ZE GO Powered by **PayLease**
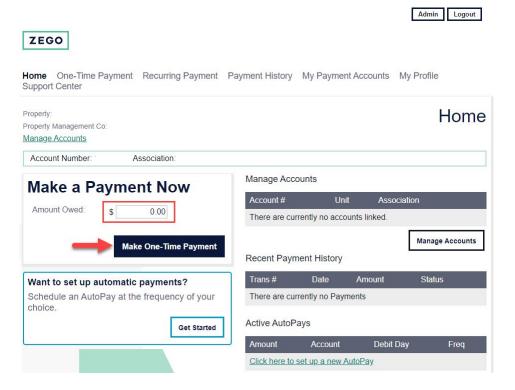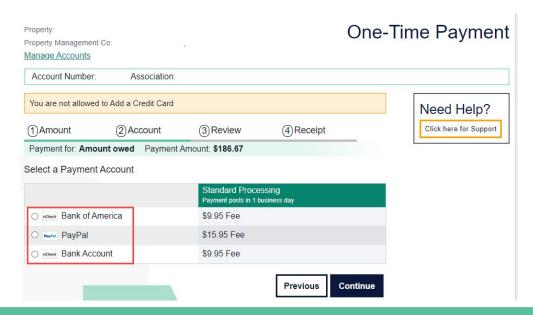
How to Create an Account

1.   Go to the Resident Services / Online Payment Section at www.vipprop.net and click the "Online Payment Portal" button. This will open up a new Internet window to the Zego payment portal.
2.   To register for the first time, please click on 'Get Started', enter the required info, select the association you wish to make a payment to, and click on 'Create Account'.

How to Make a One-Time Payment   *The screen shots below are for illustrative purposes only and do not represent the actual fees that will be charged for use of the service.

1.   Once in your account's home page, enter the amount you wish to pay. Click on 'Make one-time payment'.
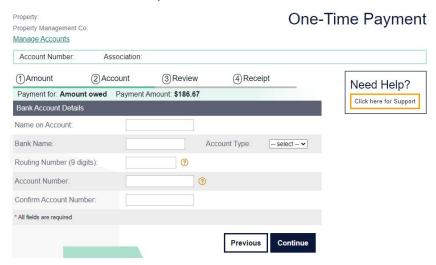
Admin   Logout

ZEGO

Home   One-Time Payment   Recurring Payment   Payment History   My Payment Accounts   My Profile
Support Center

Property:
Property Management Co:
Manage Accounts

Home

Account Number: Association:

Make a Payment Now

Amount Owed: $ 0.00

→ **Make One-Time Payment**

Want to set up automatic payments?
Schedule an AutoPay at the frequency of your choice.

Get Started

Manage Accounts

Account #	Unit	Association
There are currently no accounts linked.		

Manage Accounts

Recent Payment History

Trans #	Date	Amount	Status
There are currently no Payments			

Active AutoPays

Amount	Account	Debit Day	Freq
Click here to set up a new AutoPay			

2.   Choose your payment method and click continue.

Property:
Property Management Co:
Manage Accounts

One-Time Payment

Account Number: Association:

You are not allowed to Add a Credit Card

①Amount   ②Account   ③Review   ④Receipt

Payment for: **Amount owed**   Payment Amount: **$186.67**

Select a Payment Account

	Standard Processing Payment posts in 1 business day
○ eCheck Bank of America	$9.95 Fee
○ PayPal PayPal	$15.95 Fee
○ eCheck Bank Account	$9.95 Fee

Need Help?
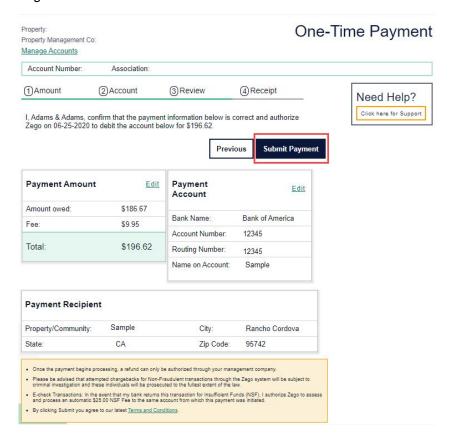Click here for Support

Previous   Continue

1

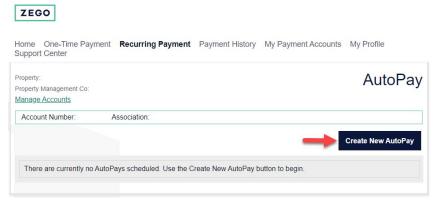3. Fill out the payment method information required and click on continue.

4. Review and click on 'Submit Payment'. *Note: once you submit your payment, your transaction will show on your home page as "Processing".*
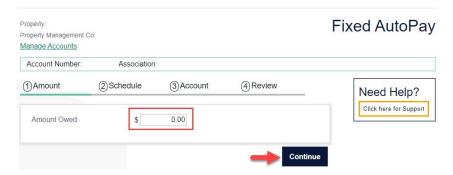
ZE GO Powered by **PayLease**
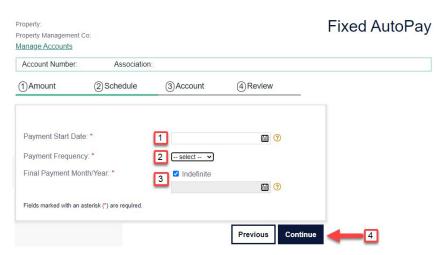
How to Set Up a Recurring Payment (AutoPay)

1. Log into your account.
2. Go to the 'Recurring Payment' tab, and click 'Create New AutoPay".

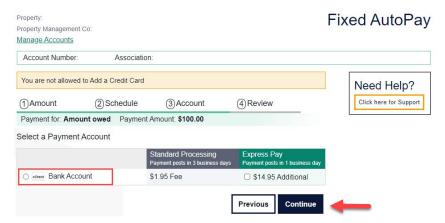3. Fill in the amount and click continue.

4. Choose the date for your recurring payment (*note: if you've already paid your rent/dues for the month, you need to select a future date*). Next, choose your frequency of how often the AutoPay should run. Lastly, keep the indefinite box checked off if you don't have an end date, or uncheck it and select the final payment month and year. Once that is all completed, click continue.
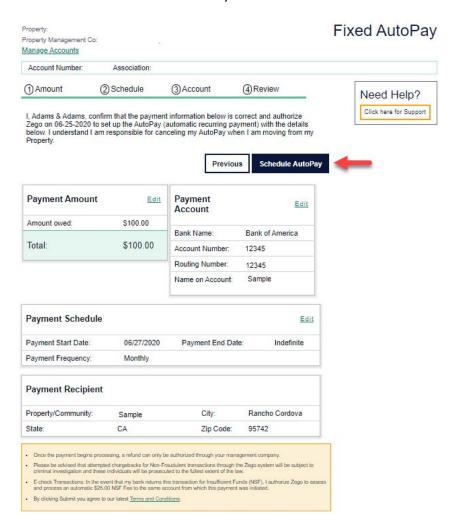
5. Choose your payment method. *Note: processing fees will vary by option chosen.*

6. Review payment information and click 'Schedule AutoPay'.

Note: you can view, edit, skip or cancel the AutoPay on your account by going to your 'Recurring Payment' tab.