



# Instruction Guide to Online Recurring Payments

## 1. Go to the website

Type [claconnect.com/billingservices](http://claconnect.com/billingservices) in the URL Bar

See example of webpage below



## 2. Click on the applicable HOA/District

3. After clicking on the HOA/District, enter your credentials. See Example Form Below

To login and view your account or to pay your bill, you will need to use your account number and address. Your account number can be found on your billing statement. **Your default password is your mailing address number.** Once you have logged in, you can change your password

If you have never logged in before, the following examples provide guidance:

Account Name	Mailing Address	Account	Log in with
Joe Smith	6789 Plaza Drive Centennial, CO 80111	12345	Account Number - 12345, Password - 6789
Smith Services Inc	PO Box 11021 Centennial, CO 80111	98765	Account Number - 98765, Password - PO

Account Number:

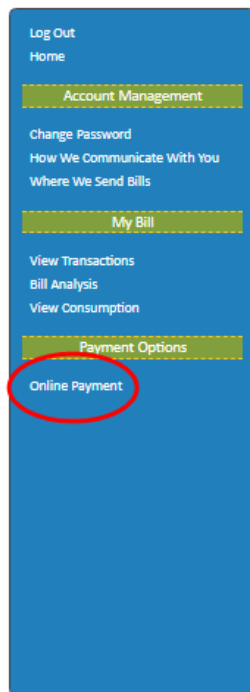
Password:

Login

Lost Your Password?

4. Enter your Account number found on your billing statement or coupon booklet. The default password will be your house number in your billing address as mentioned in the form. See above EXAMPLE: 1234 Street St Centennial, CO 80111. Your password will be 1234.  
Of course, once logged in, you can reset this password at anytime

5. Once logged in, see pane on left side and click Online Payment





6. Scroll all the way down and enter the current amount due on your account and click “Continue to Point and Pay” Amount cannot equal \$0.00

**Account Balance & Payment Information**

The selected account currently has a credit balance of **\$104.20**.  
Any overpayment will be used as a prepayment for future bills.

Pressing the Go button will redirect you to the Point And Pay web site where you will be able to make a payment for the entered amount. After completing the payment you will be returned back to this website.

**Enter Payment Amount:**  

**Go To Point & Pay** 

7. You now have the option of Debit/Credit Card or Electronic check. In some cases, this will be displayed at the top of the page. In other cases, this option will be below card information See below:

### Payment Information

Payment Method: \*

Credit or Debit Card ▼



Click on Drop down arrow and select E-Check if that is your desired payment method

Payment Method: \*

Electronic Check ▼

Routing Number: \*

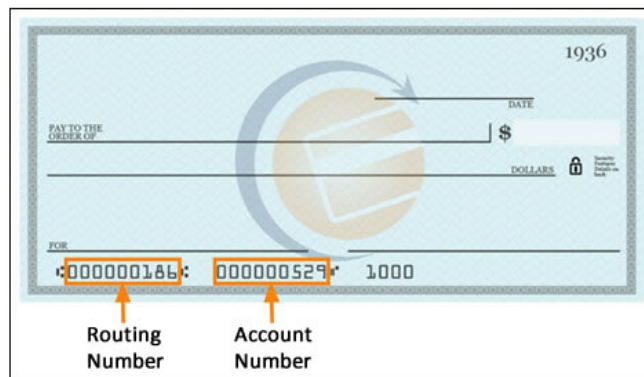
Account Number: \*

Re-enter Account Number\*

Account Type:\*

Checking ▼

**Routing Number.** This is a 9 digit number usually located at the bottom of the check to the left. This number is always 9 digits. Please ignore the special character at the beginning and end of the number, and be sure to enter any leading zeros.



Enter all applicable information

8. After entering all information required, check the box “Store this device for future payments\*”

This will enroll your account in autopay and all future payments will be deducted automatically

Store this device for future payments\*

BACK

NEXT



9. From here you will receive a confirmation number and will be prompted with hitting 'Submit'

At anytime if a payment is submitted twice or by mistake, please contact Point and Pay Customer Service at 888-891-6064 for the best results

Thank You!