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www.aarsny.com

Sign Up for Online Payments

Fast, secure, and convenient — pay your monthly charges anytime, anywhere.

All Area is pleased to offer online payments for your monthly charges. Powered by PayLease, our online payment system saves you time and works seamlessly on Mac, PC, tablets, and mobile devices.

Why Pay Online?

- **Instant Credit** — payments post instantly thanks to our fully integrated system, saving you the time of mailing a check.
- **It's Free** — pay for free when using ACH / e-Check.
- **All Major Cards Accepted** — Visa, MasterCard, American Express, and Discover are all accepted.
- **Recurring Payments** — Auto-Pay processes your monthly payment automatically, so you never miss a due date.
- **Customer Support** — technical support and phone payments are available 9AM-5PM Weekdays at (866) 729-5327.

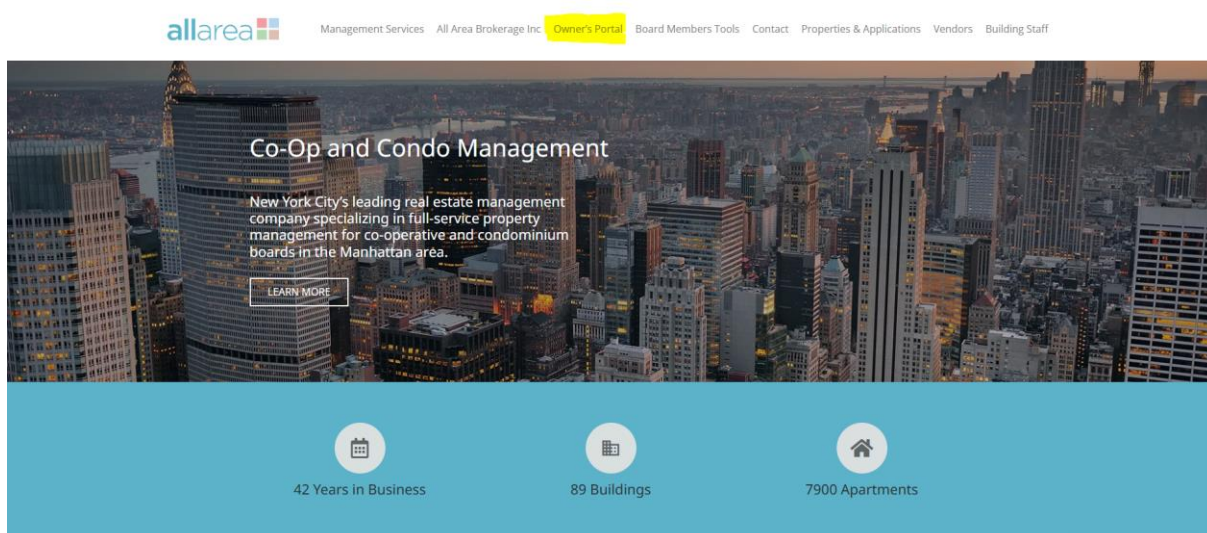
Please Note: the bank charges a 3.5% fee to process credit card transactions. Payments made by ACH / e-Check remain free.

How to Get Started

Follow these simple steps to enroll for online payments through the Owner's Portal.

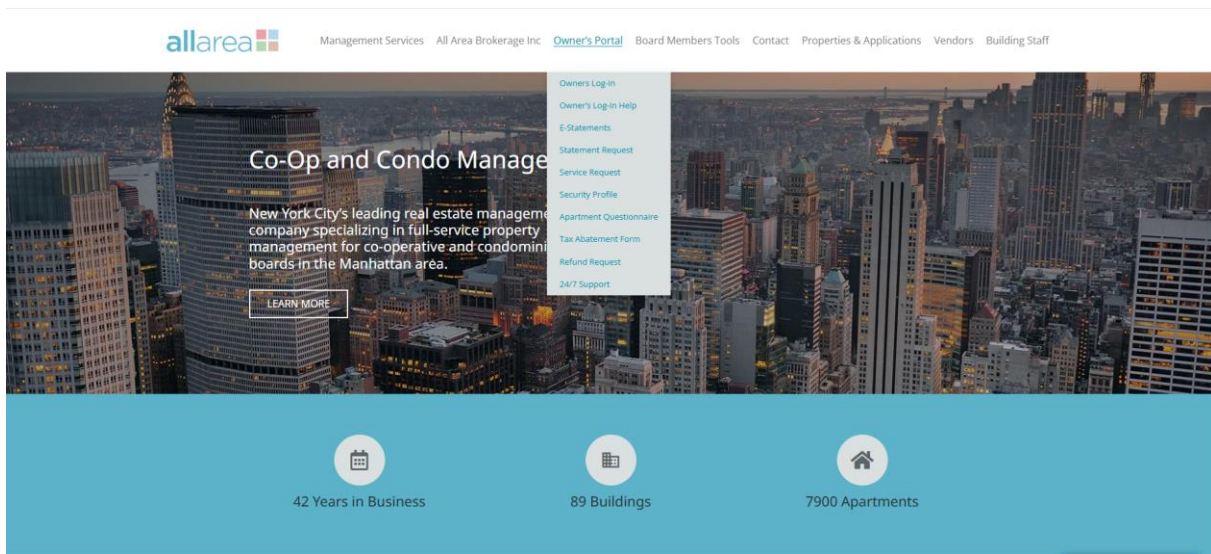
Step 1 Visit the All Area website and open the Owner's Portal

Go to www.aarsny.com and click “Owner's Portal” in the top navigation menu.



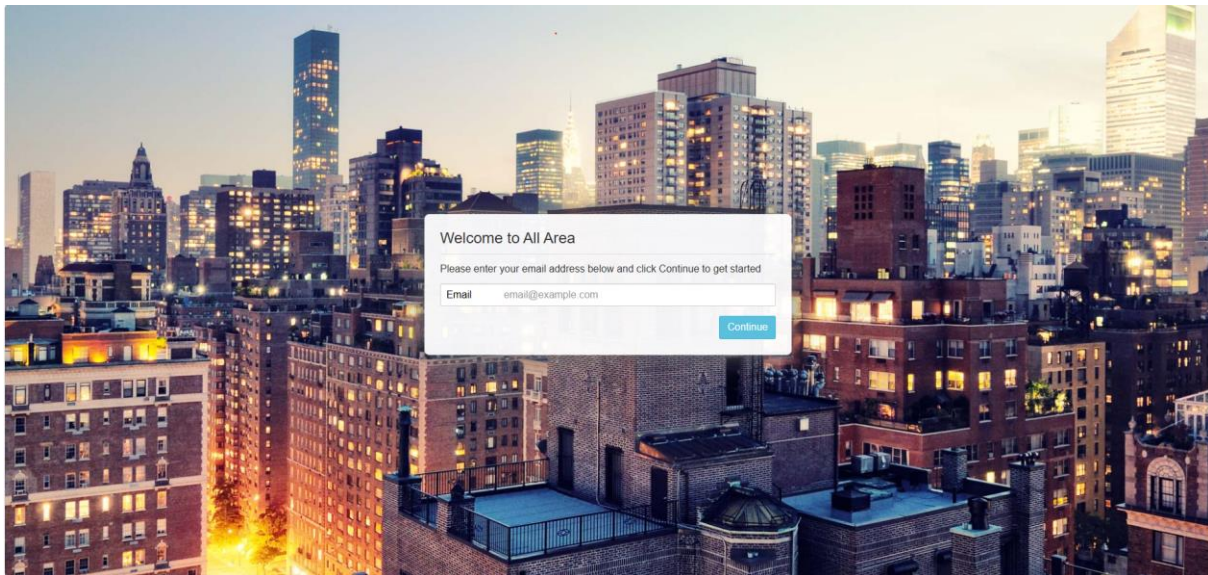
Step 2 Select “Owner's Log-In”

From the Owner's Portal dropdown menu, click “Owner's Log-In” to begin enrollment.



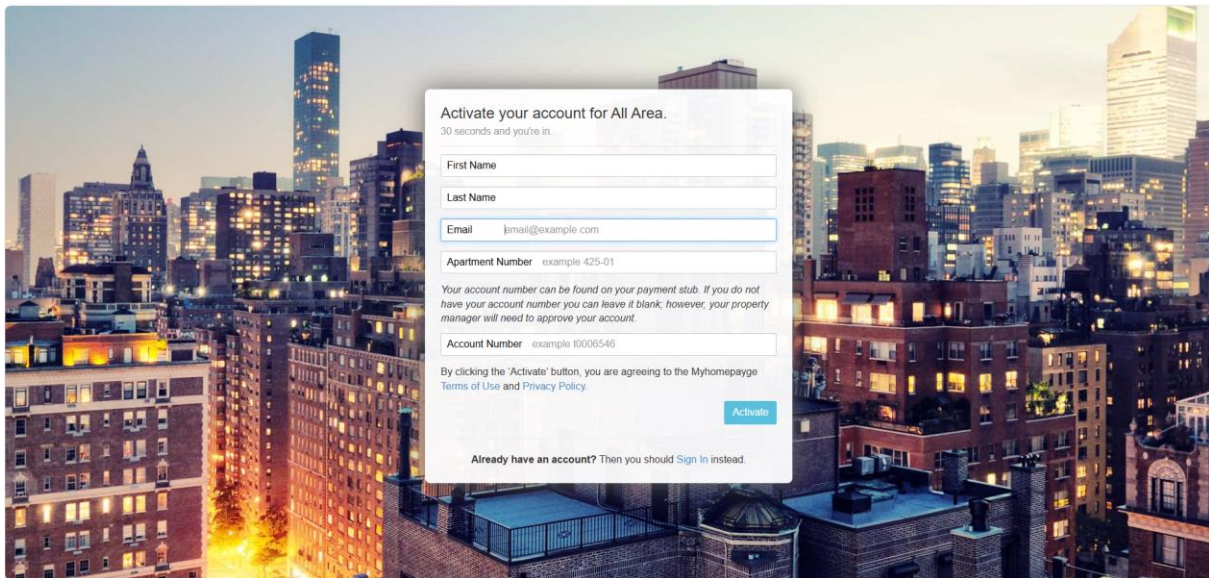
Step 3 Enter your email address

On the welcome screen, enter the email address you have on file with All Area and click “Continue.” Please ensure we have your correct email on file by calling (718) 721-0700 or emailing mybill@aarsny.com.



Step 4 Activate your account

Complete the activation form with your name, email, apartment number, and account number. This can be found on your monthly statement. Please ensure that the information you provide matches **EXACTLY** what is seen on the statement. Any discrepancies may result in an error during the activation process. Review the Terms of Use and Privacy Policy, then click “Activate.”



Activate your account for All Area.
30 seconds and you're in.

First Name

Last Name

Email

Apartment Number

Your account number can be found on your payment stub. If you do not have your account number you can leave it blank; however, your property manager will need to approve your account.

Account Number

By clicking the 'Activate' button, you are agreeing to the Myhomepayge Terms of Use and Privacy Policy.

[Activate](#)

Already have an account? Then you should [Sign In](#) instead.

☑ **Good to know:** after activating your account, please allow up to 24 hours to receive your activation code by email. If it hasn't arrived after 24 hours, check your spam folder or contact us for assistance.

How to Set Up ACH Auto-Pay

Schedule automatic payments so your monthly charges are paid on time, every time.

Step 5 Access My Payment Portal

Go to www.aarsny.com and select “Owner's Portal”, then “Owners Log-In”, and click through to “My Payment Portal.”

Step 6 Click “Get Started”

On the payment portal home screen, click “Get Started” to begin setting up AutoPay.

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

Get Started

Step 7 Choose your AutoPay type

There are two types of ACH AutoPay — choose the option that best fits your household:

- **Variable AutoPay** — the amount paid changes each month. This is the preferred option, since it automatically adjusts for assessments or abatements without any changes needed on your part.
- **Fixed Amount AutoPay** — the amount paid stays the same every month. You'll need to log in to make adjustments or one-time payments when your charges change.

AutoPay is a fast and convenient way to pay your bills. Funds are automatically transferred to your management company using the payment account of your choice. Get started by selecting one of the following AutoPay methods:

Variable AutoPay	Fixed Amount AutoPay
Select this option if the amount you pay changes every month.	Select this option if the amount you pay is the same every month.
Create Variable AutoPay	Create Fixed AutoPay

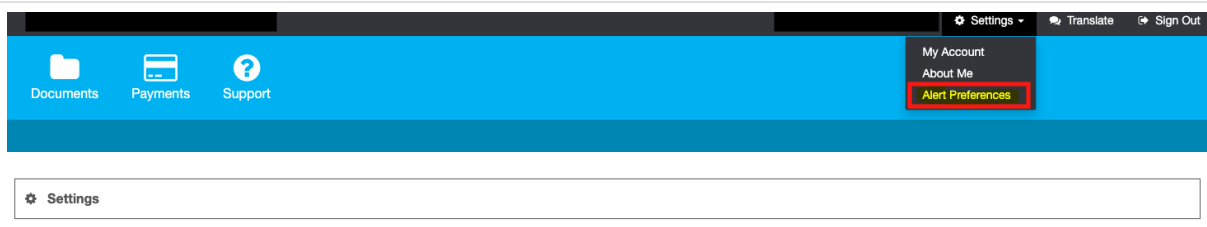
Please Note: if you already have Fixed ACH Auto Pay, you'll need to cancel it before setting up a new Variable Auto Pay. For additional guidance, contact Paylease Customer Support at **(866) 729-5327**

How to Enroll for Alerts

Stay informed about building issues and emergencies by setting up your alert preferences once you're logged in.

Step 8 Open your Alert Preferences

Once logged in, click the “Settings” menu in the top right corner and select “Alert Preferences.”



Step 9 Choose how you'd like to be notified

Under Alert Preferences, choose whether you'd like to be contacted by Email, Phone Call, and/or Text Message in the event of an emergency or other building issue.

The screenshot shows a 'Settings' page with several sections: 'My Account' (Name, Email Address, Password), 'About Me' (Gender, Language Preference, Pets), and 'Alert Preferences'. The 'Alert Preferences' section is highlighted with a yellow box. It contains a heading 'Alert Preferences' and a sub-heading 'Please let us know how you would like to be contacted by your property manager in the event of an emergency or other issue.' Below this are three rows: 'Email' (ON, Turn OFF), 'Phone Call' (OFF, Change, Turn ON), and 'Text Message' (ON, Change, PLEASE VERIFY).

Step 10 Verify your mobile number for text alerts

If you turn on Text Message alerts, enter your mobile number and press “Continue.” A verification code will be sent by text — enter it and press “Verify” to complete setup.

The two screenshots show the 'Set Up Your Preferences' page. The left screenshot is 'Step 3a of 5 (60%)' and shows the 'Text Message Alerts' section with a toggle set to 'On' and a 'Mobile Number' field. The right screenshot is 'Step 3b of 5 (65%)' and shows the 'Text Message Alerts' section with a 'Code' field and a 'Verify' button.

Need Help?

Call Paylease Customer Service and Technical Support Line at (866) 729-5327

Or reach our office at (718) 721-0700 or mybill@aarsny.com