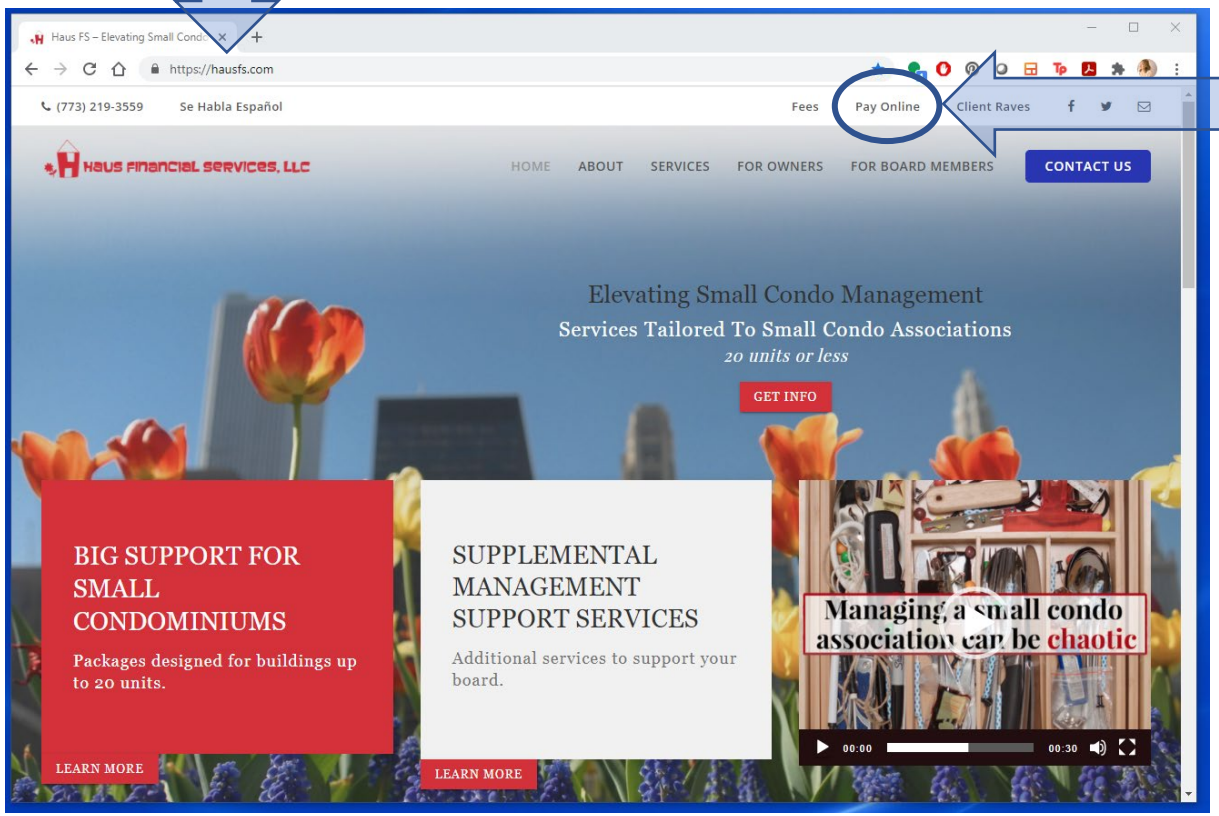
Haus Financial Services:

How to Create an Auto Payment in Paylease/Zego

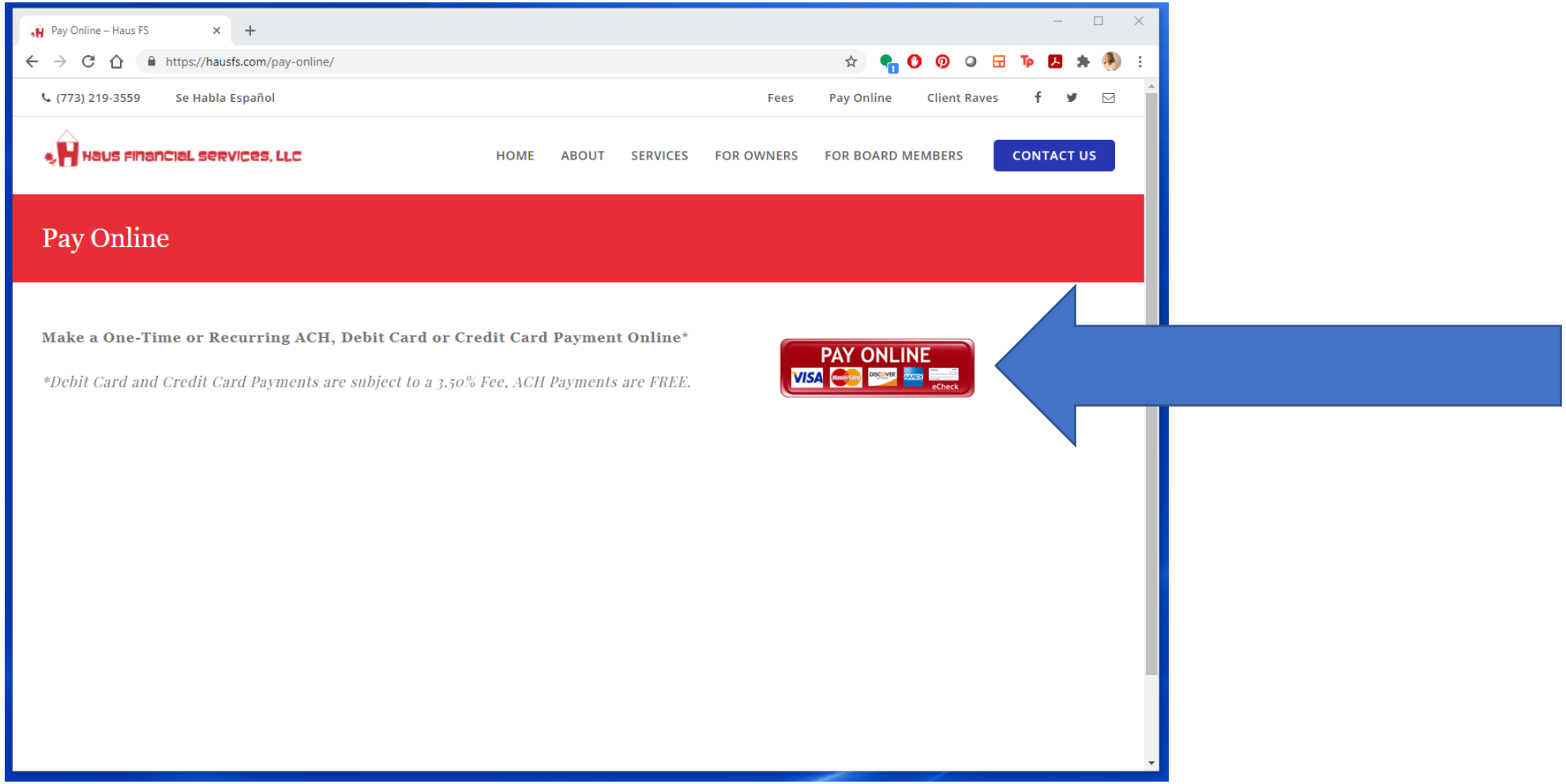
January 2021



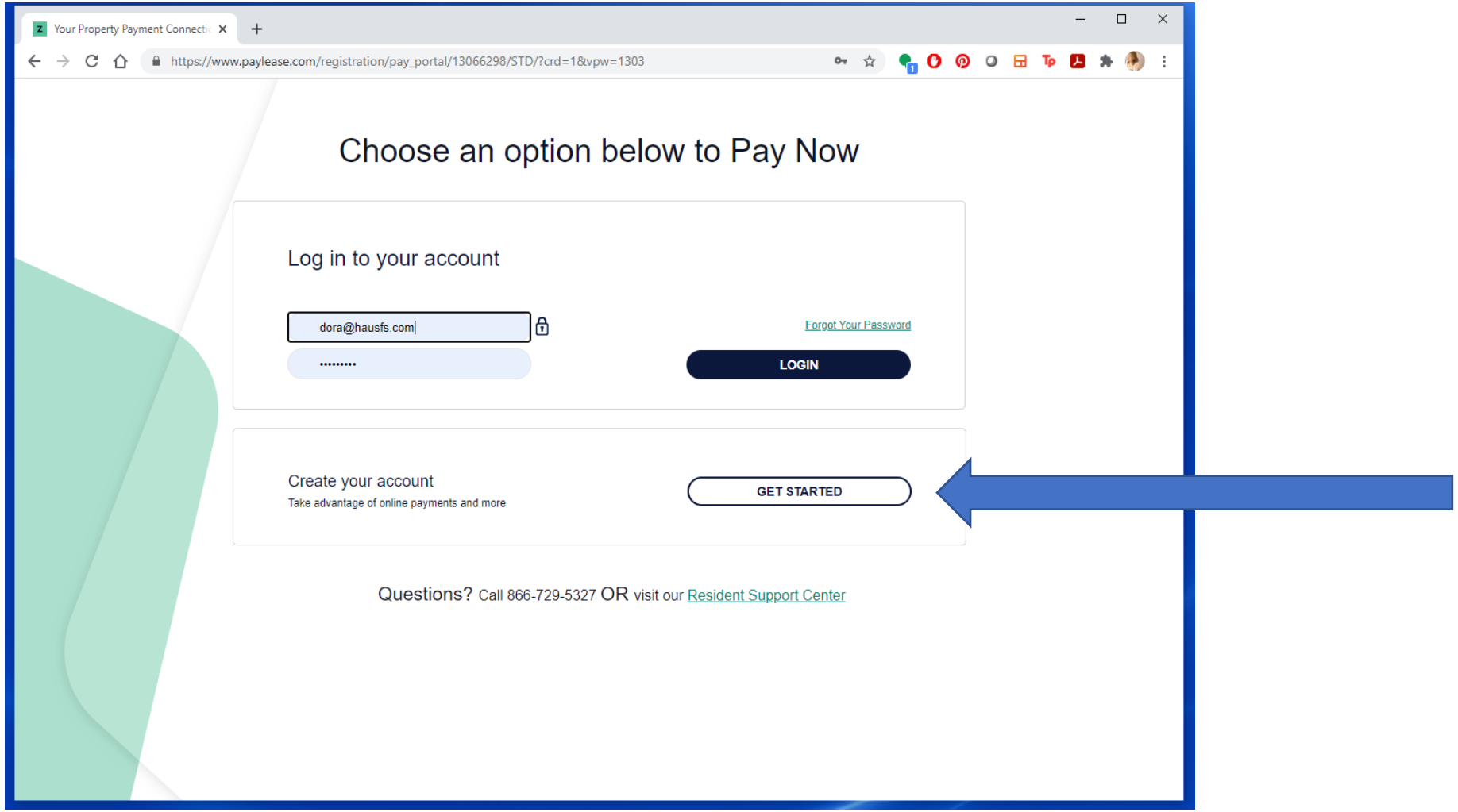
1. Begin at HausFS.com

2. Select Pay Online

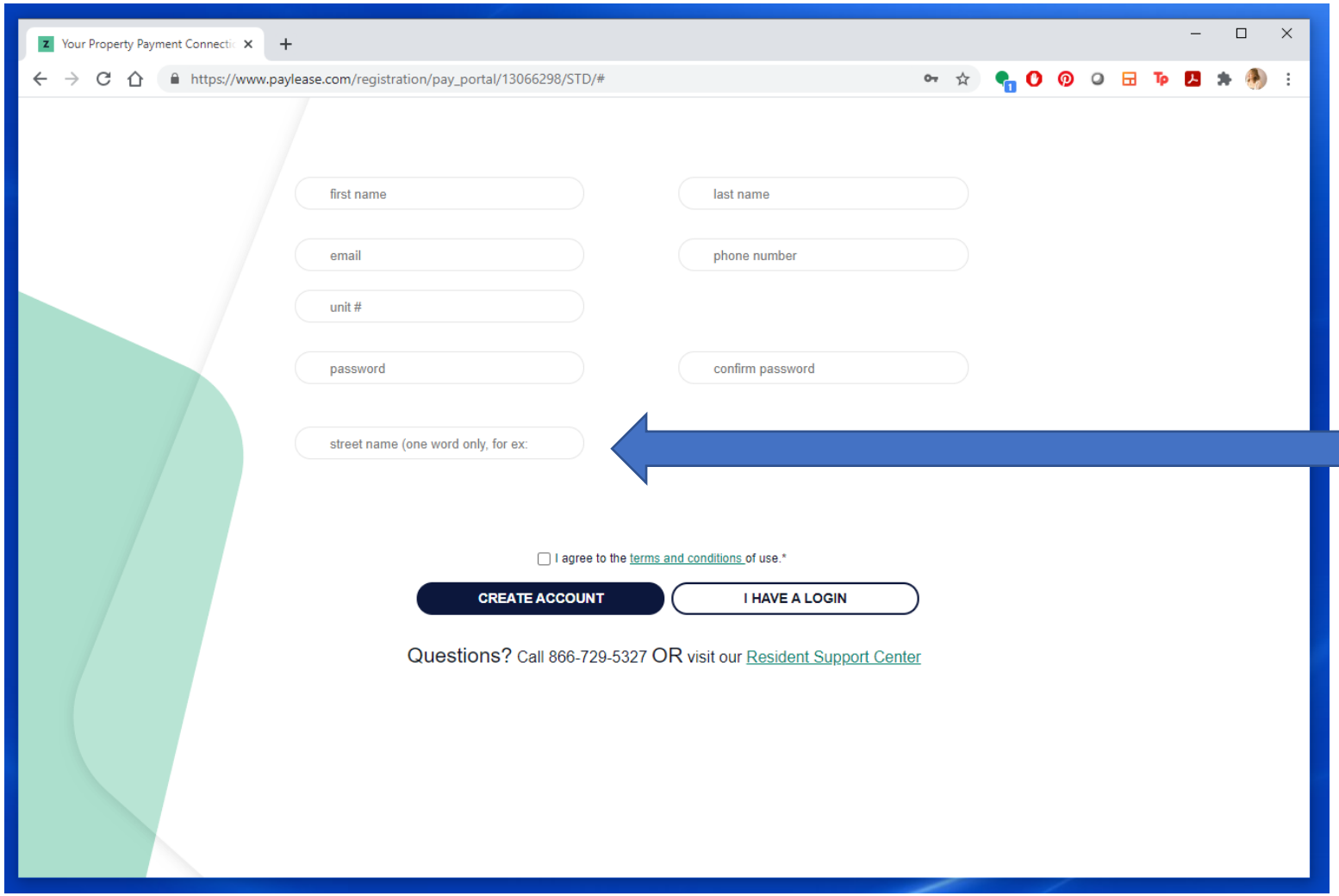
3. Click Pay Online



4. Click **Get Started**



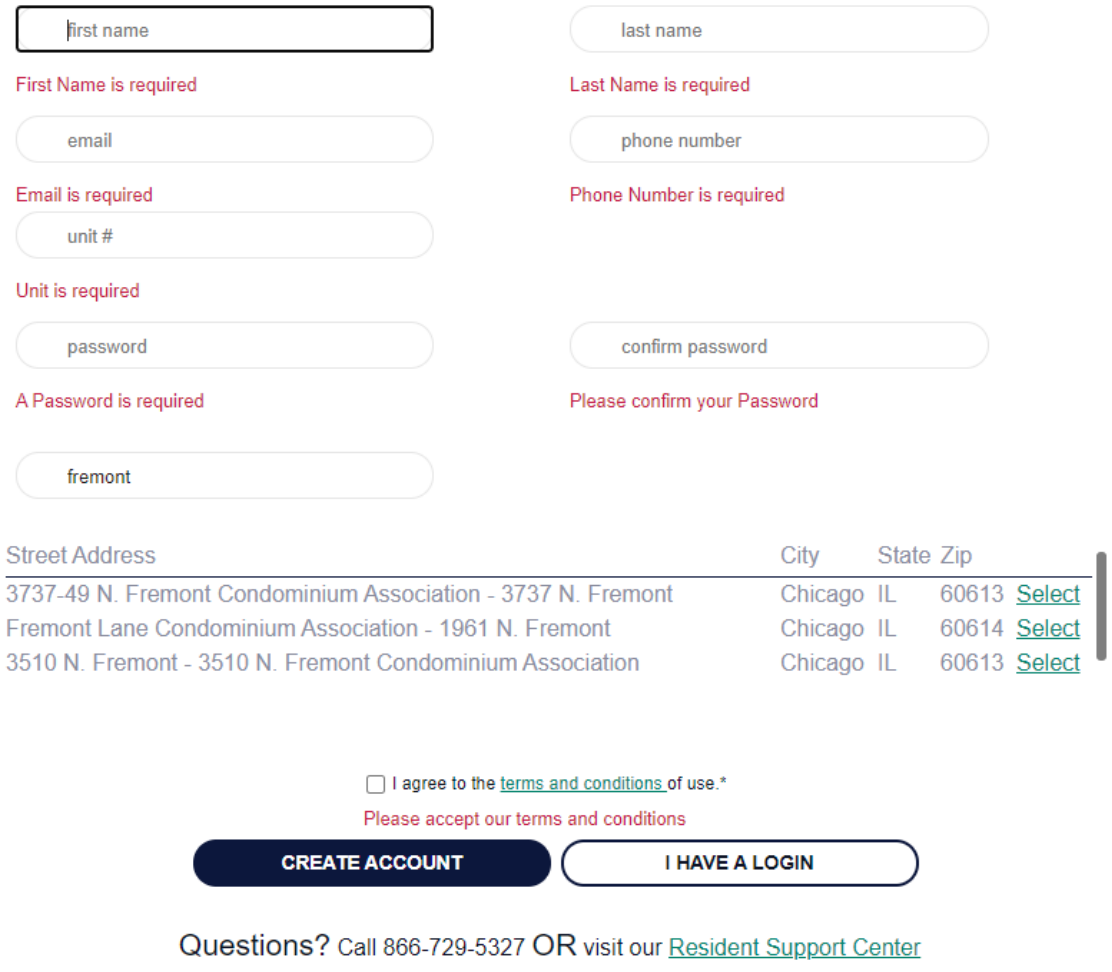
5. Create a Profile



Begin by entering the **STREET NAME** where the association is located using **ONE WORD ONLY.**

Using your keyboard, hit **ENTER.**

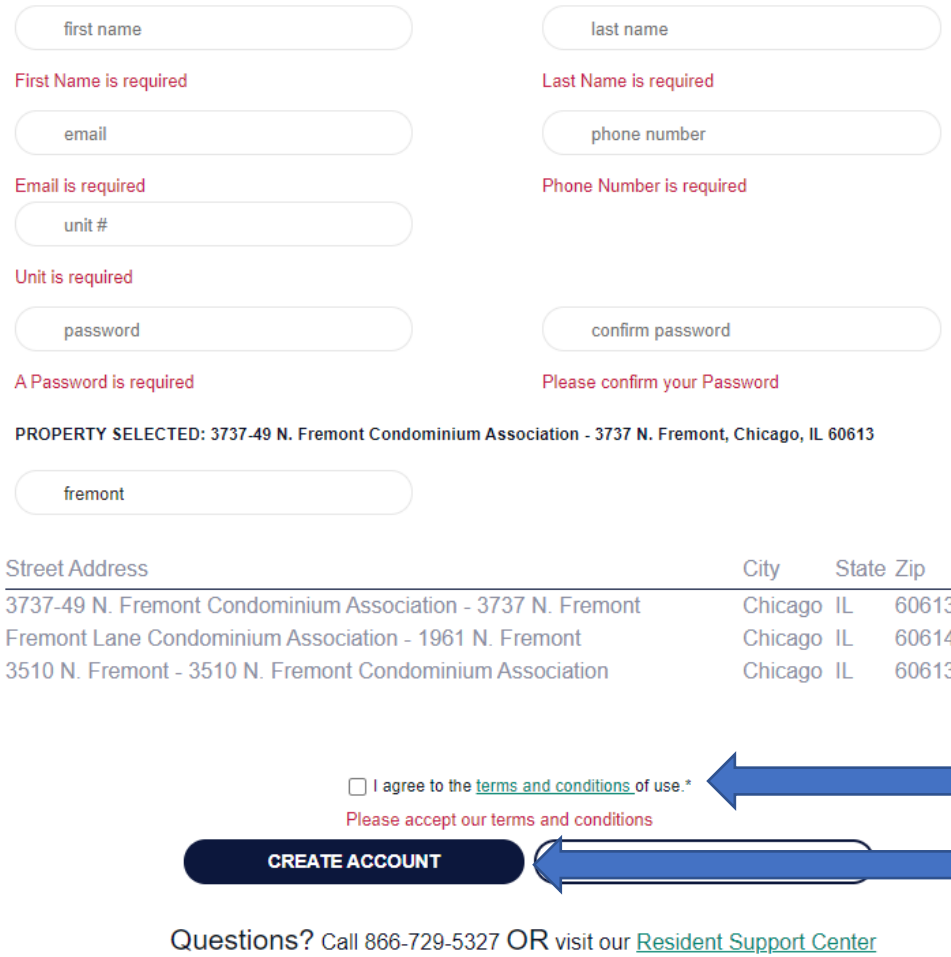
6. Select your association.



Find your association and click **Select**

If you do not know the name of your association, refer to your statement or call the HausFS office at 773-219-3559 x1

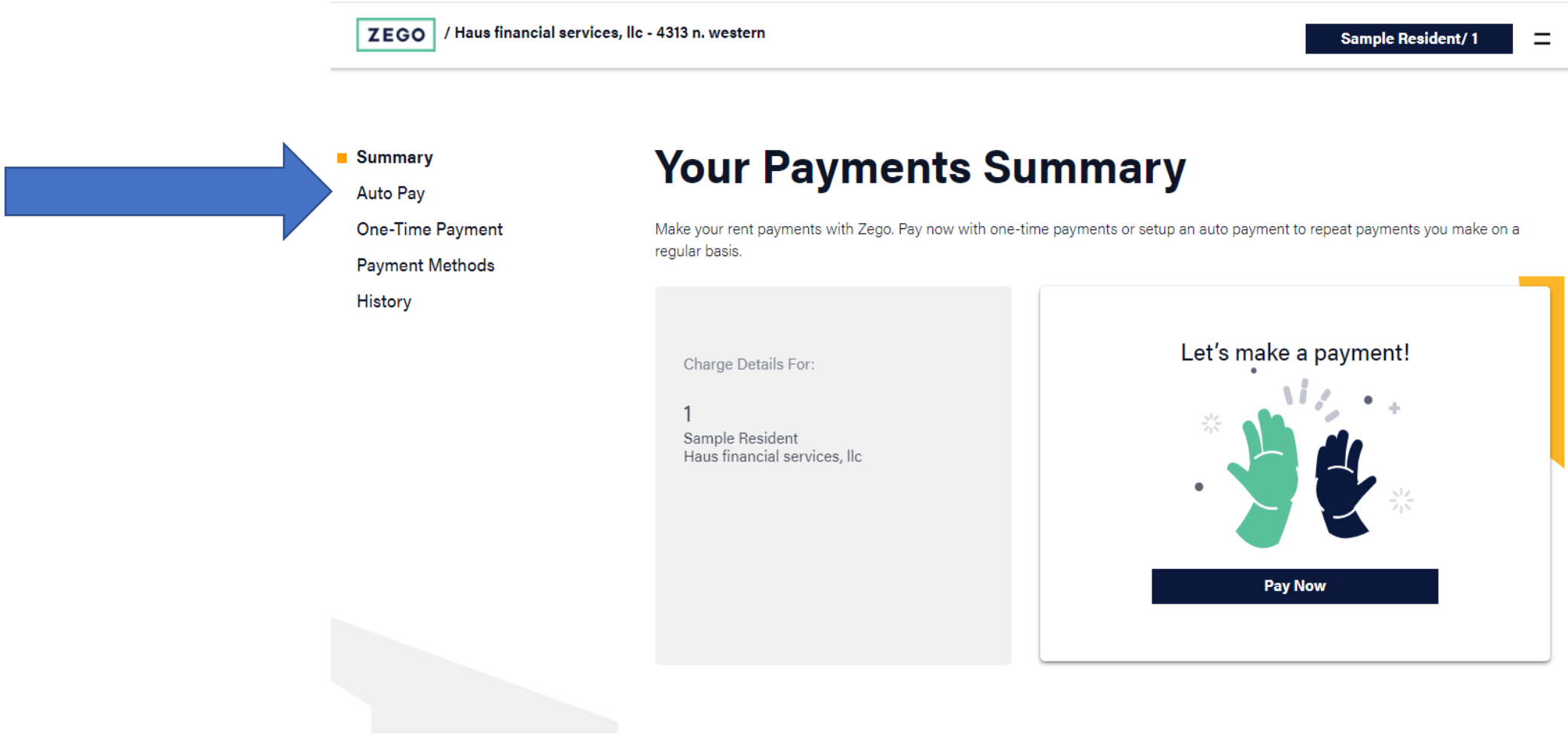
7. Complete the form.



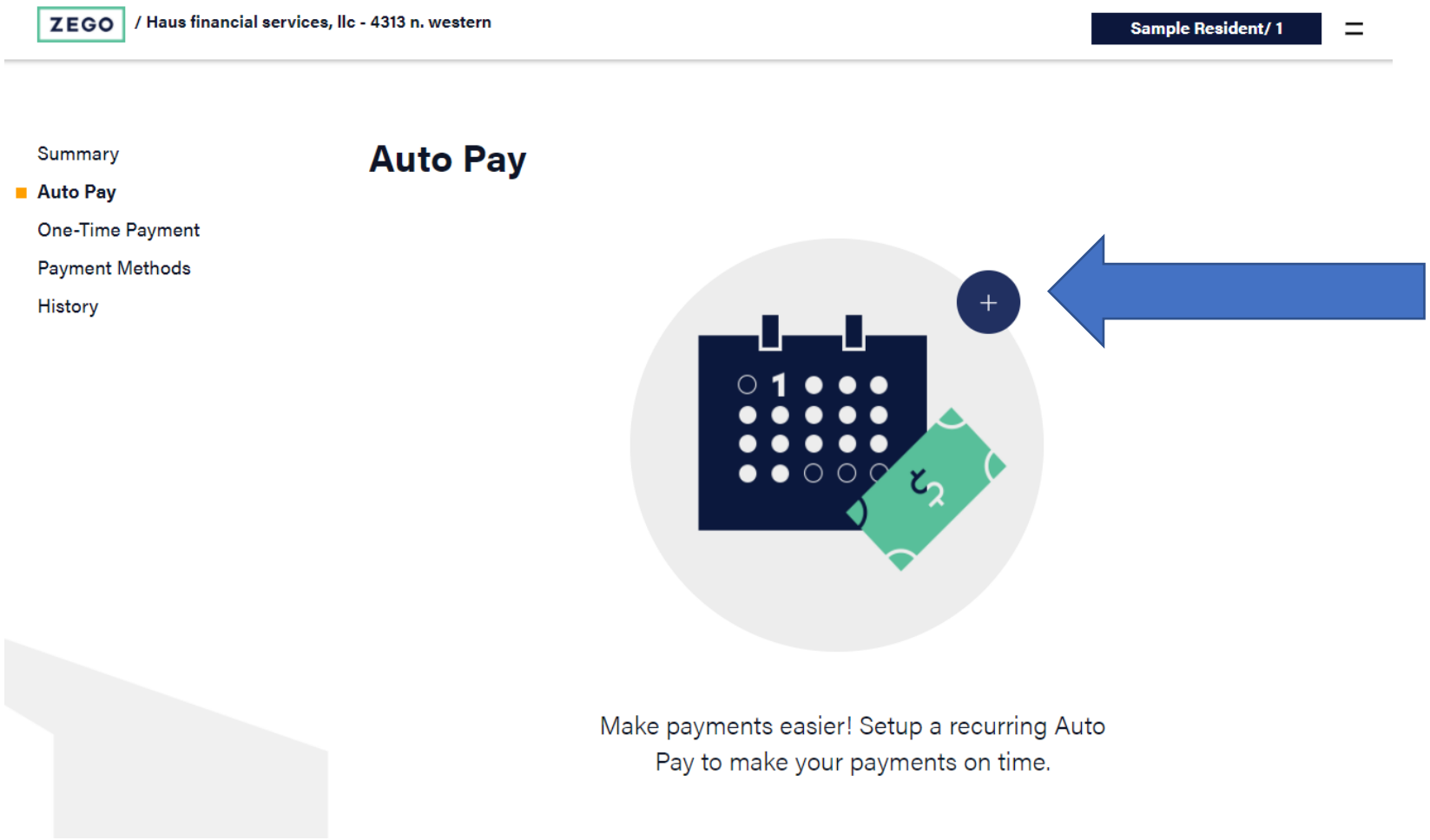
- Enter your information
- Create and confirm password
- Confirm the correct association has been selected.

- Agree to terms and conditions
- Click Create Account

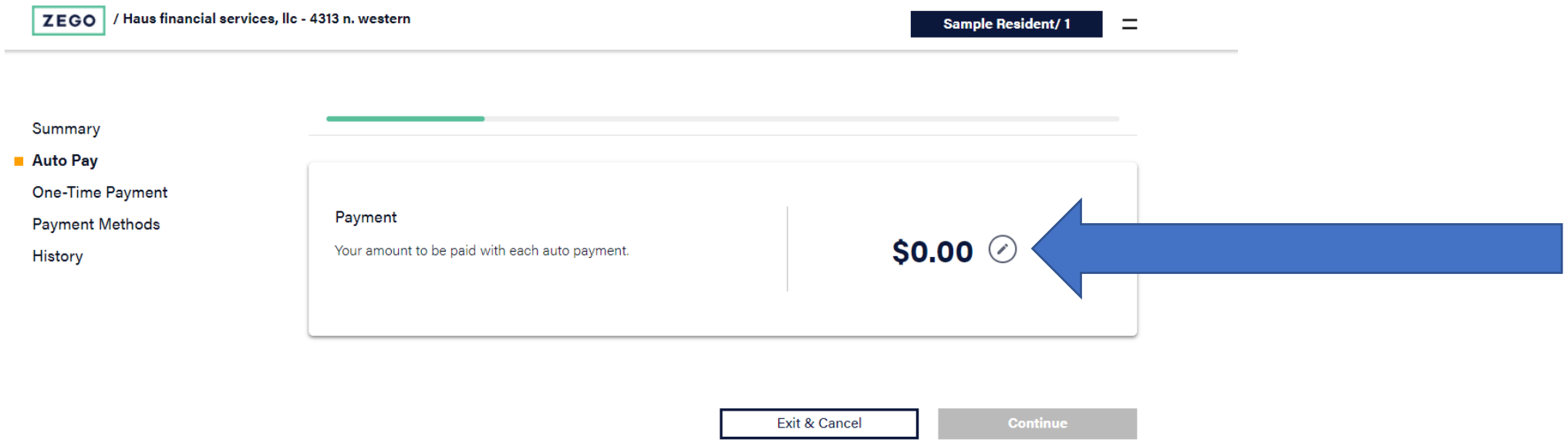
8. Select Autopay.



9. Click the Plus Sign.

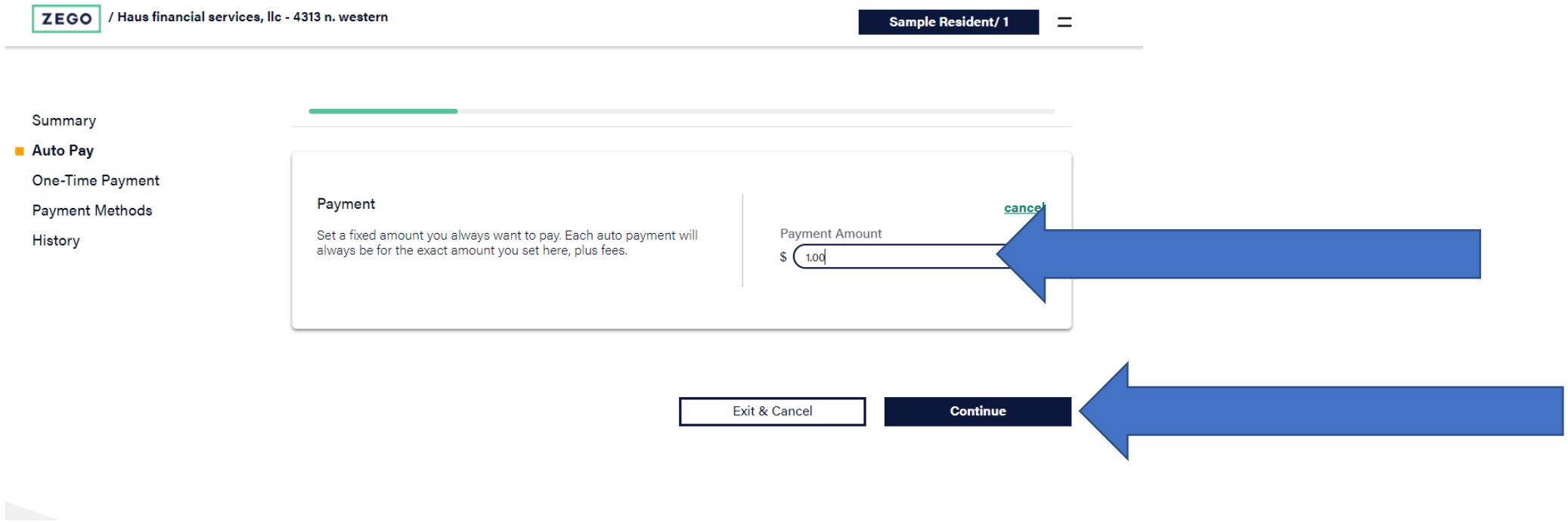


10. Click the pen icon.

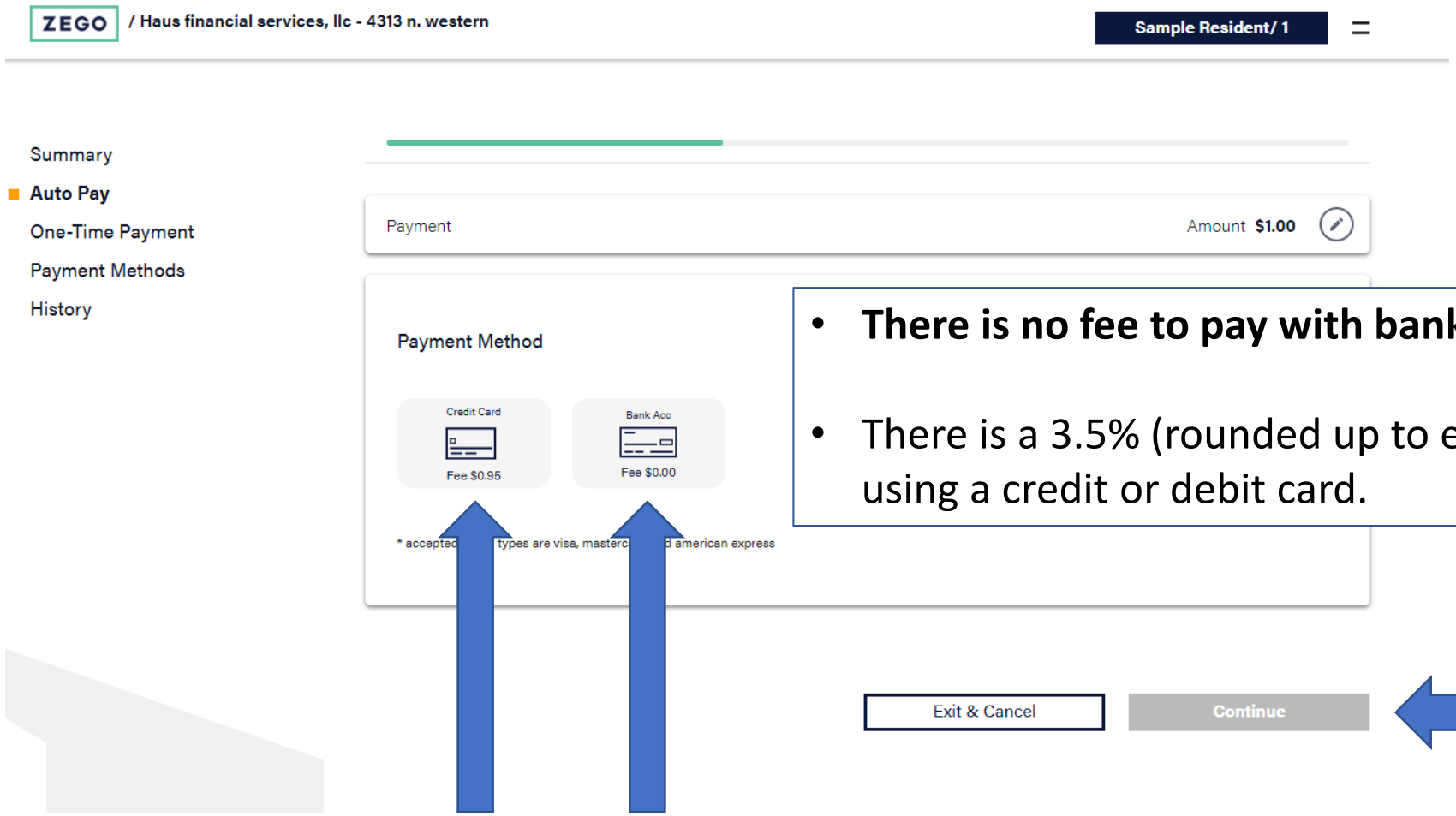


If you do not know the amount of your monthly charge, refer to your statement or call the HausFS office at 773-219-3559 x1

11. Enter Payment Amount, then Continue.

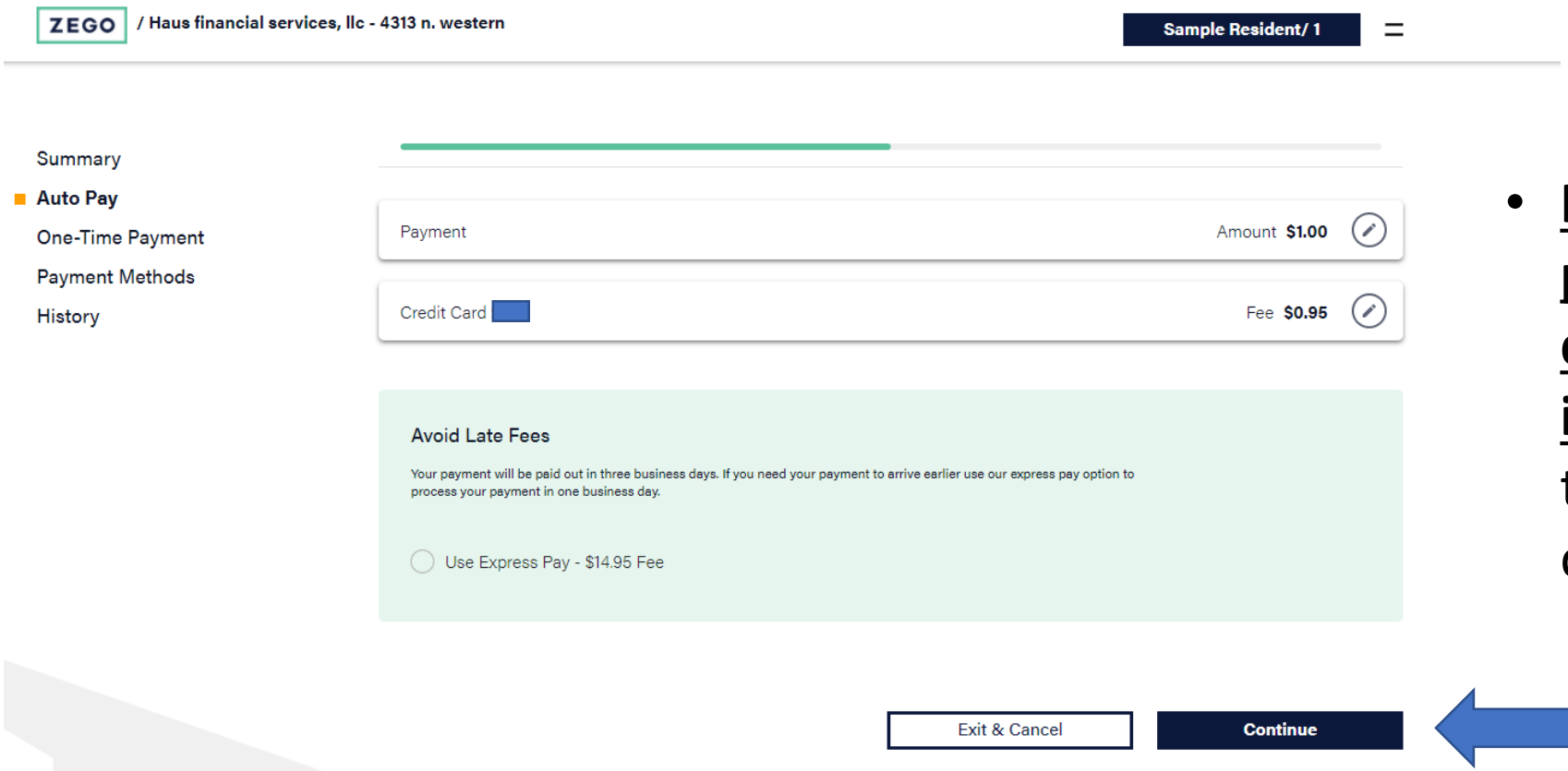


12. Choose a Payment Method, then Continue.



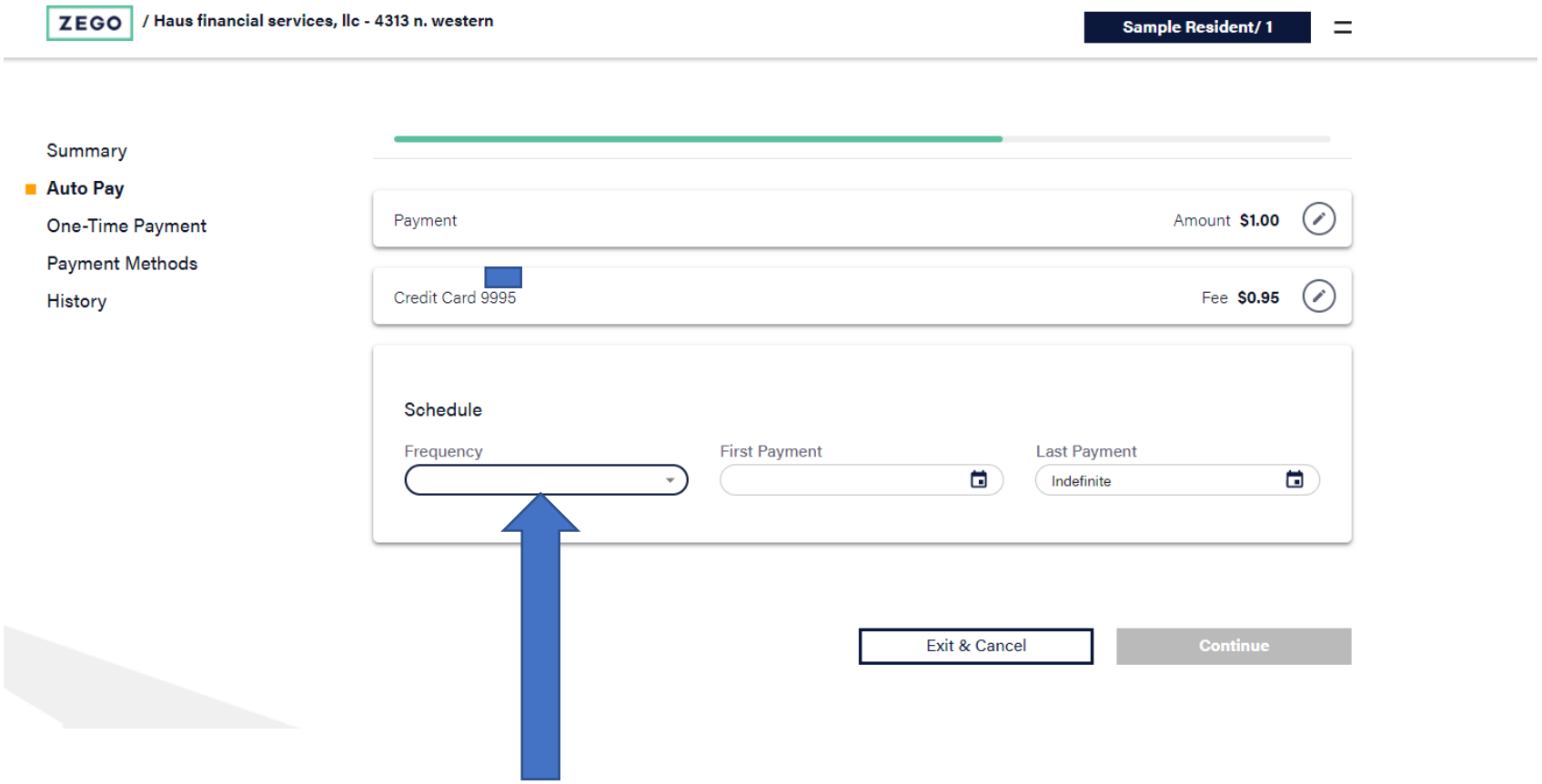
- **There is no fee to pay with bank account information.**
- There is a 3.5% (rounded up to end in .95) fee when using a credit or debit card.

13. Do **NOT** select Express Pay. Click Continue.

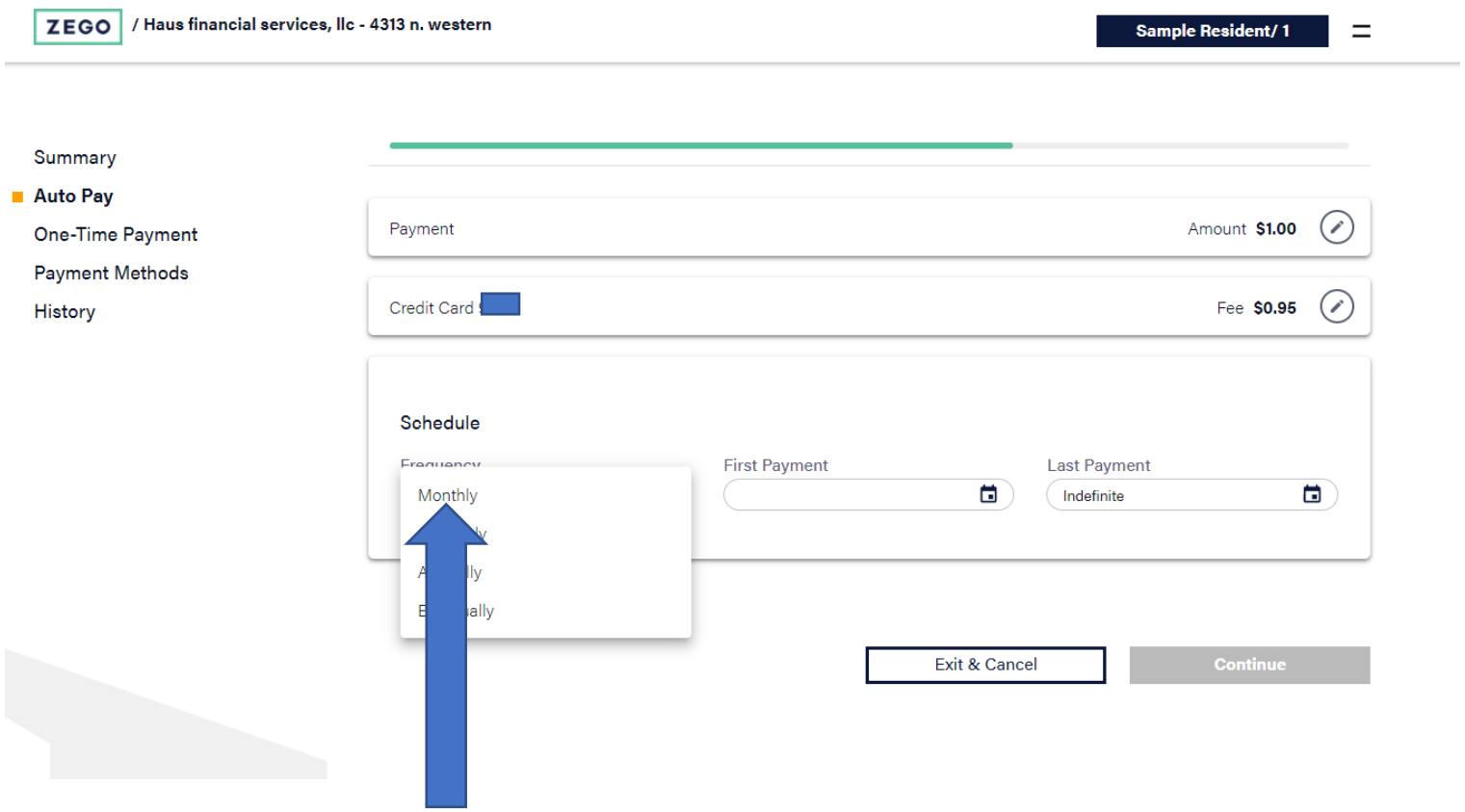


- **<u>HausFS records payments on the day they are initiated</u>**, not when the processing is complete.

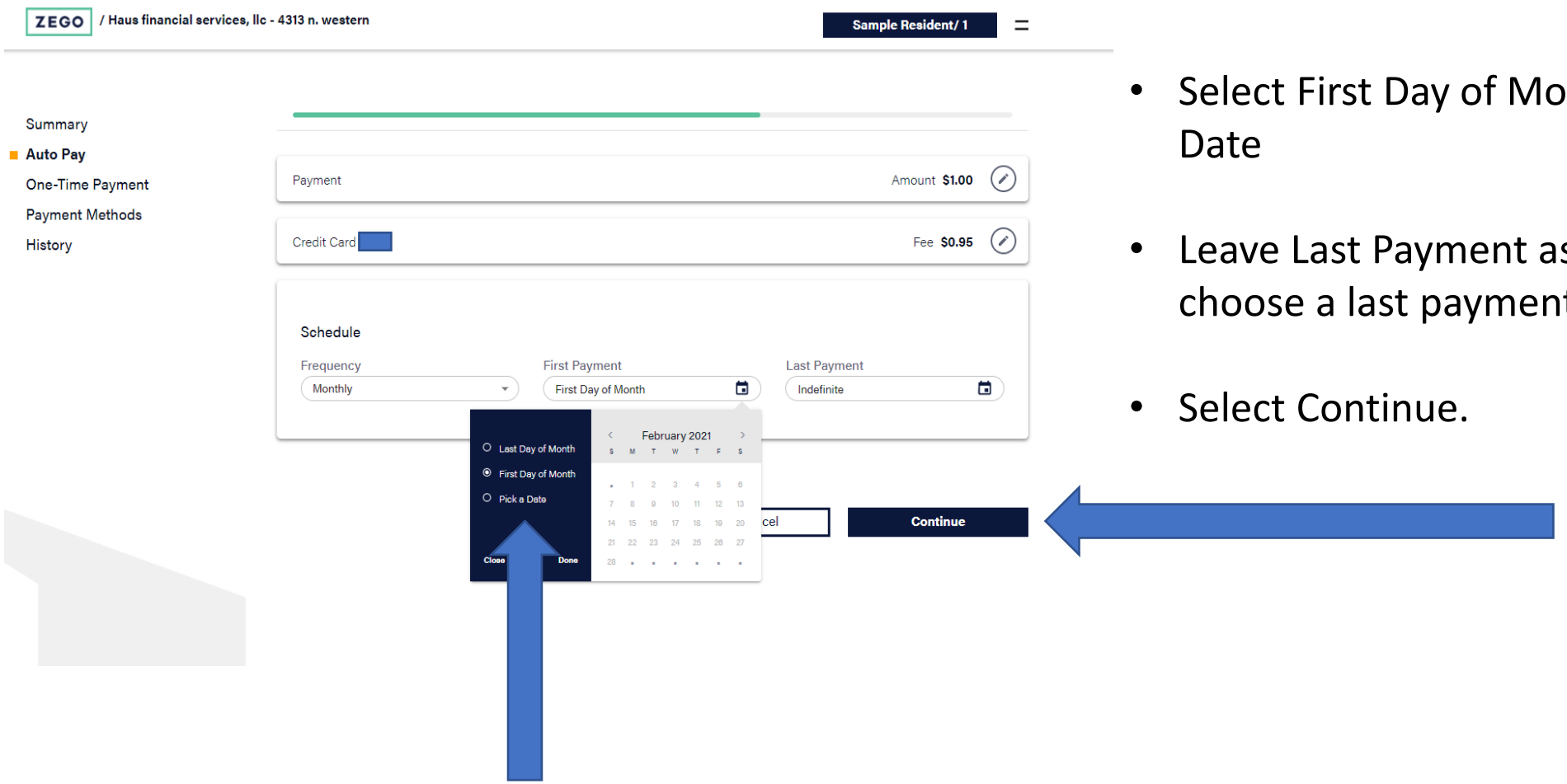
14. Select the Frequency drop down menu.

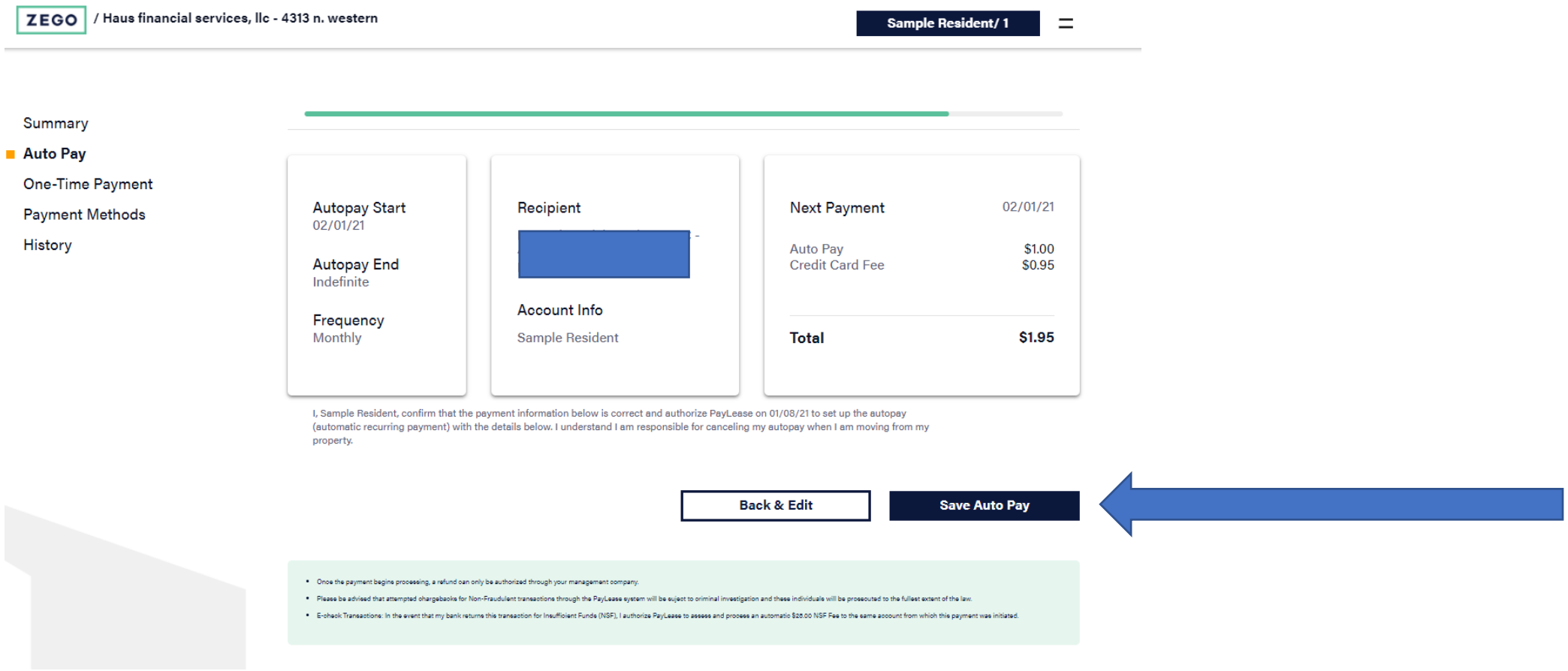


15. Select Monthly.



16. Select First and Last Payment.



- Select First Day of Month, or Pick a Date
- Leave Last Payment as Indefinite, or choose a last payment date.
- Select Continue.

17. Review and Select Save Auto Pay