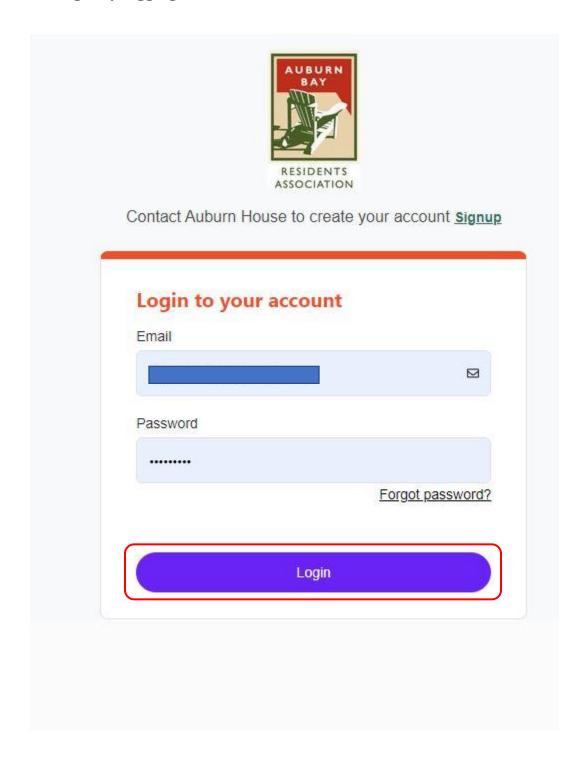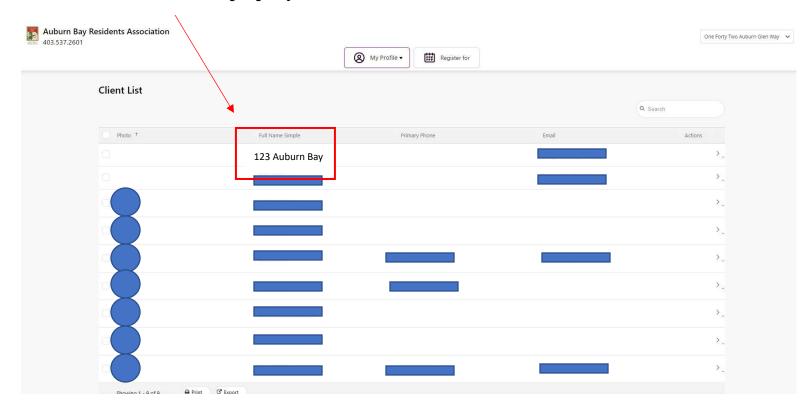# How to Pay Annual Fees Online
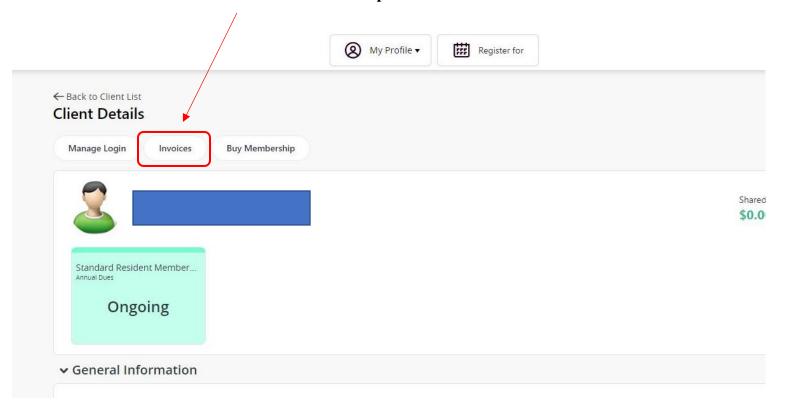
1. **Begin by logging into the account.**
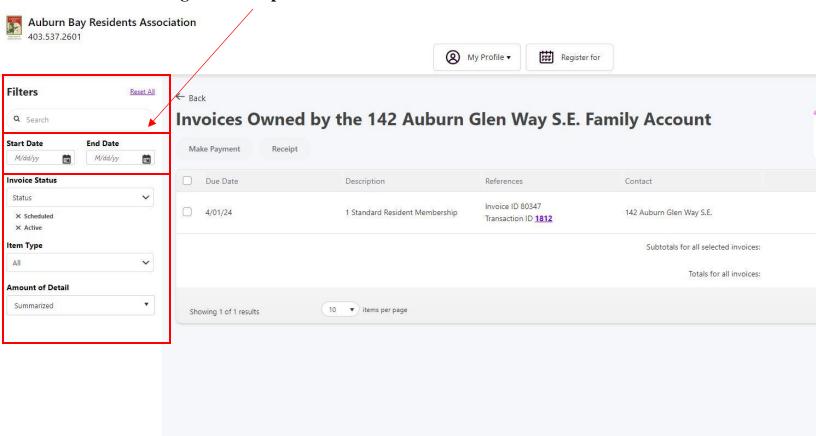
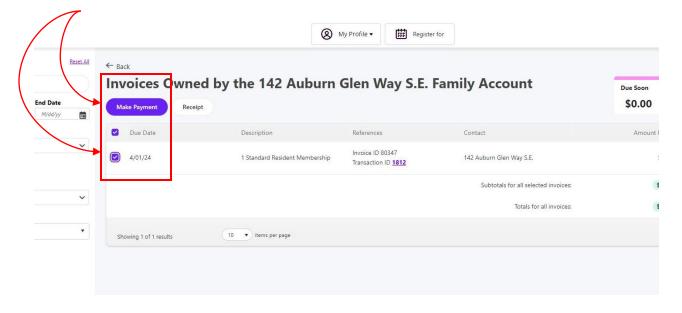## 2. Click on the property account

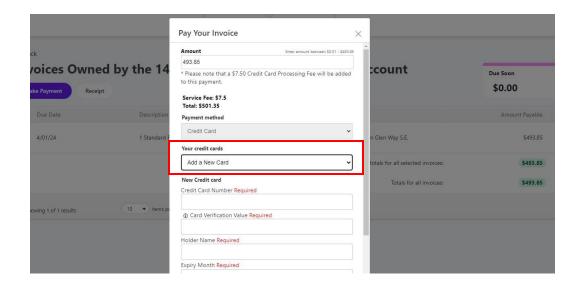## 3. Click the "Invoices" tab at the top of the screen.

4. **Adjust the filter to select and expand the dates (from March 1st to today's date) in order to view your invoices. If you see your invoice already, please disregard this step.**
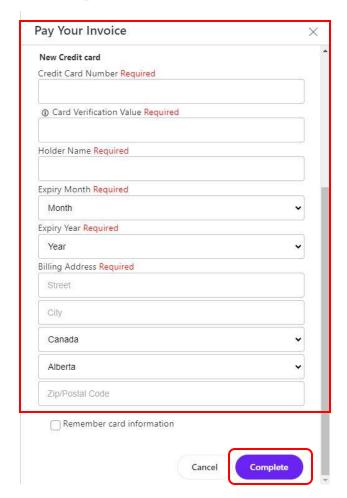

5. **Check off the desired invoices and click on the "Make Payment" tab.**

6. **Select "Add New Card" in the payment method drop down. Please note there is a credit card processing fee of 2% for all credit card fee payments.**

7. **Input the credit card details & billing address for the credit card. Next, click complete.**

ALL FINISHED!