

FRONTSTEPS Pay Online Payments

Guide to Making Payments

Simply navigate to your Caliber portal from your computer or phone and log in.



Before making a payment, confirm that your **Profile** contains your most up-to-date email address so that you receive email receipts.

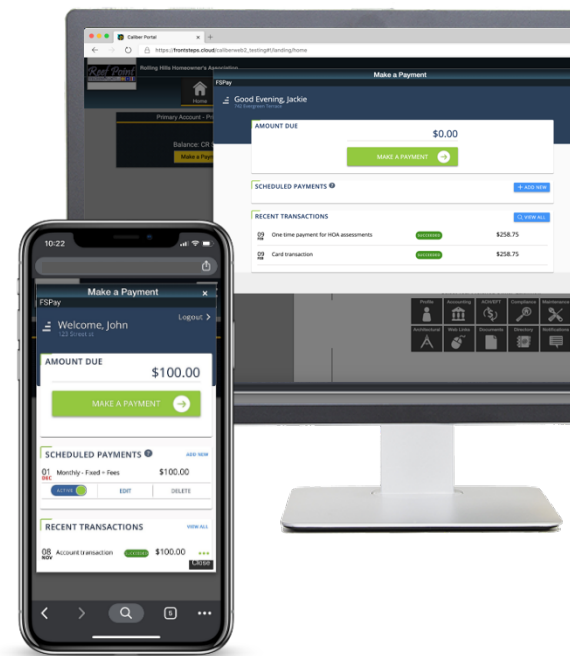
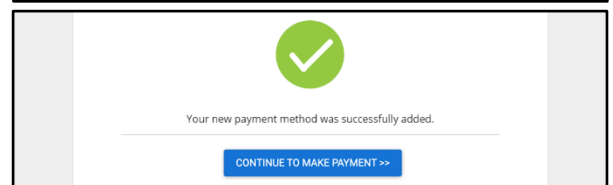
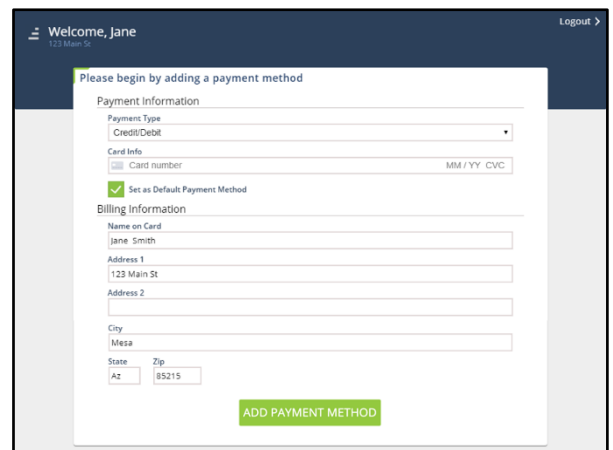
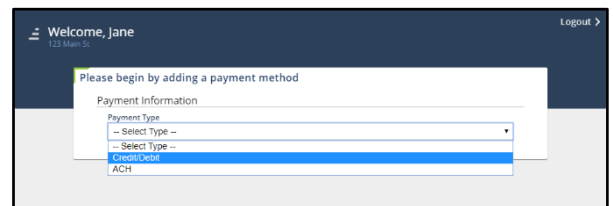
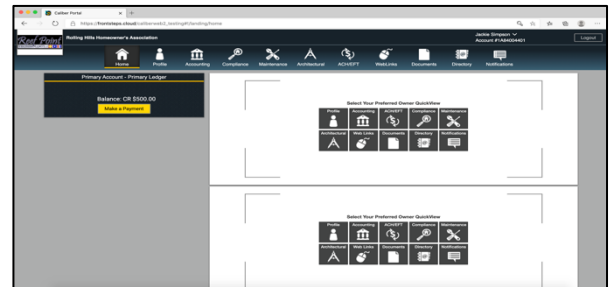


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Adding Your First Payment Method

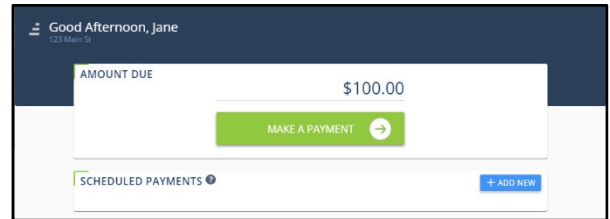
1. From your browser, log in to your community portal.
2. Click **Make a Payment**.
3. Select a **Payment Type**: Credit/Debit or ACH (eCheck).
4. Enter your Payment Information.
 - For Credit/Debit: **Card Number**, **Expiration Date** (MM/YY), and **CVC**.
 - For ACH (eCheck): **Routing Number** and **Account Number**.
5. For Credit/Debit, enter your Billing Information: **Name on Card**, **Address**, **City**, **State**, and **Zip**.
6. Click **Add Payment Method**.
7. Click **Continue to Make Payment**.



How to Make a One-Time Payment

1. Click **Make a Payment**.
2. Select **Amount Due** or **Other Amount**. If selecting Other Amount, enter the amount you want to pay.
3. Select the **Payment Date**.
4. Enter a **Memo**. This will appear on your email receipt and on your Transaction History.
5. Select a previously added **Payment Method** or **Add Payment Method**.
6. Review the payment summary and click **Submit**.
7. Click **Yes, Submit** to confirm your payment.
8. To set up a recurring payment, click **Schedule It Now** and continue to #9.

If you do not want to schedule a recurring payment, click **Done** to return to the Payments Dashboard. You will receive an email confirming your payment.

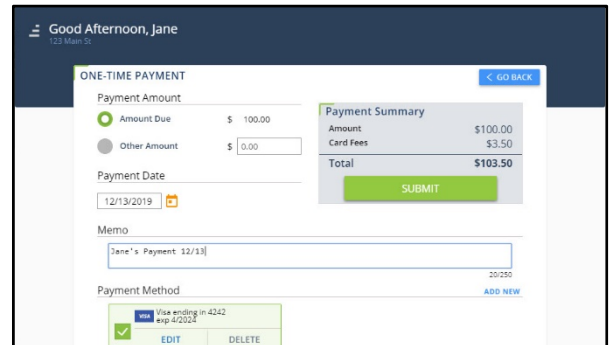


Good Afternoon, Jane
123 Main St

AMOUNT DUE \$100.00

MAKE A PAYMENT →

SCHEDULED PAYMENTS ⓘ + ADD NEW



Good Afternoon, Jane
123 Main St

ONE-TIME PAYMENT < GO BACK

Payment Amount
☒ Amount Due \$ 100.00
☐ Other Amount \$ 0.00

Payment Date
12/13/2019 📅

Memo
Jane's Payment 12/13/

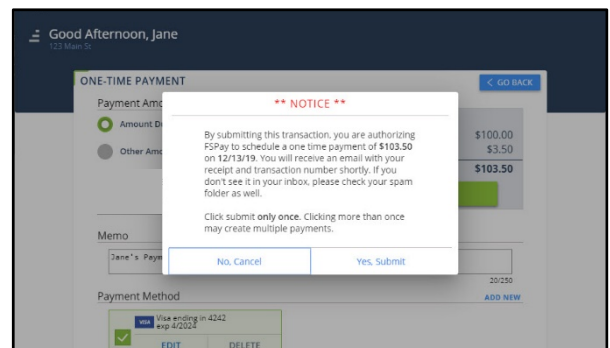
Payment Method
Visa ending in 4242 exp 4/2024

Payment Summary
Amount \$100.00
Card fees \$3.50
Total \$103.50

SUBMIT

ADD NEW

EDIT DELETE



Good Afternoon, Jane
123 Main St

ONE-TIME PAYMENT < GO BACK

Payment Amount
☒ Amount Due \$ 100.00
☐ Other Amount \$ 0.00

Payment Date
12/13/2019 📅

Memo
Jane's Payment 12/13/

Payment Method
Visa ending in 4242 exp 4/2024

Payment Summary
Amount \$100.00
Card fees \$3.50
Total \$103.50

SUBMIT

ADD NEW

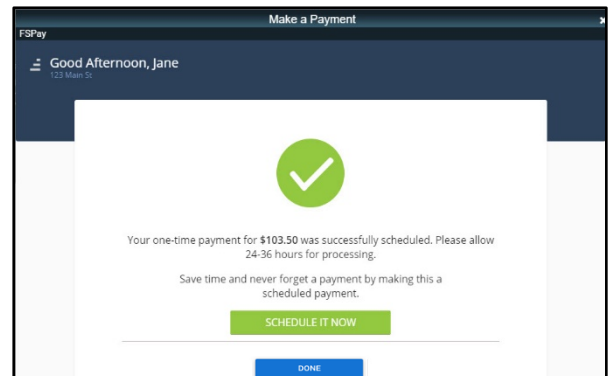
EDIT DELETE

**** NOTICE ****

By submitting this transaction, you are authorizing FSPay to schedule a one time payment of \$103.50 on 12/13/19. You will receive an email with your receipt and transaction number shortly. If you don't see it in your inbox, please check your spam folder as well.

Click submit **only once**. Clicking more than once may create multiple payments.

No, Cancel Yes, Submit



FSPay Make a Payment

Good Afternoon, Jane
123 Main St

✓

Your one-time payment for \$103.50 was successfully scheduled. Please allow 24-36 hours for processing.

Save time and never forget a payment by making this a scheduled payment.

SCHEDULE IT NOW

DONE

9. Select a **Frequency** (Monthly, Quarterly, SemiAnnually, or Annually).
10. Select a **Day of the Month** or **Start Date**.
11. Select and enter the payment **Amount**.
12. Enter a **Memo** (if applicable).
13. Select a previously added **Payment Method** or **Add New**.
14. Review the Payment Summary and click **Submit**.
15. Click **Done** to return to the main Payments screen.

Payment Schedule

Frequency: Monthly

Day of the Month: 1

Payment Amount

Type of Payment: Fixed + Fees

Amount: \$ 100.00

Memo: Jane's AutoPay |

Payment Method: Visa ending in 4242 exp 4/2024

Payment Summary

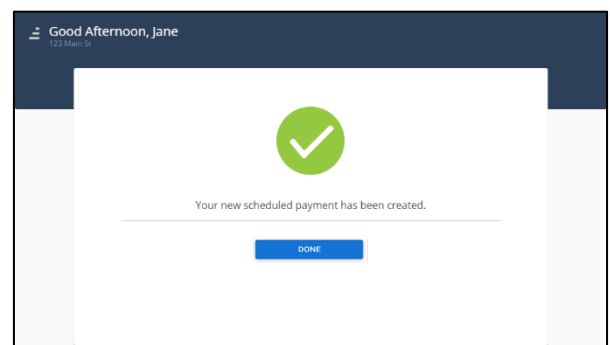
Amount	\$100.00
Card Fees	\$3.50
Total	\$103.50

SUBMIT

ADD NEW

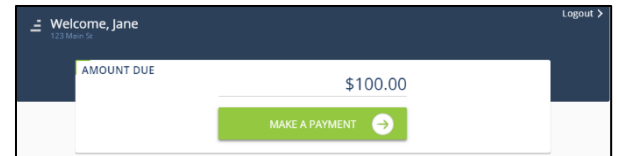
EDIT DELETE

Add Payment Method



How to Add, Edit, or Delete a Payment Method

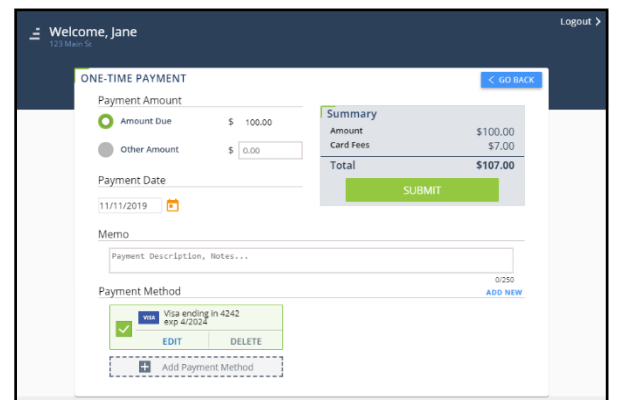
1. Click **Make a Payment**
2. Click **Add Payment Method, Edit, or Delete** to update a payment method.



Welcome, Jane
123 Main St

AMOUNT DUE \$100.00

MAKE A PAYMENT →




Welcome, Jane
123 Main St

ONE-TIME PAYMENT [GO BACK](#)

Payment Amount

☒ Amount Due \$ 100.00

☐ Other Amount \$ 0.00

Payment Date
11/11/2019 

Memo
Payment Description, Notes... 0/250

Payment Method

☒ Visa ending in 4242 exp 4/2024 [EDIT](#) [DELETE](#)

[+ Add Payment Method](#)

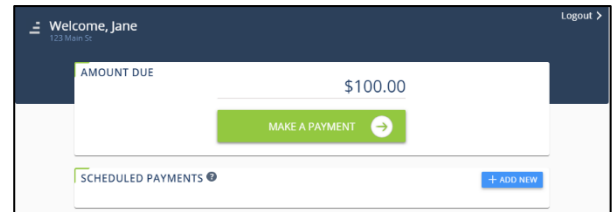
Summary

Amount	\$100.00
Card Fees	\$7.00
Total	\$107.00

[SUBMIT](#)

How to Add, Edit, or Delete a Scheduled Payment

1. Under Scheduled Payments, click **Add New**.
2. Select a **Frequency** (Monthly, Quarterly, SemiAnnually, Annually, or One-Time).
3. Select a **Day of the Month** or **Start Date**.
4. Enter the payment **Amount**.
5. Enter a **Memo**. This will appear on your email receipt and on your Transaction History.
6. Select a **Payment Method** or **Add New**.
7. Review the Payment Summary and click **Submit**.
8. Click **Yes, Submit**.

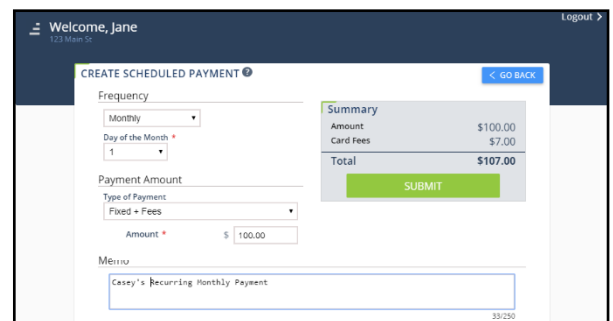


Welcome, Jane
123 Main St

AMOUNT DUE \$100.00

MAKE A PAYMENT

SCHEDULED PAYMENTS + ADD NEW



Welcome, Jane
123 Main St

CREATE SCHEDULED PAYMENT GO BACK

Frequency
Monthly

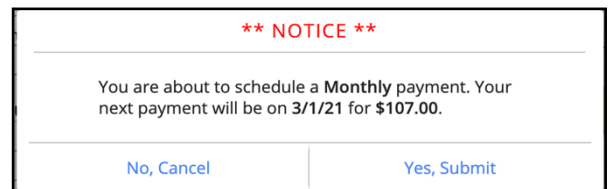
Day of the Month
1

Payment Amount
Type of Payment
Fixed + Fees
Amount \$ 100.00

Memo
Casey's Recurring Monthly Payment

Summary
Amount \$100.00
Card Fees \$7.00
Total \$107.00
SUBMIT

33/250



NOTICE

You are about to schedule a Monthly payment. Your next payment will be on 3/1/21 for \$107.00.

No, Cancel Yes, Submit

View Recent Transactions

1. Under Recent Transactions, click **View All**.
2. Click **Previous** and **Next** to navigate the pages of your Transaction History.

