

Phone - (770) 466-6331
Fax- (770) 466-6355
www.Libertycm.com

3905 Harrison Road
Suite 200
Loganville, GA 30052

License# H-62275

Important Information

Your payments are being processed by lockbox company located in Atlanta, Georgia. If you are sending in your payments, you will need to mail your payments to:

(Insert your community name)
c/o Liberty Community Management
PO Box530326
Atlanta, GA 30353-0326

PLEASE MAKE SURE YOUR ASSOCIATION CUSTOMER ACCOUNT NUMBER IS ON YOUR PAYMENT

Association assessment payments will be processed through one of the following methods:

- ACH/Direct Debit(Free) through Clickpay
- Online Payment via e-check(Free) through Clickpay
- Credit Card(Charges will apply) through Clickpay
- Personal check mailed with or without your coupon/statement
- Your Personal Bank's online bill pay service

If you are paying through Clickpay, the charges listed are Clickpay's fees, not the association or the management company.

Do you need your login credentials to the community portal? Please send an email to info@libertycm.com.

Do you have questions about your account? Please send an email to accountservices@libertycm.com.

Many questions can be answered by logging into your homeowner's account online at www.LibertyCM.com.

INTRODUCING A WAY TO PAY ONLINE

www.ClickPay.com

- Click **Resident** and then create your online profile with **ClickPay**
- Connect Your Unit** using your street address (building #) and zip code
- Set up **Automatic Payments** or click **Pay Now** to make one-time payments
- The **Amount Due** will not appear; **Payment Amounts** will need to be manually inputted

ClickPay can also be accessed through www.libertycm.com by selecting **Payments and Resources**, then **HOA Payments**, and then **Pay Now**.

If you wish to mail in your payment via check please send it to the address below:
Liberty Community Management, Inc. P.O. Box 530526, Atlanta, GA 30353-0326

FEATURES & BENEFITS

- Set Up Automatic Payments
- Pay by Credit/Debit Card or e-Check
- Avoid Late Fees & Save Paper
- View Your Payment History

ONLINE PAYMENT SUPPORT

For help with your account, visit **ClickPay's** support center at www.ClickPay.com/Help for access to FAQ's, step-by-step walkthroughs, email and phone support, and live chat.

Linking Your Properties

Add/Remove Unit

View your units below or add a new one to your list

My Units

Status	STREET NUMBER	APT/SUITE/UNIT	REGION	LLC/ASSOCIATION
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Select a format



Export

Save Unit Order

Add Unit

Click Add Unit to add a home to your ClickPay account.



← ADD UNIT PAGE

Lookup Unit

Please enter the information below of your property as appears on your mailing address.

Building Number

Zip Code

Search

Address Example

Building Number

223 E 37th Street
Apt 5A
New York, NY 10001

ZIP Code

Enter your house number & zip code, then click search.

Account Verification

Please enter the Last Name of the Primary Owner

Account Number

Cancel

Ok

After selecting your property address, this Verification box will appear. **Do NOT enter your Last Name.** As some homes have multiple owners, this box was disabled & hidden. In the box provided, only **enter your 12-digit homeowner's account number** (located on your account at www.Libertycm.com).

Overview

Assn Financials

My Account

Calendar

Directory

De

ACCOUNT NUMBER

900304142101

OPEN BALANCE

\$0.00

Quick Actions

Review My Account



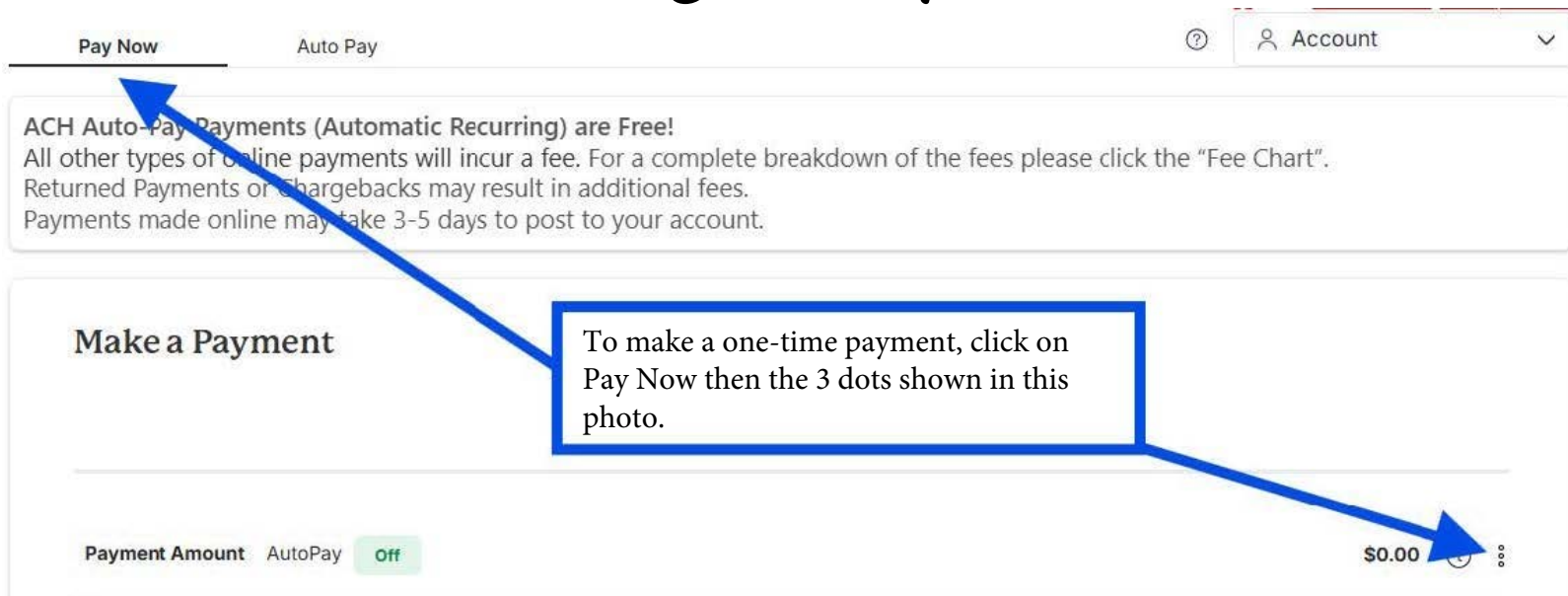
Making A Payment

Pay Now Auto Pay ⓘ Account

ACH Auto-Pay Payments (Automatic Recurring) are Free!
All other types of Online payments will incur a fee. For a complete breakdown of the fees please click the "Fee Chart".
Returned Payments or Chargebacks may result in additional fees.
Payments made online may take 3-5 days to post to your account.

Make a Payment

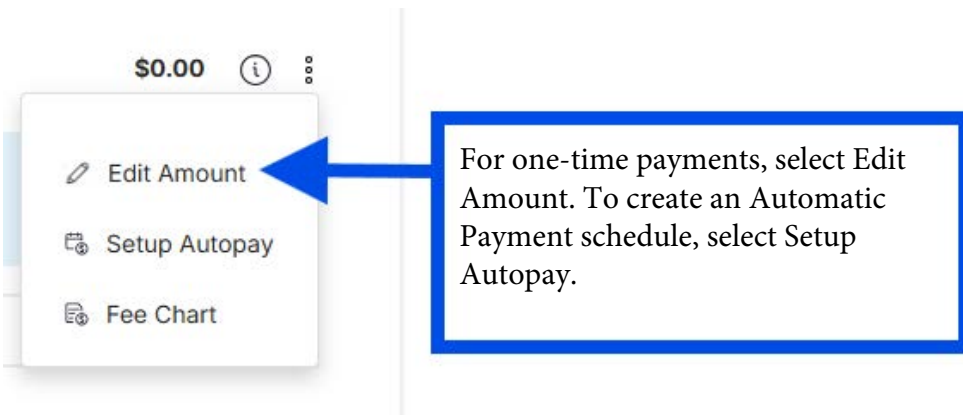
Payment Amount AutoPay Off \$0.00 ⓘ



\$0.00 ⓘ

- Edit Amount
- Setup Autopay
- Fee Chart

For one-time payments, select Edit Amount. To create an Automatic Payment schedule, select Setup Autopay.



Once you select Edit Amount, this box will appear on your screen. Enter the amount you are paying into the box where it says \$0.00.

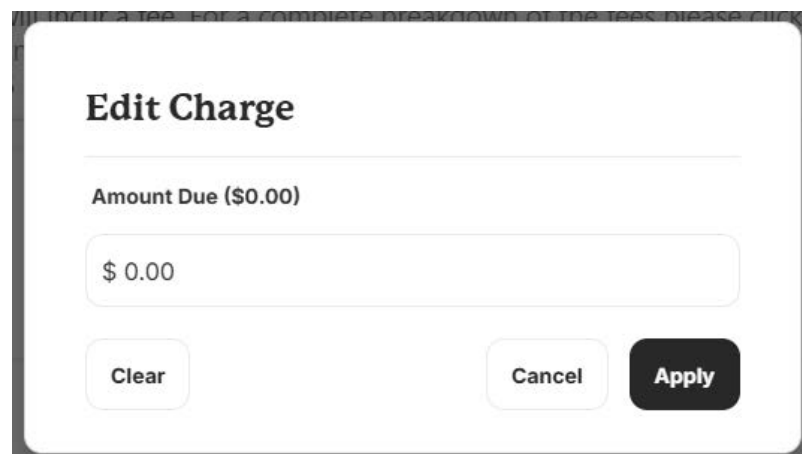
Please disregard the Amount Due (\$0.00). ClickPay is a 3rd party online payment processor only. They do not have access to your homeowner's account or invoice information, so this will always display \$0.00. **This does not reflect your actual account balance.** To view this information, you must log in to your homeowner's account at www.Libertycm.com.

Edit Charge

Amount Due (\$0.00)

\$ 0.00

Clear Cancel Apply



Once you have entered your payment amount, click Apply, and then click on Continue. You will then need to follow the on-screen instructions to select the property & payment method. For any problems using the ClickPay website, you will need to contact ClickPay directly.

Important Information : Clickpay Payment Processing and Late Fees

Thank You For Submitting Your Payment!

Date	Amount	Fee	Total
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Please allow three to five business days for your payment to be processed.

* Payment will show up on your next credit card/bank statement as charges from ClickPay or your property management company.

You may review this payment by selecting the Payment History.

Please be aware of the following:

Credit/Debit Card Payments: To avoid late penalties, payments should be made no later than 3-5 days past the due date.

As stated on ClickPay's confirmation screen:
*"Thank you for Submitting Your Payment!
Please allow 3-5 business days for your
payment to be processed."*

ClickPay requires **3-5 business days** to process your payment, meaning the association does not receive the funds immediately.

Payment Posting vs. Funds Received: Clickpay will not provide the payment files to the associations until the payment has been processed and funds have been deposited into the association's bank account. Therefore if you make a payment using a credit or debit card, when the funds are in the bank, then the payment will post onto your account for the day you made your payment. If the late penalties fall within this time frame, you are responsible for the late penalties assessed.

We highly recommend using the ACH payment option, as it is free and typically ensures your payment is credited and effective within one business day

To avoid any potential security breaches, you must contact ClickPay Customer Support directly for all questions or inquiries.

Email : support@clickpay.com or by phone through 1-800-533-7901. <https://www.clickpay.com/>