

Directions for Setting Up a Monthly Draft or Making a One-Time Payment

1. Go to www.iaspyre.com
2. Click "Resident Portal" in the top right-hand corner of the screen
3. Click "Enroll"—located under the password box
4. Enter in Resident's Name, SSN, and birth date. Enter in whatever email address you would like any confirmations to be sent to. (It is important that her information is correct, because it compares it to what we have in our computer system)
5. Click "Continue"
6. Follow the rest of the directions to set up her account

Once the account is set up:

1. Go to www.iaspyre.com
2. Click "Resident Portal" in the top right-hand corner of the screen
3. Enter in Email and Password, click "login"
4. Click "Make a Payment" on the left-hand side of the screen

You now have 2 options:

- Make a one-time payment
- Set up a recurring payment

To make a one-time payment, follow the information on the screen.

To set up a recurring payment:

1. Click "Recurring Payment" on the left-hand side of the screen (directly under the "Make a Payment" option).
2. Click "Add Recurring Payment" button
3. Fill out the required information. Make sure when you select "Bill Me On This Day" to pick the 1st. (Otherwise, the payment will not reach us before the cut-off date.)
4. Click "Continue"
5. Select the payment type, etc. and then click "Continue"

****Please note that there is a convenience charge per transaction that will be charged to your chosen form of payment****