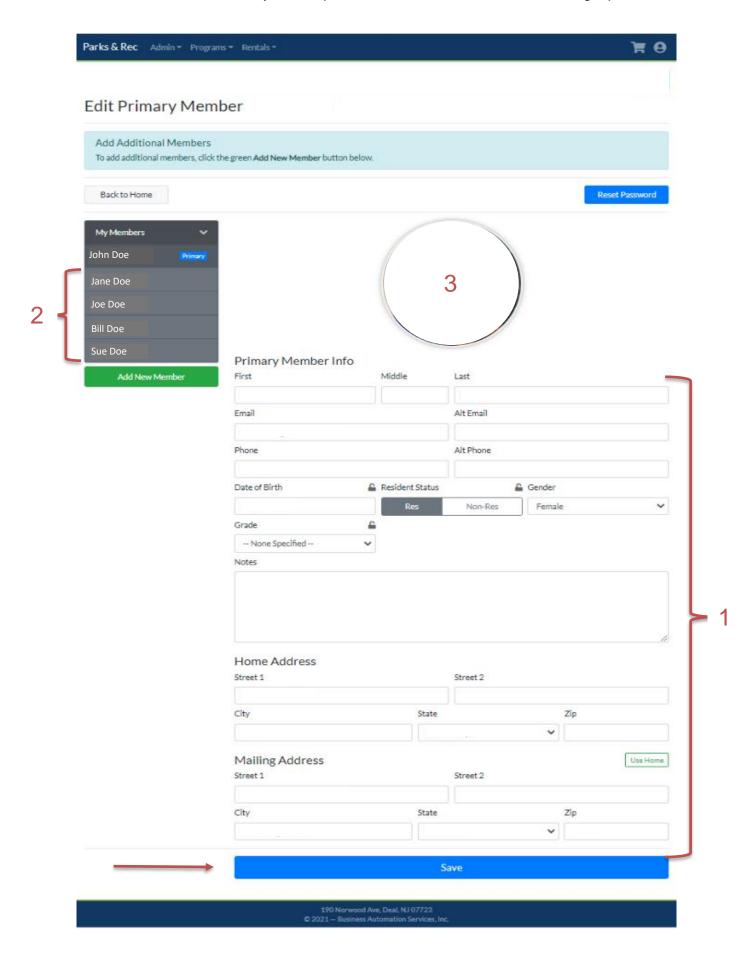
Member Information / Update:

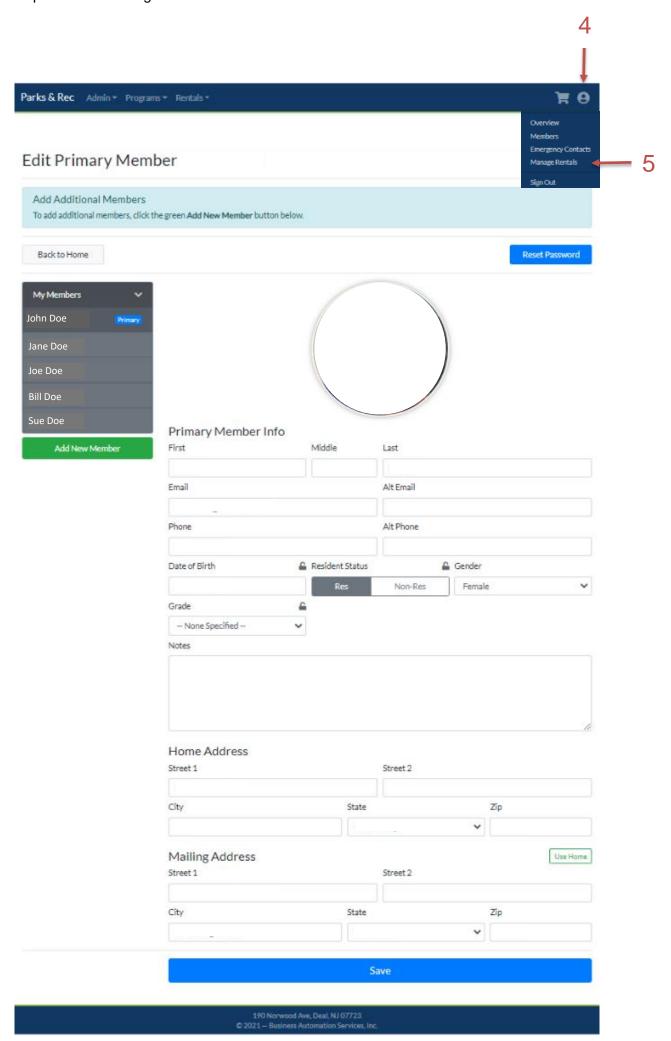
- Step 1: On this screen you will update all primary member's information. Remember to click save at the bottom after updating the information.
- Step 2: Click on each additional member and update each member's information from this page. Remember to click save at the bottom after each member's changes are complete.
- Step 3: Hover over photo and click insert photo. Select <u>individual full-face photo</u> that you would have saved on your computer. You must click save after inserting a photo.



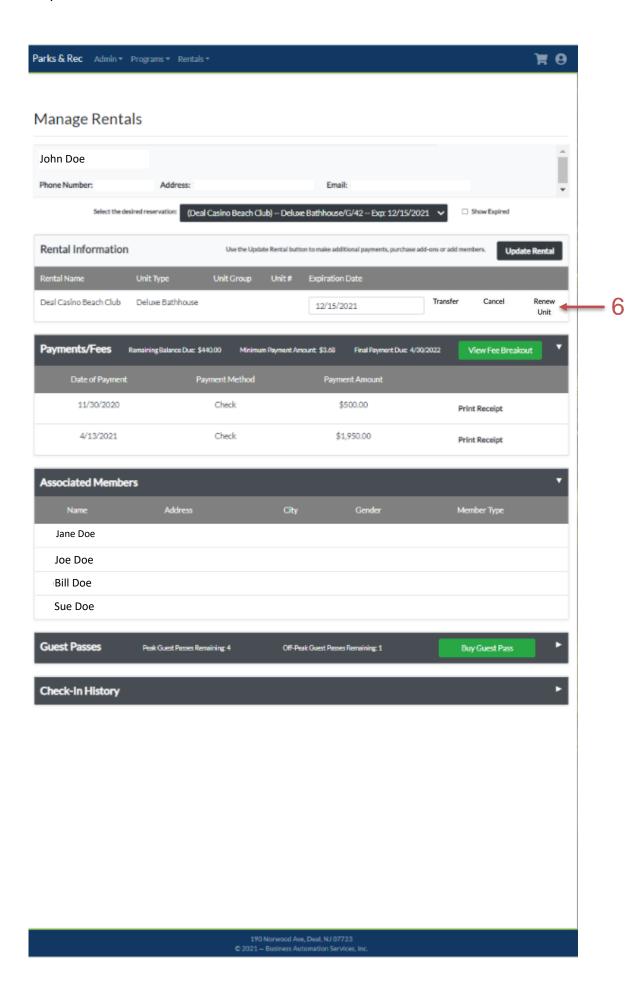
Manage Account:

Step 4: Click on Account Button

Step 5: Select Manage Rentals to move to the next screen

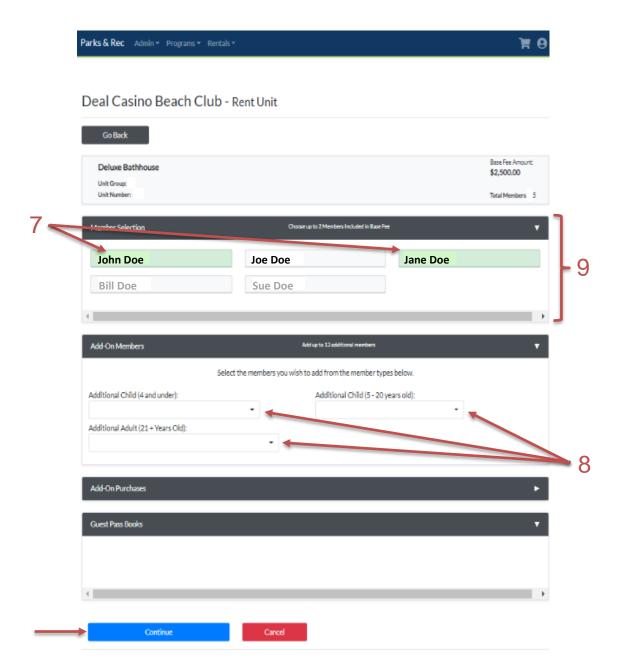


Step 6: Click on Renew Unit



- Step 7: Select 2 the primary member and secondary member so they are green. This will make them the base unit members.
- Step 8: Click drop down and select each additional add on member from list, check mark will show the selected members in that section.
- Step 9: Verify that the 2 base unit members are green (primary and secondary).
 - * All names that are grayed out are <u>selected</u> add-on members and will be added to the invoice to be paid. All names that are bold are <u>un-selected</u> add-on members and will not be added to the invoice. Go back to step 8 to add any additional members.

Click the blue continue button at the bottom of the page to move to payments summary page

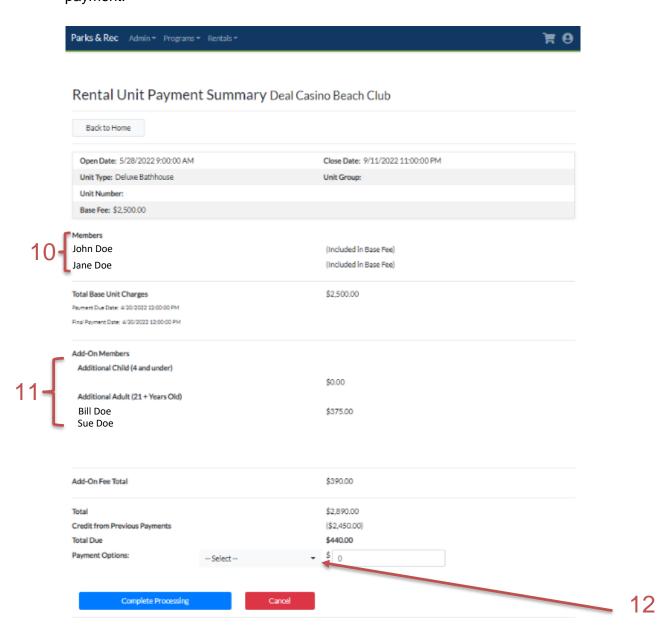


Payment: (amounts listed are for educational purposes only)

- Step 10: Verify Primary and Secondary members are listed in Base Unit
- Step 11: Verify all additional members are listed that you would like to pay for.
- Step 12: Payment options: Select amount due (minimum balance, remaining balance, other). If other is selected, type in amount next to option.

Click Blue Complete Processing Button and move to the payments screen.

Once you click this you will be prompted to enter credit card or e-check information and submit payment.



Transfer requests:

If you wish to request a transfer (change your location). All member information must be updated and payment in full for the base unit must be made. (Step 1 -12 above)

- Step 1: Click the account button located at the top of page and click **Manage Rentals** as in previous step (step 5 above).
- Step 2: Click Transfer. This will bring you to the transfer page, enter the location you wish to move to and send. This will generate an email to Borough Hall requesting your transfer and will be received in date and time order. If we are able to accommodate the move we will notify you through an email or phone call once all deposits are made and units become available. If your transfer is not possible you will remain in your current unit.

