



Owner Notice

## IMPORTANT PAYMENT CHANGES

Dear Owner,

As the managing agent for your property, we request that you please review the following important changes being made to the way we accept your maintenance fees.

### INTRODUCING ONLINE PAYMENTS

We are excited to introduce a fast, easy, and secure way for you to pay your HOA and maintenance fees online through our new provider, **ClickPay**. Through this new platform, you can make automatic recurring or one-time payments online by all major credit and debit cards for a fee or by e-check (ACH) from a bank account for free.

**Important:** If you currently make payments through our Auto Pay Program, you will be required to *deactivate your current account* and create an account with **ClickPay** in order to submit payments online moving forward. To continue making payments online, or if you are a new user, please click the activation link emailed to you, or create your account with **ClickPay** below:

**[www.ClickPay.com/Affinity](http://www.ClickPay.com/Affinity)**

- ① Click **Register** and then create your online profile with **ClickPay**
- ② **Connect Your Unit** using the account number found in your coupon book
- 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.

### CHANGE OF 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, 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:

**Ensenada Condominium Association**

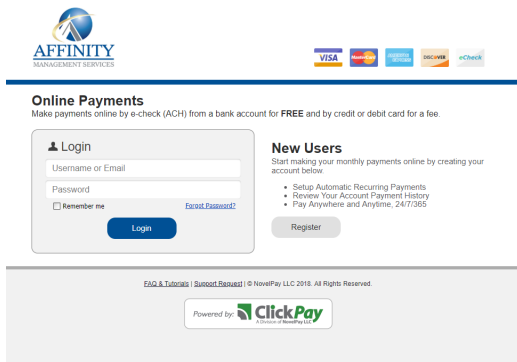
**P.O. Box 30135  
Tampa, FL 33630**

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

# CLICK PAY REGISTRATION GUIDE

If you need assistance with ClickPay services, you may contact their customer service department at 1-800-533-7901. For Spanish service, please select option 4. You may also contact the office at Ensenada Condominium Association by dialing 305-932-4435 or e-mailing [assistant@ensenadacondominium.com](mailto:assistant@ensenadacondominium.com)

1. <https://www.clickpay.com/custom/affinity/login.html>
2. Click Register



**AFFINITY**  
MANAGEMENT SERVICES

VISA MasterCard Discover American Express eCheck

**Online Payments**  
Make payments online by e-check (ACH) from a bank account for **FREE** and by credit or debit card for a fee.

**Login**  
Username or Email  
Password  
 Remember me [Forgot Password?](#)  
**Login**

**New Users**  
Start making your monthly payments online by creating your account below.

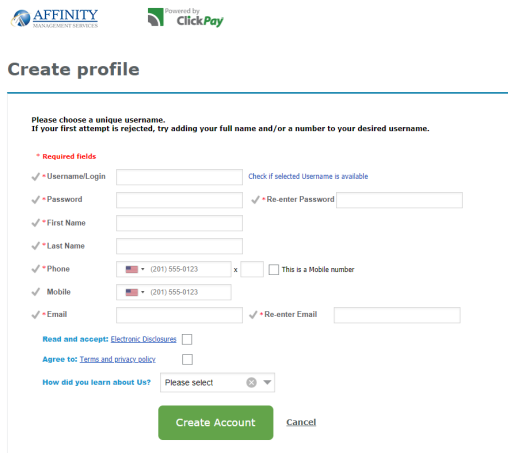
- Setup Automatic Recurring Payments
- Review Your Account Payment History
- Pay Anywhere and Anytime, 24/7/365

**Register**

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A Division of NovusPay LLC

3. Create your profile by entering your information



**AFFINITY**  
MANAGEMENT SERVICES

Powered by **ClickPay**

**Create profile**

Please choose a unique username.  
If your first attempt is rejected, try adding your full name and/or a number to your desired username.

**\* Required fields**

✓ \* Username/Login   Check if selected Username is available

✓ \* Password  ✓ \* Re-enter Password

✓ \* First Name

✓ \* Last Name

✓ \* Phone  (201) 555-0123 x   This is a Mobile number

✓ \* Mobile  (201) 555-0123

✓ \* Email  ✓ \* Re-enter Email

Read and accept: [Electronic Disclosures](#)

Agree to: [Terms and privacy policy](#)

How did you learn about us?  Please select

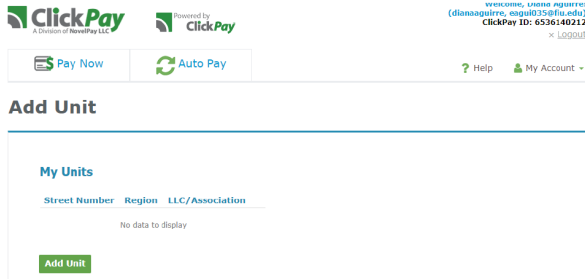
**Create Account**

4. Click on "Add Unit"

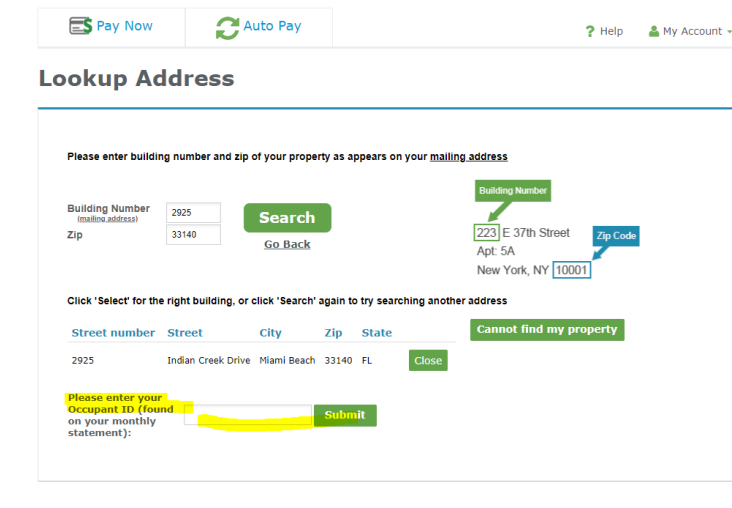
Corporate Office: 8200 NW 41 ST #200 | Doral, FL 33166  
Broward Office: 150 S. Pine Island Rd. #300 | Plantation, FL 33324  
O: 800-977-6279 | [ManagedByAffinity.com](http://ManagedByAffinity.com)



# CLICK PAY REGISTRATION GUIDE



5. Search for your address by adding the building number and zip code. Your Occupant ID is your account number which is located in your coupon book. For assistance, please reach out to [assistant@ensenadacondominium.com](mailto:assistant@ensenadacondominium.com)



6. Confirm the address by clicking yes on the confirmation dialog box

## Confirmation

