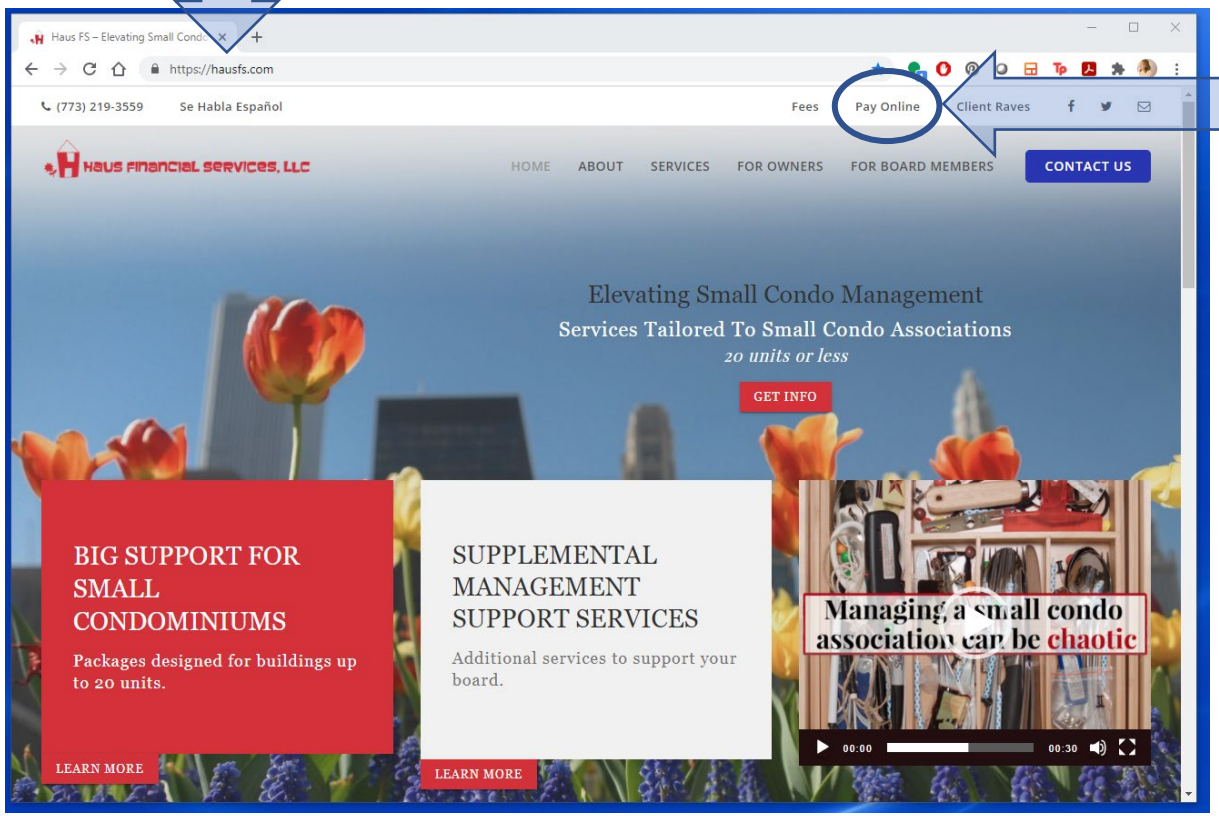
Haus Financial Services :

How to Update an Auto Payment in Paylease/Zego

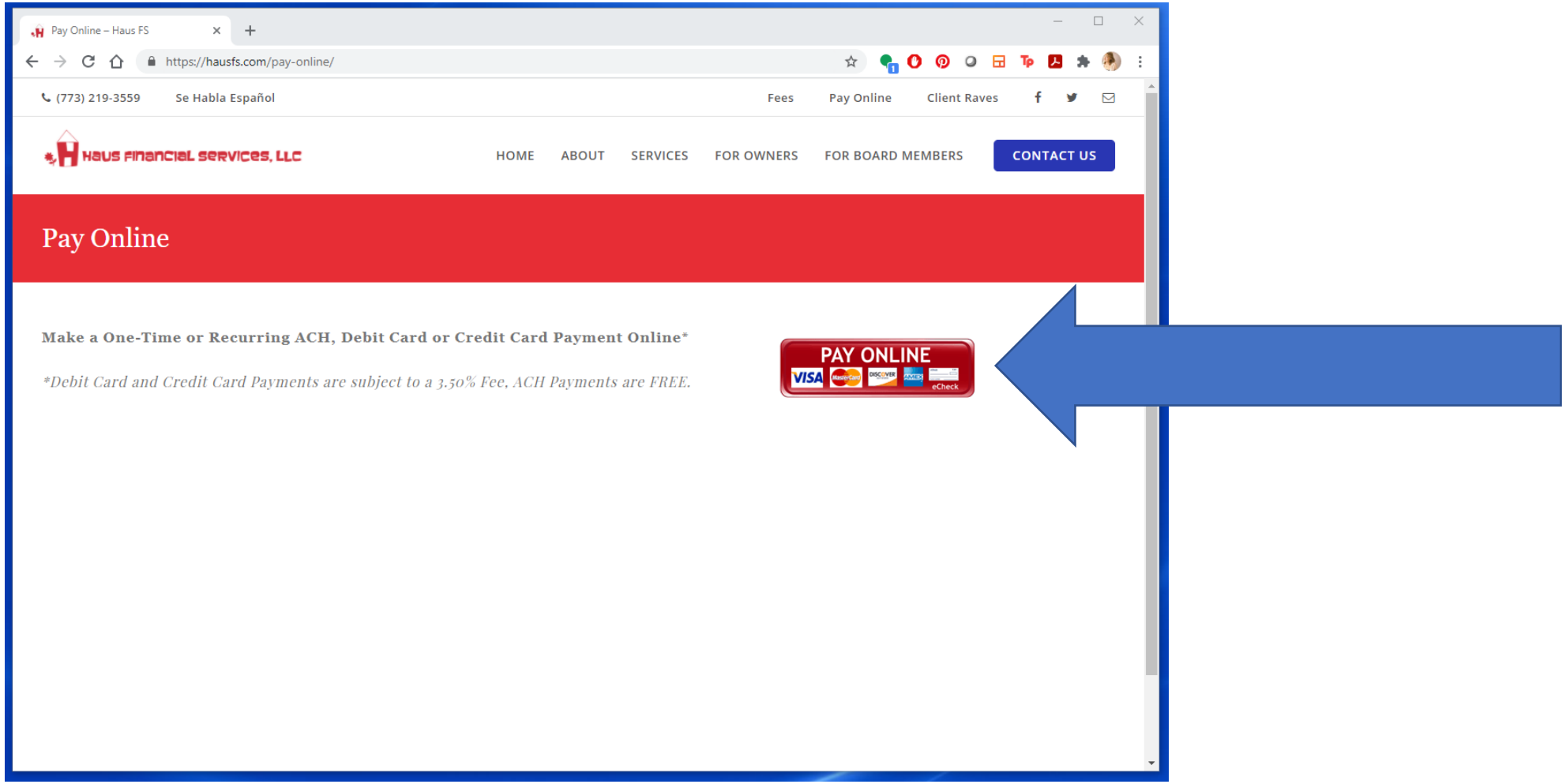
January 2021



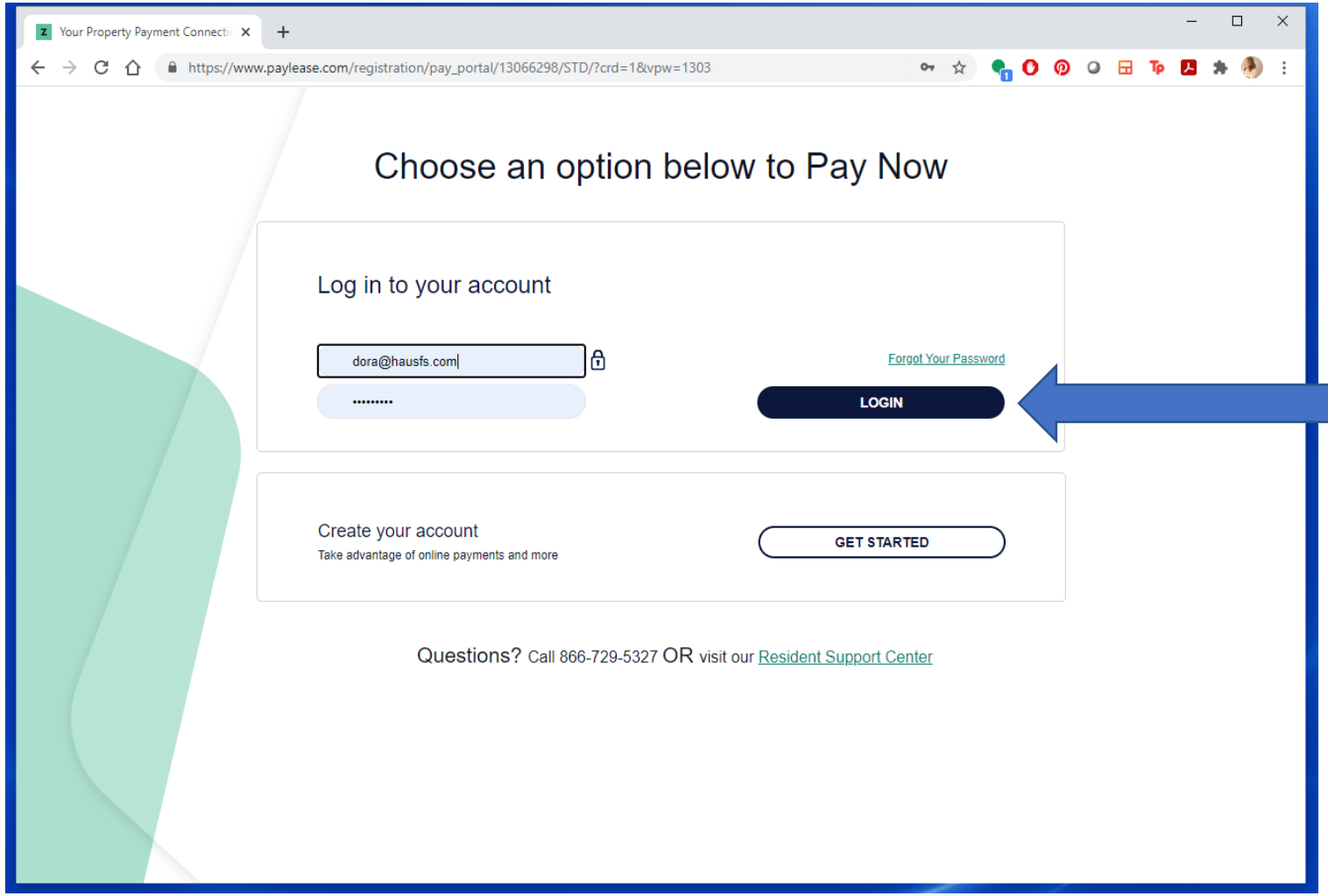
1. Begin at HausFS.com

2. Select Pay Online

3. Click Pay Online



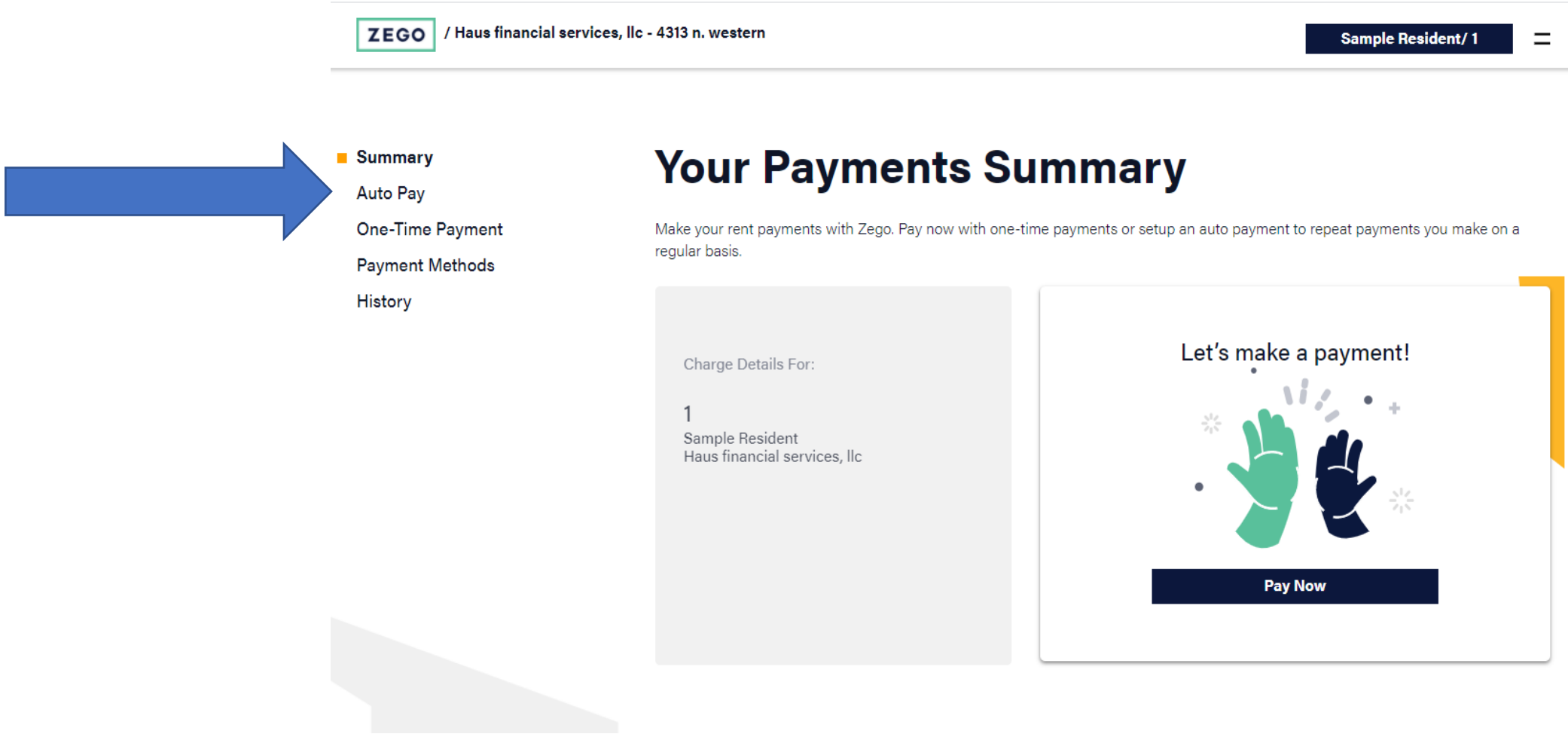
4. Sign In



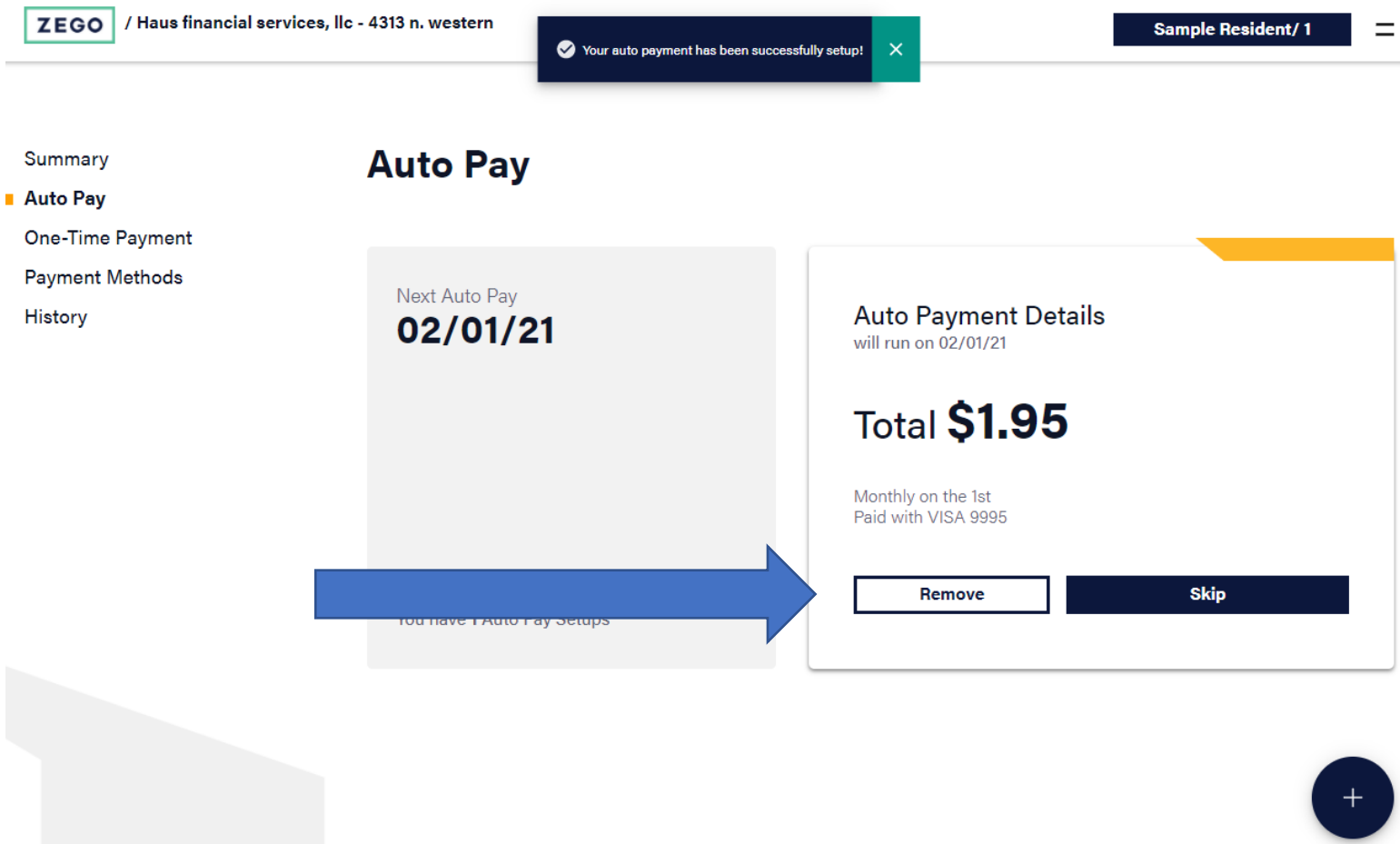
<u>Returning Users</u>:

- Enter Username and Password
- Click Login

5. Select Autopay.

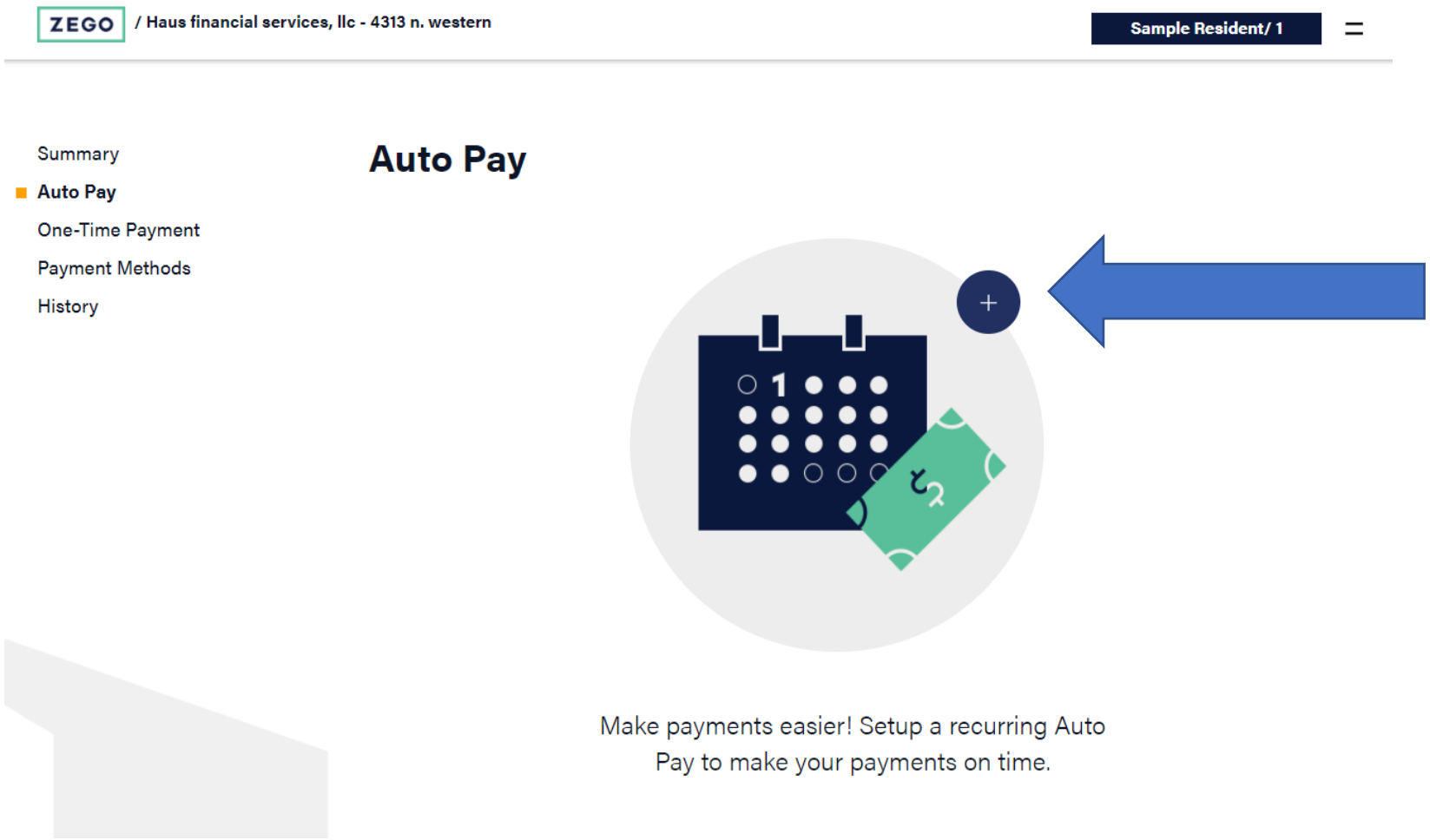


5. Select Remove.

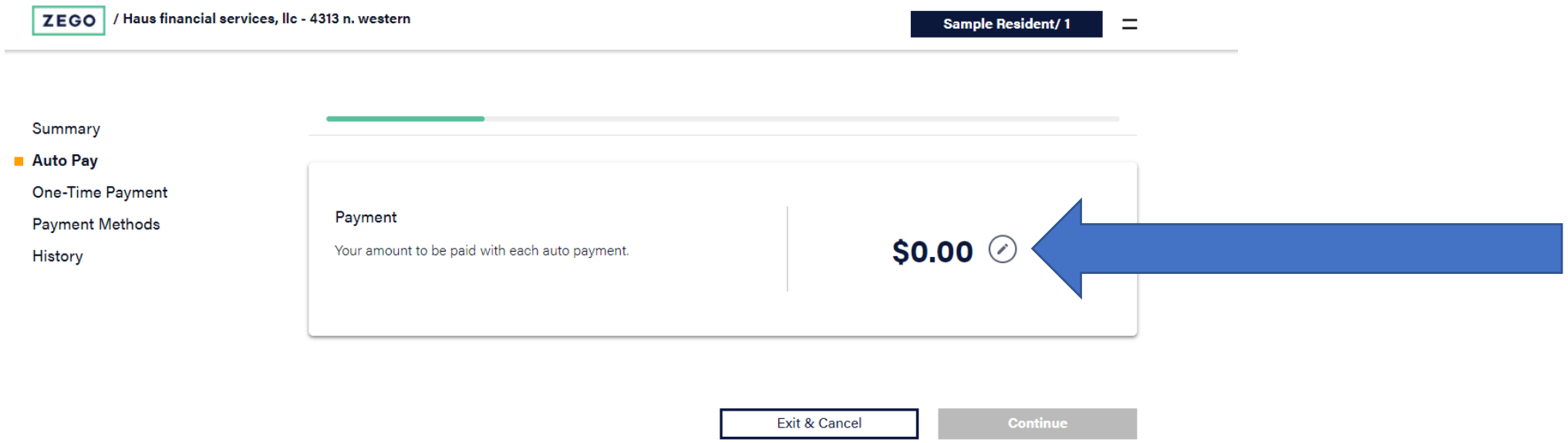


- Currently, there is no Edit option available.
- To edit your Auto Payment, you must Remove it and create a new one.

6. Click the Plus Sign.

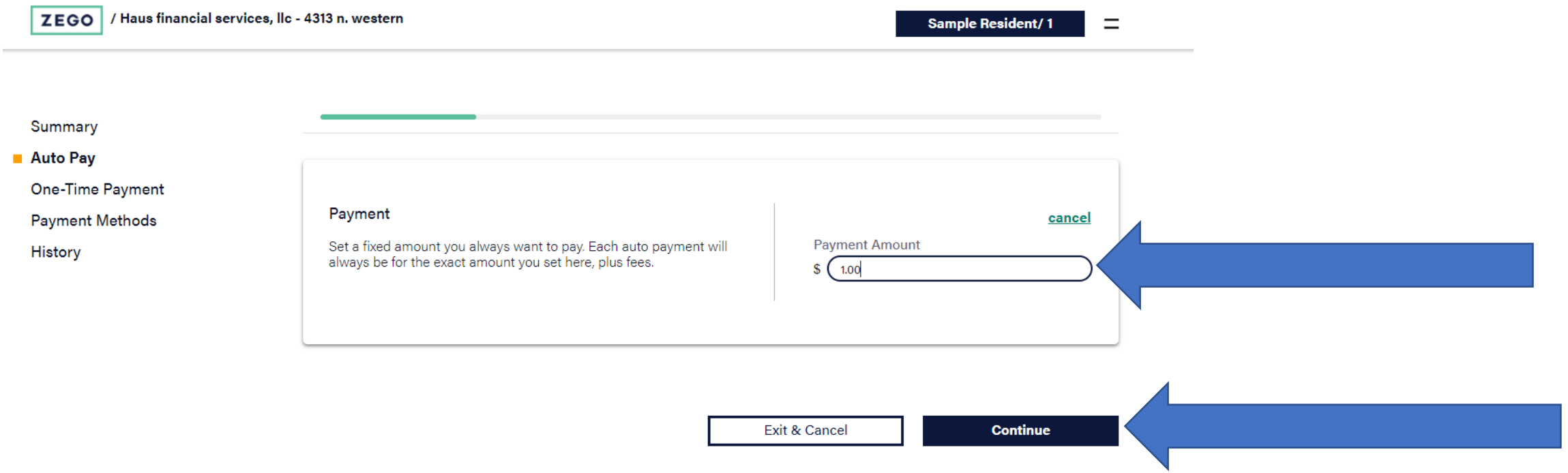


7. Click the pen icon.

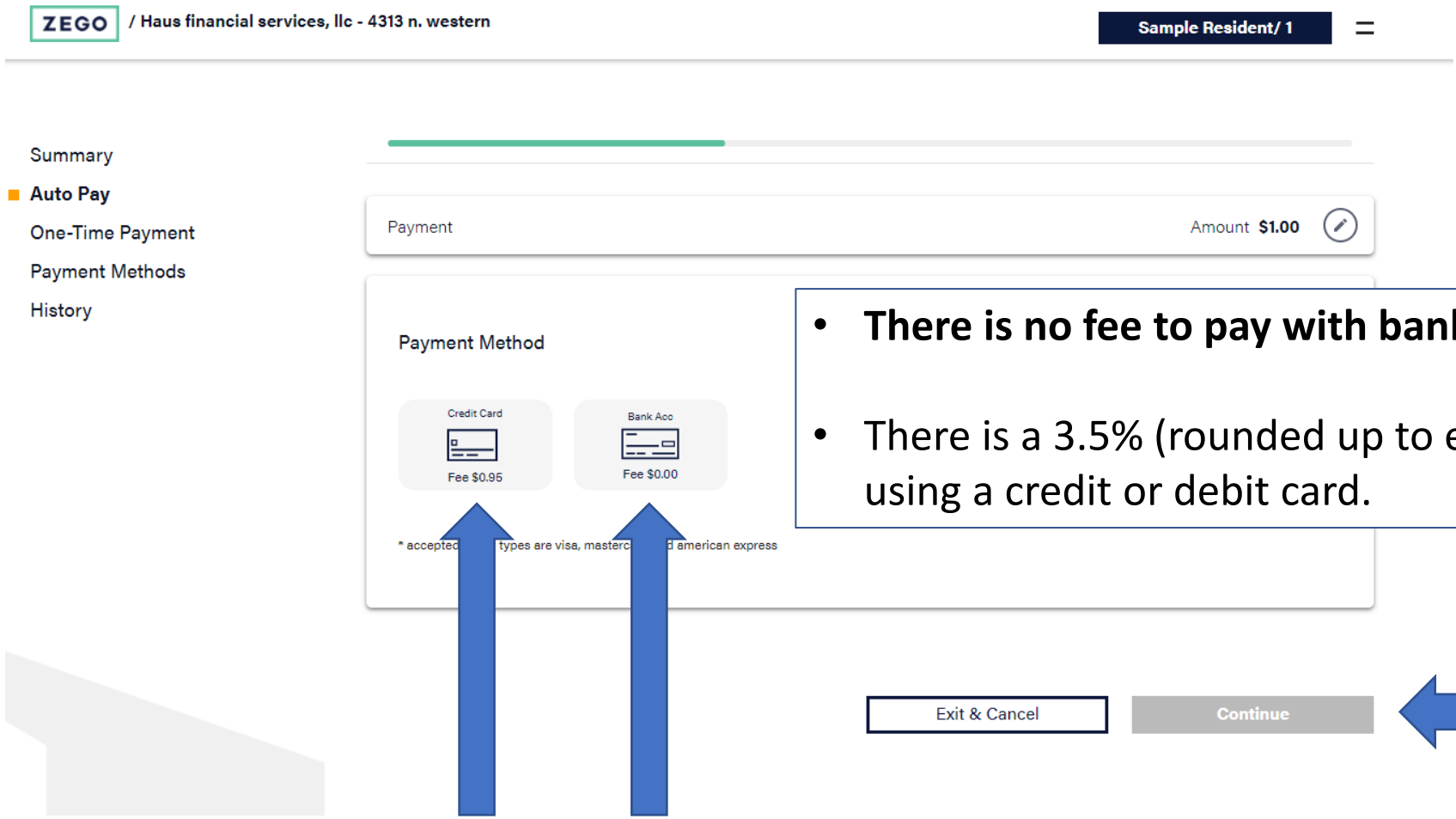


If you do not know the amount of your monthly charge, refer to your statement or call the HausFS office at 773-219-3559 x1

8. Enter Payment Amount, then Continue.

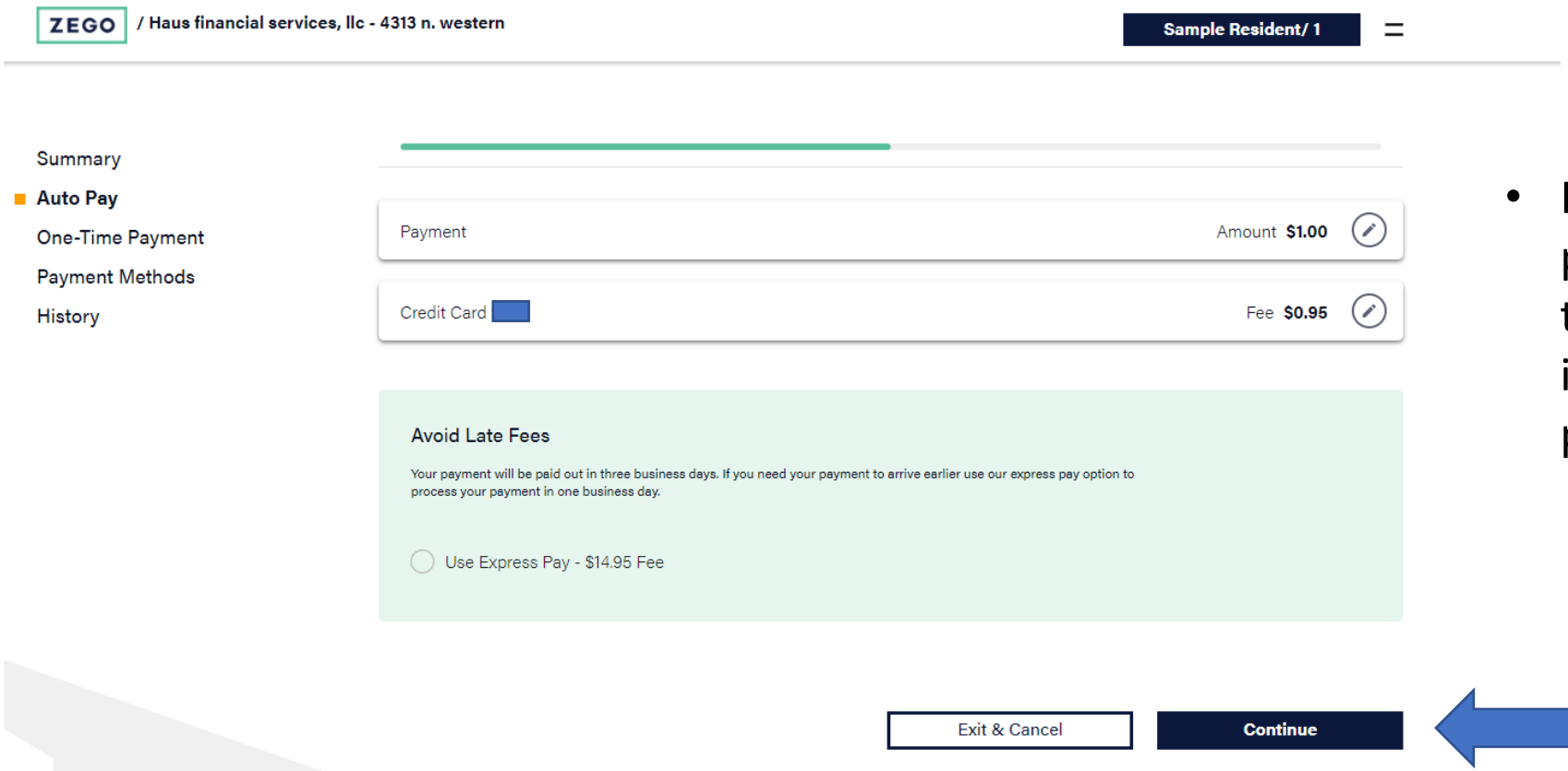


9. Choose a Payment Method, then Continue.



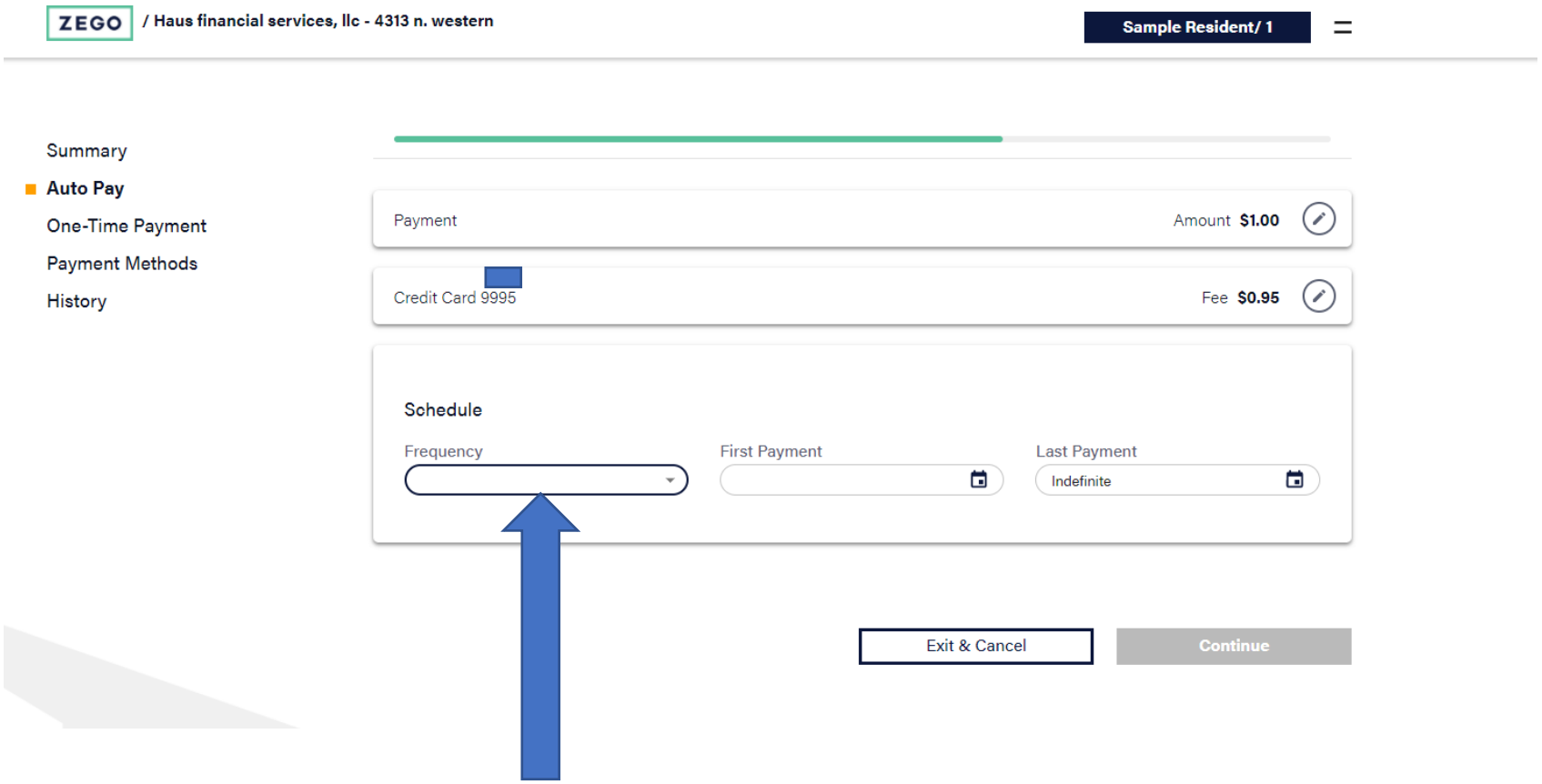
- **There is no fee to pay with bank account information.**
- There is a 3.5% (rounded up to end in .95) fee when using a credit or debit card.

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

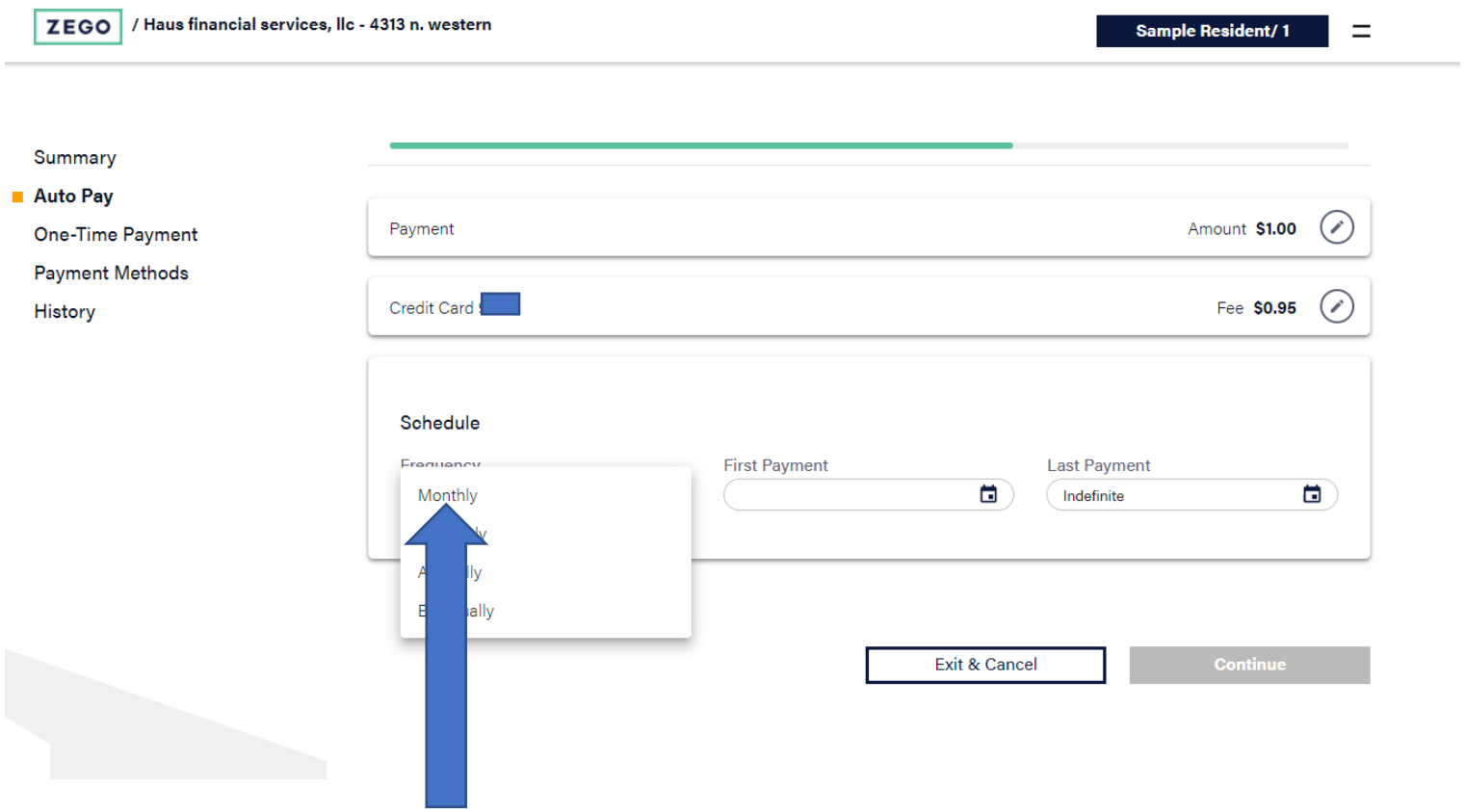


- HausFS records payments on the day the payment is initiated, not when the processing is complete.

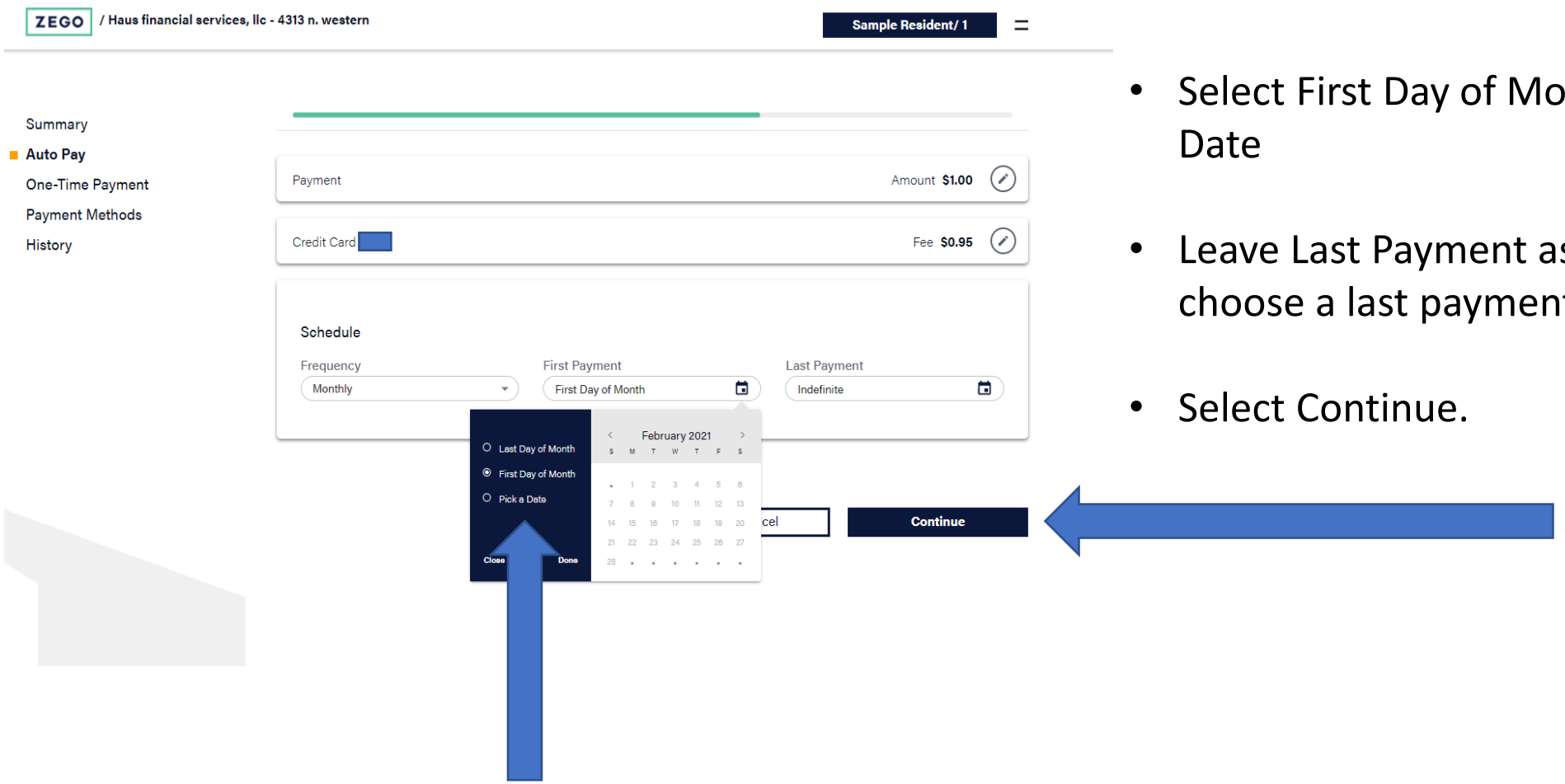
11. Select the Frequency drop down menu.



12. Select Monthly.

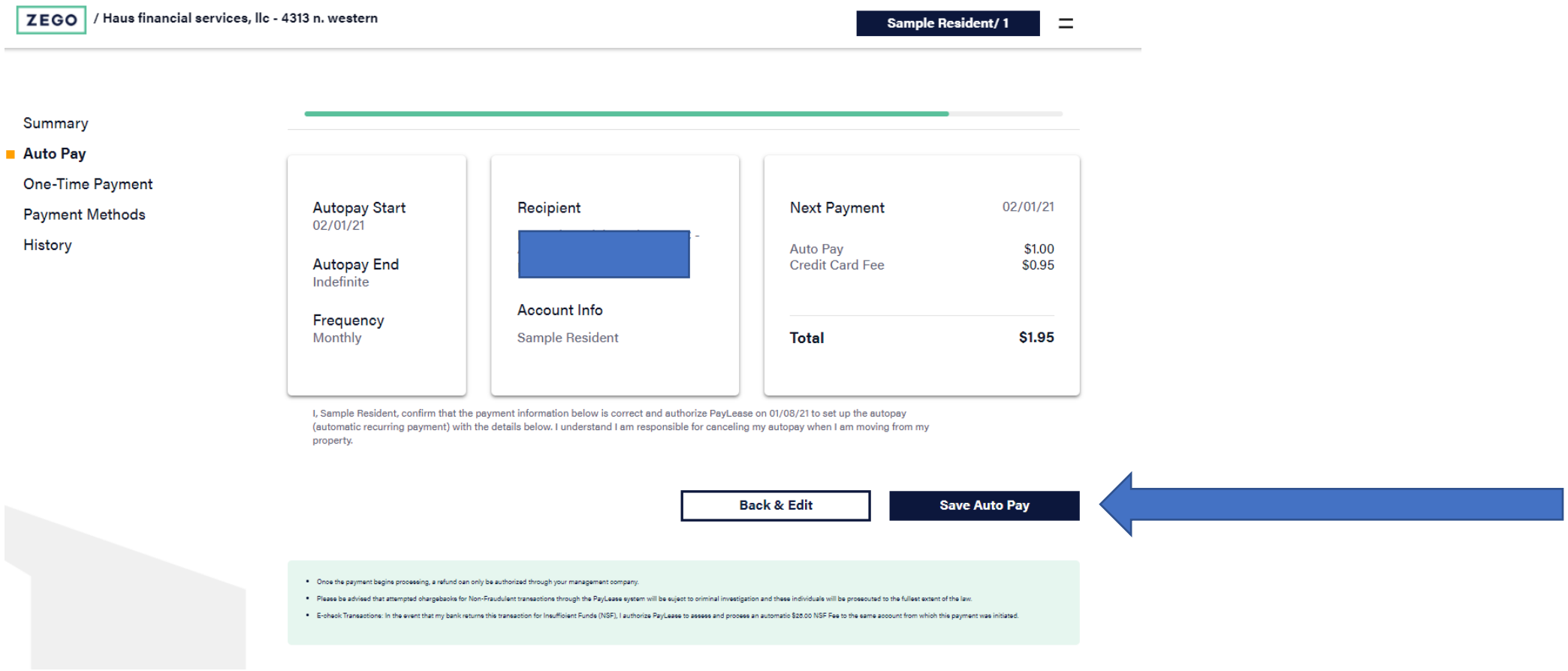


13. Select First and Last Payment, then Continue.



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

14. Review and Select Save Auto Pay



Thank you for setting up an Auto Payment!