THE CEDARS AT INNSBROOK
Homeowner options for making dues or other payments

Payments for annual HOA dues/assessments can be made several ways. The **KlikNPay** option is recommended as the best, easiest, and cheapest payment process.

1. By check at the Associa office:
   4480 Cox Road, Suite 200, Glen Allen, Virginia, 23060

   For your security, no cash or credit cards are accepted at the Associa office location.

2. By direct mail or through your bank's bill payment process to:
   The Cedars Homeowners Association
   c/o Associa Community Group
   P. O. Box 27898, Newark, NJ 07101

   Please provide your seven-digit account number (no leading zeroes and no dash) on all payments to ensure proper account posting.

3. By the online payment options provided by Associa (you will need your assessment account number and community zip code to register for either of these options):

   Through **TownSq** – To manage your account and make online payments with credit or ECheck, go to www.townsq.io (using any browser except Internet Explorer) OR download the FREE mobile app (search for "TownSq") and click LOGIN to register. Note that payment **processing fees** through TownSq include:
   - $2.95 for ACH payments made from a banking account
   - $2.95 plus a 3.5% fee for payments using a credit card

   Through **KlikNPay** – To make online payments directly from your bank account **free of charge**, go to www.kliknpay.com, where you can register for a fixed automatic deduction, or initiate and control each payment on the web. Please be advised that your first payment has to be mailed in using your coupon unless your payment is not due for the first thirty days. Automatic payments will stay in effect until you cancel. If your home is sold, make sure to cancel the automatic payment. For further instructions on using this website, please see the detailed instructions provided.

   You can register with **KlikNPay** to make recurring payments. The Homeowner Service Team can be reached at 804-270-1800; otherwise, follow these steps:
   1. Go to www.kliknpay.com and click on 'Get Started' to register.
   2. Read through the list of needed information and when ready, click on 'Continue'.
   3. On Step 1 of 7, enter your zip code in the first field and leave the second field blank. Click on 'Submit'.
   4. Click on the button corresponding with the name of your community association. You can move forward and backward in the list of associations by clicking on the 'First', 'Previous', 'Next' and 'Last' buttons as needed. Once you make a selection, the name should automatically populate the 'Payment sent to' field near the bottom of the page. Enter your 7-digit account number without dashes or leading zeros into the last field on the page. Click 'Continue'.
   5. Begin to create your KlikNPay account by completing each of the identifying prompts. When finished, click 'Continue'.
   6. Complete all required contact information fields and click 'Continue' when finished.
   7. Referencing a check or deposit slip, complete all fields with the requested bank information and click 'Continue'. Please note that the Route Transit Number should have nine digits.
   8. Read the agreement and indicate 'I agree' at the bottom of the page. Click 'Continue'.
   9. Select 'Recurring Payments'.

10. Use the drop-down arrows to select the assessment type, the account to pay from and the frequency of payment. The account to pay from should be the name you gave to the account earlier in this process. Select the day of the month that the payment should be withdrawn and the amount of the payment. Click ‘Continue’.
11. Follow the instructions provided to review and submit your application. If corrections are needed, select ‘Previous Page’ to make corrections.
12. Click on ‘Print Receipt’. Once your receipt has printed, click on ‘Finish’ to complete the registration process.

REVISED:
JULY 1, 2025