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.*
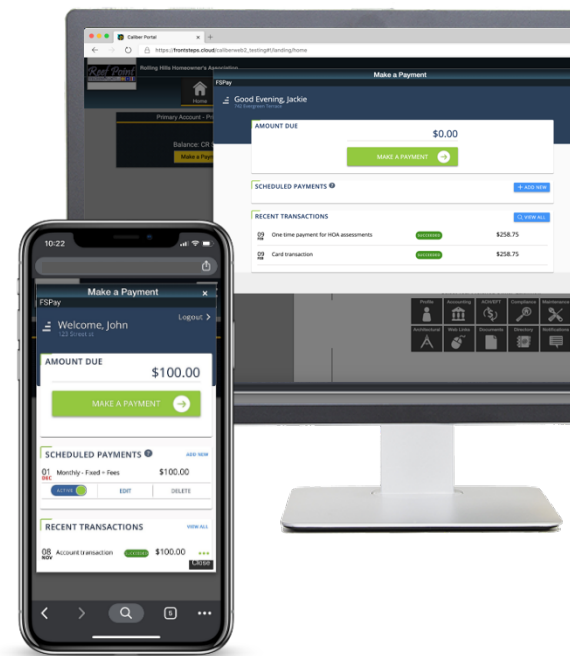
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Adding Your First Payment Method
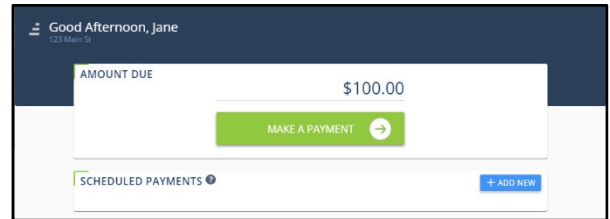
1. From your browser, log in to your community portal.

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**.
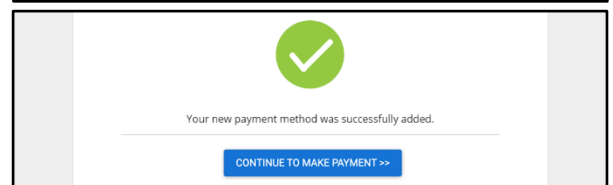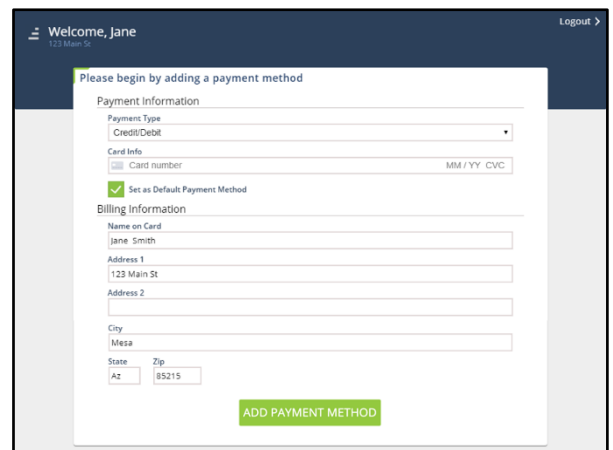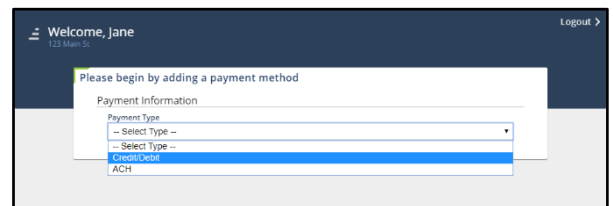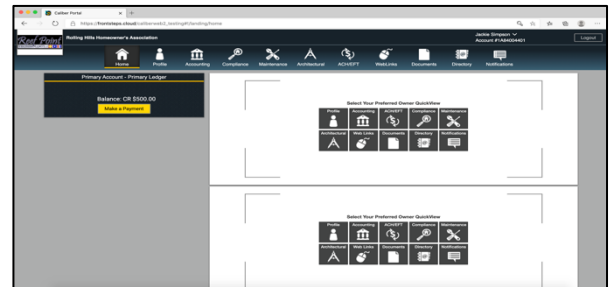
How to Make a One-Time Payment

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.
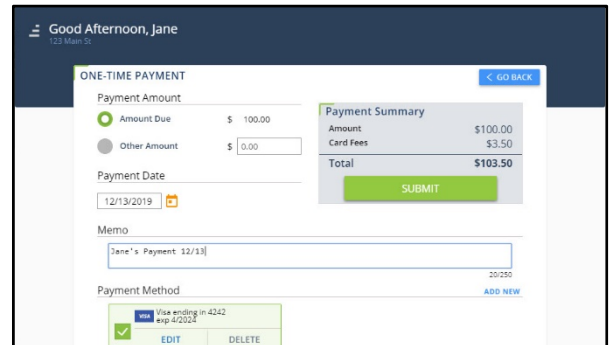
9. Select a **Frequency** (Monthly, Quarterly, SemiAnnually, or Annually).

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.
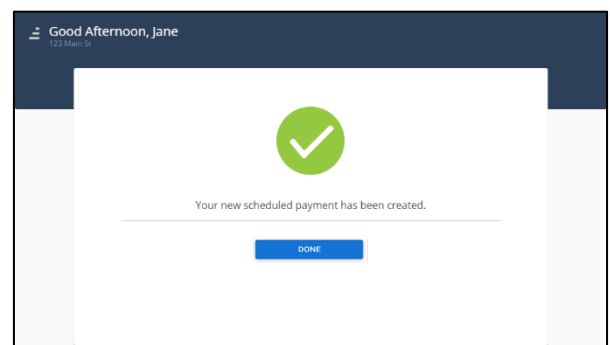
How to Add, Edit, or Delete a Payment Method
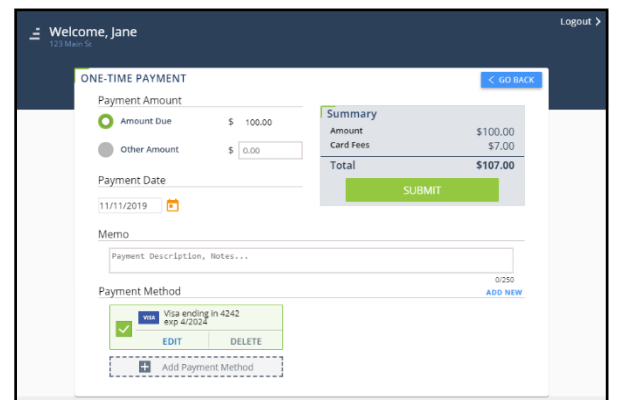
1. Click **Make a Payment**

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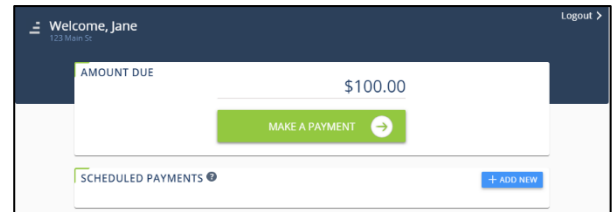
How to Add, Edit, or Delete a Scheduled Payment

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**.
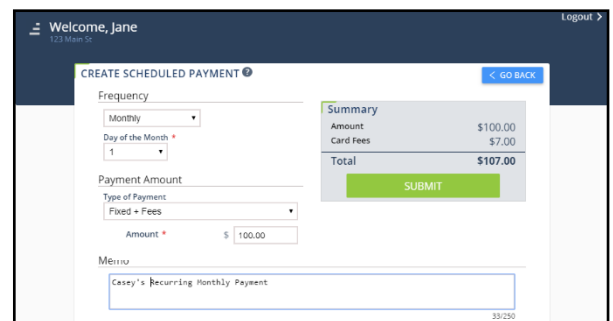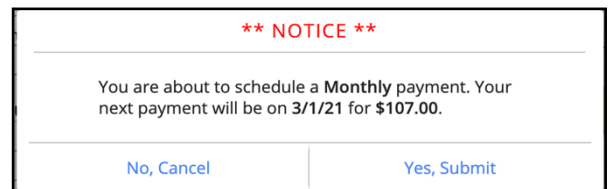
8. Click **Yes, Submit**.

View Recent Transactions

1. Under Recent Transactions, click **View All**.

2. Click **Previous** and **Next** to navigate the pages of your Transaction History.