PO Box 746,   Short Hills, NJ   07078

Garden Communities

Dear Valued Resident:

We are delighted to announce a new service that is available to you to pay your monthly rent electronically. The program is called **KliknPay**. Your rent payment will automatically be debited from the checking or savings account that you designate by electronic funds transfer, known as ACH (Automatic Clearing House). This service eliminates the hassle of writing a check, mailing and postage.

Rent Payments can be scheduled either with
- *Recurring or Fixed Payments* – payment recurs monthly on selected date in a designated amount.
- *One-Time Payment* – resident schedules a single payment as needed.

The funds will be debited from your account two (2) business days prior to the date you designate for payment. There is no charge for the use of this service. However, any automatic debit that does not go through due to insufficient funds, incorrect bank account information, or a closed account will be charged $25.00. **KliknPay** will notify you immediately via e-mail when this occurs. You will continue to receive a monthly rent bill for your records.

To Register for this service you must have received a rent bill and have it with you for reference prior to creating your account. The first payment will take an extra three-five business days to verify your information and create the account before processing a payment. All payments should be scheduled on or before the first of each month in order to avoid late fees.

Accessing the KliknPay Login:

Log onto www.GardenCommunities.com → Click on **"Resident Log In"** tab → Select your Community Name from the drop down menu → Click on **"Pay Your Rent Online"** and follow the instructions to register and put an end to writing checks.

User Name/ Password Inquiries:	Snapshot of Log In Screen

NOTE: All User Name and Passwords are case-sensitive.

1. Below "Existing User" – Click on "*Forgot username or password*"
2. (A) If you forgot your **username** enter your eMail address on the right
   (B) If you forgot your **password** enter your user name on the left.
3. The requested information will be sent to you via e-mail address we have on file for you.

Make Automatic Payments Online With KliknPay!
No check writing. No postage. No late payments.
Set up one-time or recurring payments each month, directly from your bank account.

New to KliknPay?
Click **here** to register and put an end to writing checks!
Get Started

Existing User?
User Name:
Password:
Sign In
Forgot username or password?

Update Payment Method:

1. Select "Add/Edit Bank Account" on the menu bar.
2. Select "View/Edit" on the payment method you wish to change
3. Make the necessary changes to your Name, Type of Account, Description, Route Transit Number, and/or Account Number.
4. Select "Update" from the menu.
5. Review the updated information and select "Update."
6. Print your receipt and then select "Submit" for changes to take effect.

NOTE: You must recreate your recurring and/or 1x payment from the home page after making changes to your payment method.

Update payment amount/date/upper limit:

1. Select "View/Edit" under the payment type you wish to update.
2. Make the necessary changes to your Payment Method, Next Payment Date, Payment Plan, and/or Upper Limit.
3. Select the "Edit" button.
4. Review the updated information and select "Submit."
5. Print your receipt and select "Finish".

Schedule a Payment:

Choose "Schedule Payments" on either "One-Time Payment" or "Recurring Payment" from the home screen. Enter the required information and follow the instructions until you get to the "Receipt" screen.

Cancel a Payment:

To cancel a payment, you can select "Delete" on the payment you wish to cancel. You must delete a payment prior to 2 days from when it is scheduled to be paid. If it is the same day or day before your payment is already in process and will be deleted for the next scheduled payment.

Cancel your Account:

To cancel your account, you can select "Cancel Account" from the navigation menu. Then select the account you wish to delete select "Delete Selected. You must delete an account prior to 2 days from when it is scheduled to be paid. If it is the same day or day before your payment is already in process it will be deleted for the next scheduled payment(s). You should always cancel your account if you will no longer be making payments via KNP.

Support:

If you have questions, you should contact KliknPay via help button at their Log-In Screen or by email at customercare@klik.com

For questions regarding current balance, or rent bills in general, please contact your Garden Communities directly using the *Resident Feedback* button on your Community Page or at (973) 467-5000.