

Dear Resident,

As the managing agent for your property, please review the change below to how we will accept monthly payments by mail moving forward. We also provide a fast, easy, and secure way for you to view your statements and pay your monthly charges online through our provider, **ClickPay**.

## CHANGE TO MAILING ADDRESS FOR PAYMENTS

The mailing address for accepting payments made by paper check, money order, and Online Bill Pay has changed. If you pay by check or money order, please mail your payments to the address below moving forward. If you pay through your bank's Online Bill Pay feature, please log in to your online banking account and update the payee's address as listed below:

**P.O. Box 61010  
Newark, NJ 07101**

Checks should continue to be made payable to the entity name listed on your statement. Include the remittance slip with your payments and make sure to include the account number found on your statement in the notes section of your check or your Online Bill Pay settings.

## ONLINE PAYMENTS & E-BILLING

As the *preferred way* of accepting payments, we invite you to get started by clicking the activation link emailed to you or by creating your account below. You can view your statements and make one-time or automatic recurring payments online with American Express or any other major credit or debit card for a fee or by e-check (ACH) from a bank account for free.

**[www.Orsidny.com](http://www.Orsidny.com)**

- ① Click **Payments** and then **Create an Account** to create your online profile with **ClickPay**
- ② **Connect Your Unit** using the account number found on your statement
- ③ Set up **Automatic Payments** or click **Pay Now** to make one-time payments



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

Thank you for your attention to this matter,  
Orsid New York