

Setting Up Payments with Frontsteps Quick Pay

Updated February 16, 2024

1. Visit FrontSteps Quick Pay by [clicking here](#) or scanning the QR code below.



2. The below window will appear and prompt you to provide your Association account number and click *Find Account*. Your account number can be found at the top of your billing statement, on the [My-Community Web Portal](#) or by contacting us at Hi@TrestleCM.com.

Quickly Make a Payment

To make an online payment, enter your account number below.

Account Number

E.g. 1234567890

Find Account

Don't know your account number? Do you need assistance or have questions? Call us at **(425) 454-6404** or click [here](#) to connect with our support team.



3. Use the dropdown to select your name and address, and then enter your email and click *Make Payment*.

Quickly Make a Payment

Select your account and enter an email address.

Select your Name & Address

Not your account? [Click Here](#)

Email

Where we will send the payment receipt to.

Make Payment

4. The next window will prompt you to add a payment method. Click the dropdown arrow under *Payment Type* to select either *Credit/Debit* or *ACH (eCheck)*.

Payment Information

Payment Type

Credit/Debit

Credit/Debit

ACH (eCheck)

Card number

MM / YY CVC

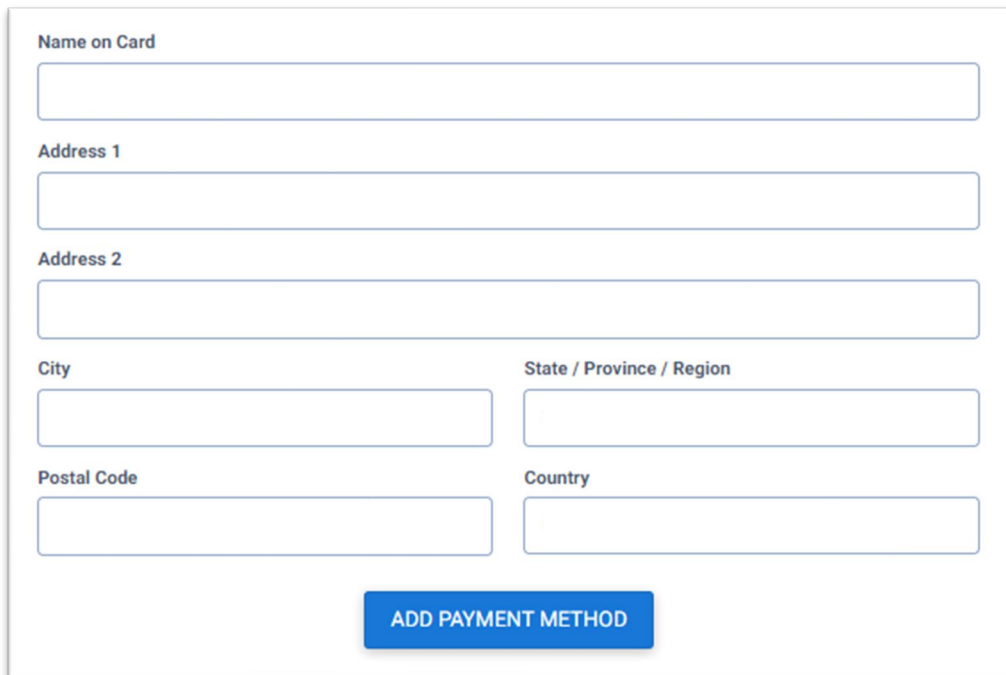
☐ Set as Default Payment Method

Billing Information

Name on Card

Address 1

5. Add your information and then click *Add Payment Method*. This process adds a payment method to the account. A payment will not be made unless step 6 below is also completed.

A form for adding a payment method. It contains several input fields: "Name on Card", "Address 1", "Address 2", "City", "State / Province / Region", "Postal Code", and "Country". At the bottom is a blue button labeled "ADD PAYMENT METHOD".

Name on Card

Address 1

Address 2

City

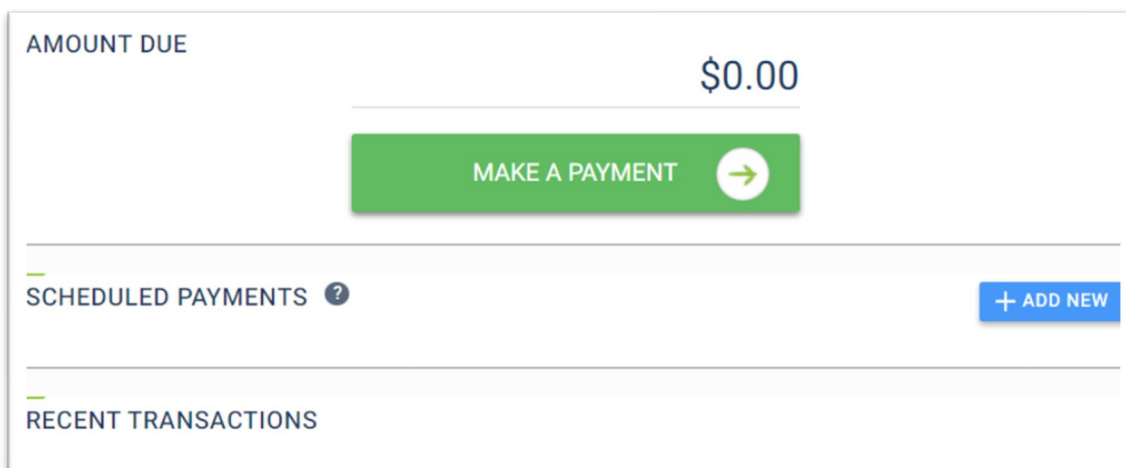
State / Province / Region

Postal Code

Country

ADD PAYMENT METHOD

6. To make a payment or schedule future payments, click *Make a Payment* and follow the prompts to set up your payment preferences (i.e., amount of payment, frequency, and date of payment).

A summary section for payments. It shows "AMOUNT DUE" as "\$0.00". Below this is a green button labeled "MAKE A PAYMENT" with a right arrow icon. Further down is a section for "SCHEDULED PAYMENTS" with a question mark icon and a blue button labeled "+ ADD NEW". At the bottom is a section for "RECENT TRANSACTIONS".

AMOUNT DUE

\$0.00

MAKE A PAYMENT →

SCHEDULED PAYMENTS ? + ADD NEW

RECENT TRANSACTIONS

7. Afterward, a confirmation with your payment selections will be sent to your email address. If you do not receive a confirmation email, please contact us at (425) 454-6404 or Hi@TrestleCM.com.