

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

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Home

Property:
Property Management Co:
[Manage Accounts](#)

Account Number: Association:

Make a Payment Now

Amount Owed: \$

[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](#)

Account Number: Association:

One-Time Payment

You are not allowed to Add a Credit Card

① Amount ② Account ③ Review ④ Receipt

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

Select a Payment Account

	Standard Processing Payment posts in 1 business day
<input type="radio"/> Bank of America	\$9.95 Fee
<input type="radio"/> PayPal	\$15.95 Fee
<input type="radio"/> Bank Account	\$9.95 Fee

Need Help?

[Click here for Support](#)

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

Property:
Property Management Co:
[Manage Accounts](#)

One-Time Payment

Account Number: Association:

① Amount ② Account ③ Review ④ Receipt

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

Bank Account Details

Name on Account:

Bank Name: Account Type:

Routing Number (9 digits): ?

Account Number: ?

Confirm Account Number:

* All fields are required

Previous Continue

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4. Review and click on 'Submit Payment'. *Note: once you submit your payment, your transaction will show on your home page as "Processing".*

Property:
Property Management Co:
[Manage Accounts](#)

One-Time Payment

Account Number: Association:

① Amount ② Account ③ Review ④ Receipt

I, Adams & Adams, confirm that the payment information below is correct and authorize Zego on 06-25-2020 to debit the account below for \$196.62.

Previous **Submit Payment**

Payment Amount	Edit
Amount owed:	\$186.67
Fee:	\$9.95
Total:	\$196.62

Payment Account	Edit
Bank Name:	Bank of America
Account Number:	12345
Routing Number:	12345
Name on Account:	Sample

Payment Recipient			
Property/Community:	Sample	City:	Rancho Cordova
State:	CA	Zip Code:	95742

- Once the payment begins processing, a refund can only be authorized through your management company.
- Please be advised that attempted chargebacks for Non-Fraudulent transactions through the Zego system will be subject to criminal investigation and these individuals will be prosecuted to the fullest extent of the law.
- E-check Transactions: In the event that my bank returns this transaction for Insufficient Funds (NSF), I authorize Zego to assess and process an automatic \$25.00 NSF Fee to the same account from which this payment was initiated.
- By clicking Submit you agree to our latest [Terms and Conditions](#).



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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'.

ZEGO

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

Property:
Property Management Co:
[Manage Accounts](#)

Account Number: Association:

Create New AutoPay

There are currently no AutoPays scheduled. Use the Create New AutoPay button to begin.

3. Fill in the amount and click continue.

Property:
Property Management Co:
[Manage Accounts](#)

Account Number: Association:

① Amount ② Schedule ③ Account ④ Review

Amount Owed: \$ 0.00

Continue

Need Help?
Click here for Support

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.

Property:
Property Management Co:
[Manage Accounts](#)

Account Number: Association:

① Amount ② Schedule ③ Account ④ Review

Payment Start Date: *

Payment Frequency: *

Final Payment Month/Year: *

☒ Indefinite

Fields marked with an asterisk (*) are required.

Previous **Continue**



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5. Choose your payment method. *Note: processing fees will vary by option chosen.*

Property: _____
Property Management Co: _____
[Manage Accounts](#)

Account Number: _____ Association: _____

You are not allowed to Add a Credit Card

Need Help?
[Click here for Support](#)

① Amount ② Schedule ③ Account ④ Review

Payment for: **Amount owed** Payment Amount: **\$100.00**

Select a Payment Account

	Standard Processing Payment posts in 3 business days	Express Pay Payment posts in 1 business day
<input type="radio"/> Bank Account	\$1.95 Fee	<input type="checkbox"/> \$14.95 Additional

[Previous](#) [Continue](#)

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

Property: _____
Property Management Co: _____
[Manage Accounts](#)

Account Number: _____ Association: _____

① Amount ② Schedule ③ Account ④ Review

Need Help?
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I, Adams & Adams, confirm that the payment information below is correct and authorize Zego on 06-25-2020 to set up the AutoPay (automatic recurring payment) with the details below. I understand I am responsible for canceling my AutoPay when I am moving from my Property.

[Previous](#) [Schedule AutoPay](#)

Payment Amount	Edit	Payment Account	Edit
Amount owed:	\$100.00	Bank Name:	Bank of America
Total:	\$100.00	Account Number:	12345
		Routing Number:	12345
		Name on Account:	Sample

Payment Schedule		Edit	
Payment Start Date:	06/27/2020	Payment End Date:	Indefinite
Payment Frequency:	Monthly		

Payment Recipient			
Property/Community:	Sample	City:	Rancho Cordova
State:	CA	Zip Code:	95742

- Once the payment begins processing, a refund can only be authorized through your management company.
- Please be advised that attempted chargebacks for Non-Fraudulent transactions through the Zego system will be subject to criminal investigation and these individuals will be prosecuted to the fullest extent of the law.
- E-check Transactions: In the event that my bank returns this transaction for Insufficient Funds (NSF), I authorize Zego to assess and process an automatic \$25.00 NSF Fee to the same account from which this payment was initiated.
- By clicking Submit you agree to our latest [Terms and Conditions](#).

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