

Making a Payment

Jun 2, 2020 • Knowledge

Residents can make payments from the **FRONTSTEPS Dashboard**, or from **Quick Actions > My Payments**.

The screenshot displays the Aspen Grove Frontsteps dashboard. The top navigation bar includes the user's name, John Summit, and the role, OWNER. The left sidebar contains various navigation options such as Directory, My Payments, Packages, Visitors & Passes, Submit Work Orders, and Vehicles. The main content area is divided into several sections: Latest Community News, Latest Classifieds, and Notifications. The 'Latest Community News' section features three posts: 'West Security Gate Broken', 'Good veterinarian?', and 'Good dry cleaner nearby?'. The 'Latest Classifieds' section shows a listing for a 'Grey Ethan Allen Sofa for Sale'. The 'Notifications' section indicates there are no new notifications. A prominent 'Current Balance' of \$35.00 is displayed on the right side, with a 'Make Payment' button and a link to 'Problem with Financials?'.

Aspen Grove
Frontsteps

John Summit
OWNER

EN

DASHBOARD

QUICK ACTIONS

- Directory
- My Payments
- Packages
- Visitors & Passes
- Submit Work Orders
- Vehicles

COMMUNITY COMMUNICATIONS

MY RESERVATIONS & REQUESTS

SECURITY ACCOUNT

DOCUMENTS & FAQS

Latest Community News

SECURITY
West Security Gate Broken

The West Security Gate is broken. Please use the East Security Gate. Estimated time of repair is two days.

May 20, 2020 3 View [Details >](#)

GENERAL
Good veterinarian?

Does anyone know of a good vet nearby for my wonderful dog?

John Summit Mar 23, 2020 0 Comment 11 View [Details >](#)

GENERAL
Good dry cleaner nearby?

Does anyone know of a good dry cleaner nearby?

Christina Edwards Mar 11, 2020 2 Comment 10 View [Details >](#)

\$35.00

Current Balance

Please wait up to 72 hours for a payment to be reflected in your account balance
Last Payment Made: 05/21/20 10:30am

[Make Payment](#)

[Problem with Financials?](#)

Latest Classifieds

[View more](#)

Grey Ethan Allen Sofa for Sale

Grey Ethan Allen sofa for sale. Excellent condition.

Notifications

There are no new notifications.

Making a Recurring Payment

\$35.00

Current Balance

Please wait up to 72 hours for a payment to be reflected in your account balance

Last Payment Made: 05/21/20 10:30am

 **Make Payment**

[Problem with Financials?](#)

Select **Make Payment**.

Make a Payment ✕

\$35.00

Current Balance

Last updated 05/27/2015

Select Unit: *

107CVD ✕ ▼

Select Payment Type: *

Recurring ✕ ▼

Continue to Payment Portal

The **Make a Payment** window displays containing Unit and Payment type information. Select **Recurring** from the **Select Payment Type** drop-down list. Then select **Continue to Payment Portal**.

Account
107CVD

Due Now: \$35.00

Payment amount:

\$ 35.00

Select Pay Method:

 **BANK** **Checking #6789**
Fee: None
John Summit

Add New Payment Method

Frequency:

Monthly

Select Start Month:

2020 - April

Select End Month:

No end date

May 2021

Day of Month To Pay:

30

We'll send you a notification once each payment is made. You can cancel this scheduled payment at any time.

CREATE SCHEDULED PAYMENT

CANCEL

ONE-TIME ONLY

Select **Add New Payment Method**.

Payment Method Type

Select Payment Method Type ▼

Select Payment Method Type

Debit or Credit Card

Bank Account

[BACK](#)

Payment Method Type

Debit or Credit Card ▼

Cardholder Name

John Summit

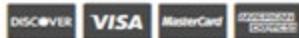
Card Number

● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

Expiration Date

MM/YY

SAVE PAYMENT METHOD



[BACK](#)

Making a One-Time Payment

Using the same steps as Making a Recurring Payment, select **One Time** in the Select Payment Type drop-down list.



\$35.00

Current Balance

Last updated 05/27/2015

Select Unit: *

107CVD



Select Payment Type: *

One Time



Continue to Payment Portal

Then select **Continue to Payment Portal**.

Account	107CVD
Balance	\$35.00
Total	\$35.00

ⓘ Warning: You already have a scheduled payment setup in the amount of \$35.00. The next payment will be on Jan 23, 2020.

Payment Amount
\$ 35.00

Select Payment Method

 **BANK** **Checking #6789**
Fee: \$4.95
John Summit

[Add New Payment Method](#)

Memo

NEXT - REVIEW PAYMENT



Please check with your management company to confirm payment posting times, as this may vary.

[CANCEL](#)

[MAKE RECURRING](#)

Select **NEXT – REVIEW PAYMENT**. You are directed to the **Payment Review and Confirmation** screen.

Payment Type:	Payment
Payment Amount	\$35.00
eChecks/ACH Fee	\$4.95
Total	\$39.95

Pay Method	Checking #6789
------------	----------------

Memo

CONFIRM

 **This is a Secure Payment**

By clicking confirm you agree to the [terms](#)

By authorizing this transaction, customer agrees that merchant may convert this transaction into an Electronic Funds Transfer (EFT) transaction or paper draft, and to debit this account for the amount of the transaction. Additionally, in the event this draft or EFT is returned unpaid, a service fee, as allowable by law, will be charged to this account via EFT or draft.

Please check with your management company to confirm payment posting times, as this may vary.

[Accessibility Statement](#)

Select **CONFIRM**.

You are directed to the **Payment Successful** landing page.

Payment Successful

You should also be receiving your receipt from APTEXX via an email any time now.

Your APTEXX Reference ID: **24136**

Amount paid: **\$112.12**

You may close this browser or click the button below to return to Frontsteps

[BACK TO FRONTSTEPS](#)

Select **BACK TO FRONTSTEPS** to return to the **FRONTSTEPS** portal.