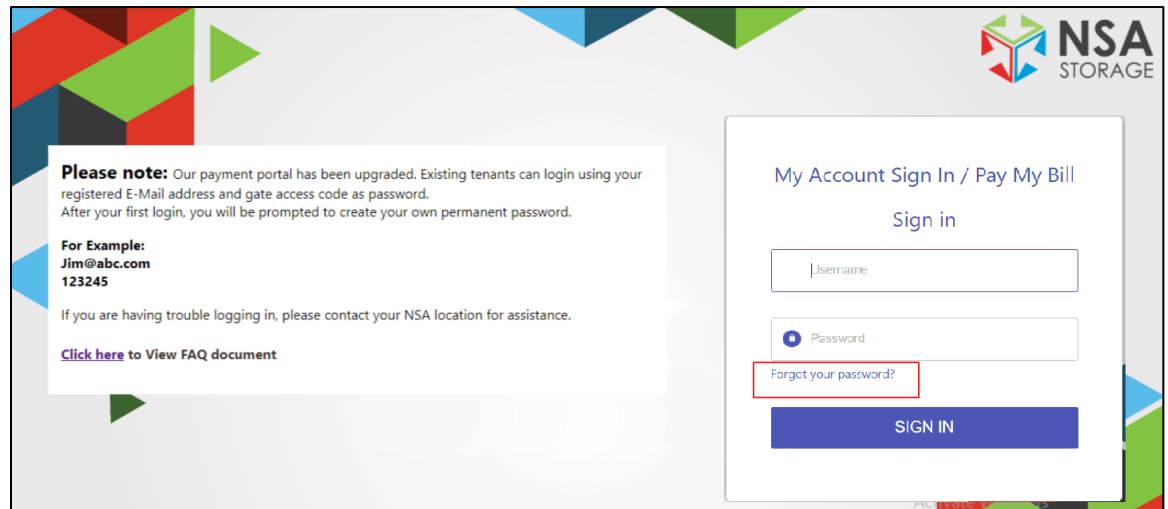


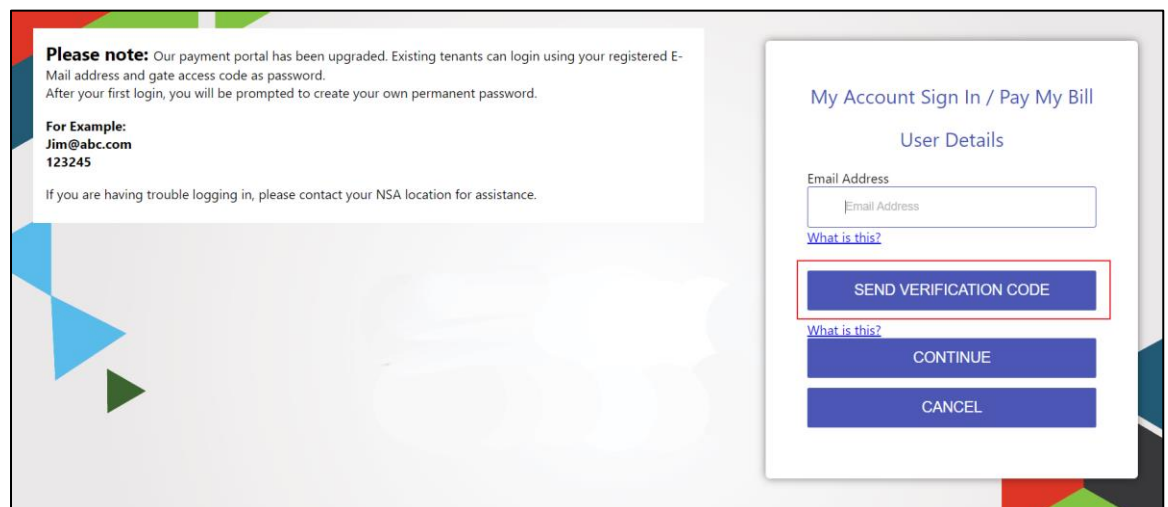
1. How to reset the password?

- Click on the hyper link '**Forgot your password?**'



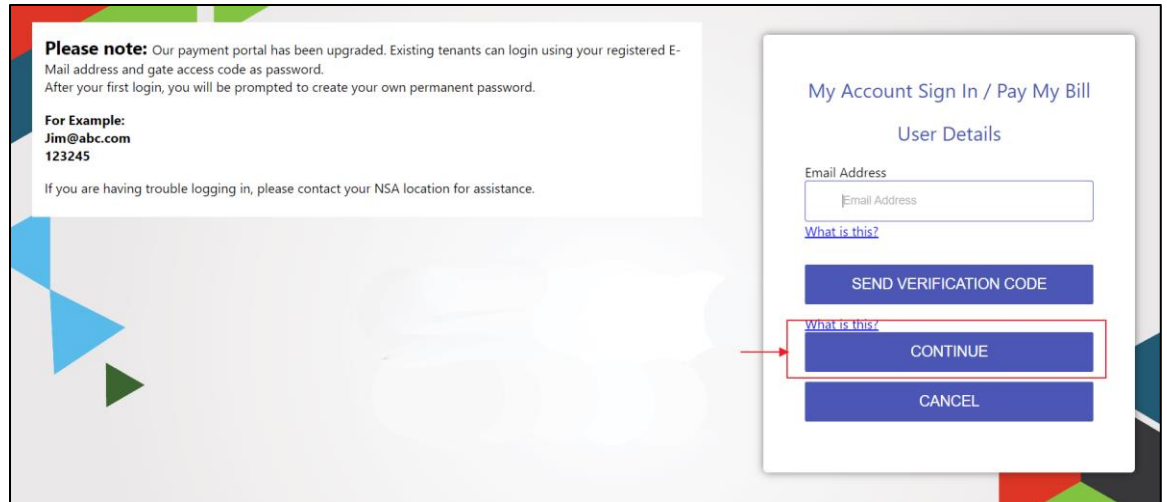
The screenshot shows the NSA STORAGE login interface. On the left, a white box contains a 'Please note' message about a payment portal upgrade, an example login (Jim@abc.com, 123245), and a link to view the FAQ document. On the right, the 'My Account Sign In / Pay My Bill' section is visible, with a 'Sign in' heading and input fields for 'Username' and 'Password'. A red box highlights the 'Forgot your password?' link below the password field. A blue 'SIGN IN' button is at the bottom of the form.

- Enter username and Email ID.
- Click on the **Send verification code** Button.



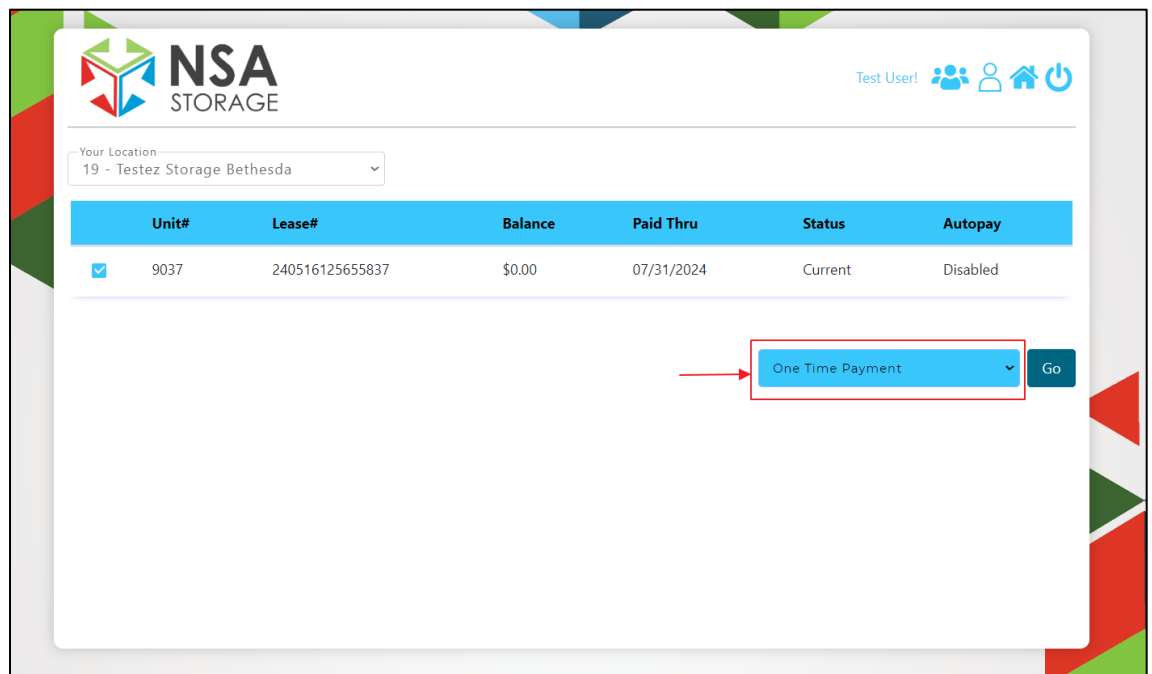
The screenshot shows the 'User Details' section of the login process. It includes an 'Email Address' input field with a 'What is this?' link below it. A red box highlights the 'SEND VERIFICATION CODE' button. Below this are 'CONTINUE' and 'CANCEL' buttons, each with a 'What is this?' link.

- The Verification code will be sent to the registered Email address.
- Enter the Verification code and click on the **Continue** button.
- Enter the New password.
- Confirm the New password.
- Click on **Continue** button.



2. How to 'Make a Payment'?

- Select one or more units.
- Select One Time Payment option from dropdown.
- Click on **GO** button.



- Select Number of months to prepay from the drop-down.

NSA STORAGE

Test User!

Tenant Name: Test User

Address: Test, Test,New
Brunswick,5878787

Cell Phone: (455) 555-5555

Location: 19 - Testez Storage
Bethesda

Unit Detail		Payment Detail	
Unit #	: 9037	Rent	: \$575.00
Unit Size	: 7x10A	Insurance	: \$10.00
Lease #	: 240516125655837	Discount	: \$0.00
Move In Date	: 05/16/2024	Tax	: \$0.53
Paid Thru. Date	: 07/31/2024	Total	: \$606.53
Status	: Current	Total Due	: \$668.87
Balance	: \$62.34		

Pay My Bill

\$668.45

Cancel Pay \$668.45

Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.

- Click on Calculator Icon to see Payment Break Down.

NSA STORAGE

Test User!

Tenant Name: Test User

Address: Test, Test,New
Brunswick,5878787

Cell Phone: (455) 555-5555

Location: 19 - Testez Storage
Bethesda

Unit Detail		Payment Detail	
Unit #	: 9037	Rent	: \$575.00
Unit Size	: 7x10A	Insurance	: \$10.00
Lease #	: 240516125655837	Discount	: \$0.00
Move In Date	: 05/16/2024	Tax	: \$0.53
Paid Thru. Date	: 07/31/2024	Total	: \$606.53
Status	: Current	Total Due	: \$668.87
Balance	: \$62.34		

Pay My Bill

\$668.45


Cancel Pay \$668.45




Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.


Payment Break Down ×


Payment Details	Balance	PrePay Balance
Deposit	\$0.00	\$0.00
Rent	\$0.00	\$575.00
Property Protection	\$0.00	\$10.00
Fees <ul style="list-style-type: none"> • Test - Online payment • Fee_2.5% 	\$61.81	\$21.00
Late & Lien Charges	\$0.00	\$0.00
Merchandise	\$0.00	\$0.00
Discount	\$0.00	\$0.00
Tax	\$0.53	\$0.53
Total	\$62.34	\$606.53


- Click on **Pay** button.




Test User!   

 **Tenant Name**
Test User

 **Address**
Test, Test,New
Brunswick,5878787

 **Cell Phone**
(455) 555-5555

 **Location**
19 - Testez Storage
Bethesda

Unit Detail

Unit # : 9037

Unit Size : 7x10A

Lease # : 240516125655837

Move In Date : 05/16/2024

Paid Thru. Date : 07/31/2024

Status : Current

Balance : \$62.34

Payment Detail

Rent : \$575.00


Insurance : \$10.00

Discount : \$0.00

Tax : \$0.53

Total : \$606.53

Total Due : **\$668.87**

1 

Pay My Bill

\$668.45


Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.

- Enter Credit card details.
- Click on **'Make Payment'** button.

Order Information


Total Amount (\$): \$668.45
Transaction Type: CREDITSALE


Card Information





 Card Number:*
 Expiry Date:*
 CVV:





Customer Information


Customer Title:
 First Name:*
 Middle Name:*
 Last Name:*
 Company Name:*
 Address One:*
 Address Two:*
 City:*
 Country:*
 State or Province:*
 Postal Code:*





Test User!   

 Tenant Name Test User	 Address Test, Test,New Brunswick,5878787	 Cell Phone (455) 555-5555	 Location 19 - Testez Storage Bethesda
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PAYMENT SUCCESSFUL!

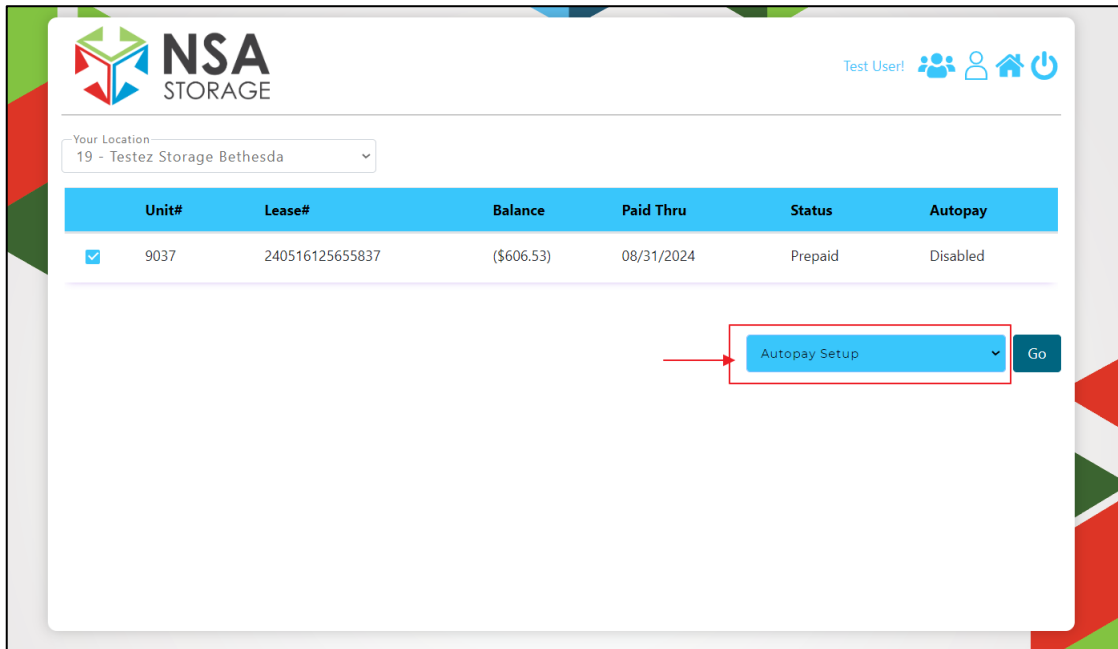
Authorization Code : 000005770357

A copy of the Receipt has been emailed to you. Click [HERE](#) to view.

3. How to set up auto pay?

- Select unit.
- Select Auto Pay Setup option from drop down.

- Click on **GO** button.



- Click on **'Setup AutoPay'** button.
- Select mode of payment.
- Enter Credit card details.
- Click on **'Make Payment'** button.
- Click on **'Save'** button.

Order Information

Total Amount (\$): \$0.00
Transaction Type: CREDITAUTH

Card Information

Card Number:

Expiry Date:

CVV:

Customer Information

Customer Title:

First Name:

Middle Name:

Last Name:

Company Name:

Address One:

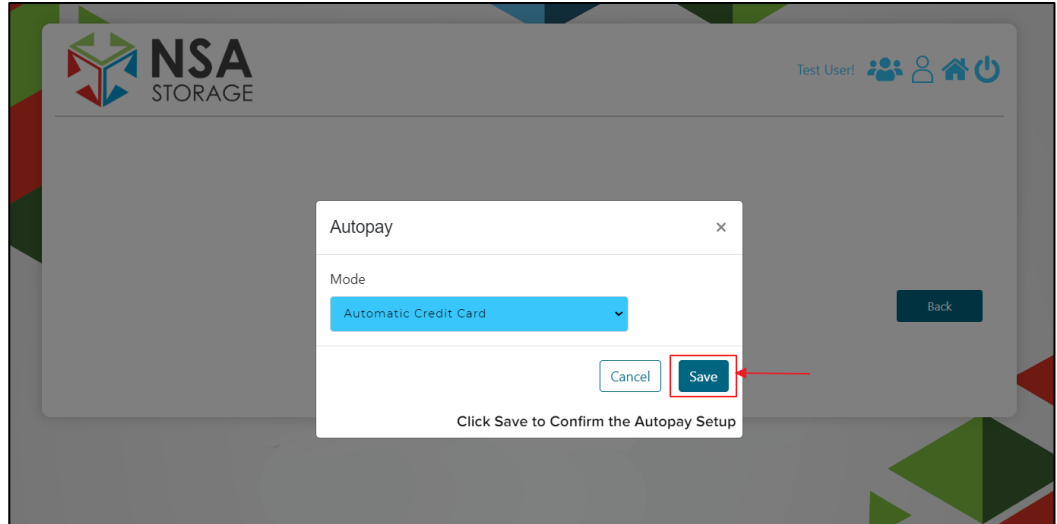
Address Two:

City:

Country:

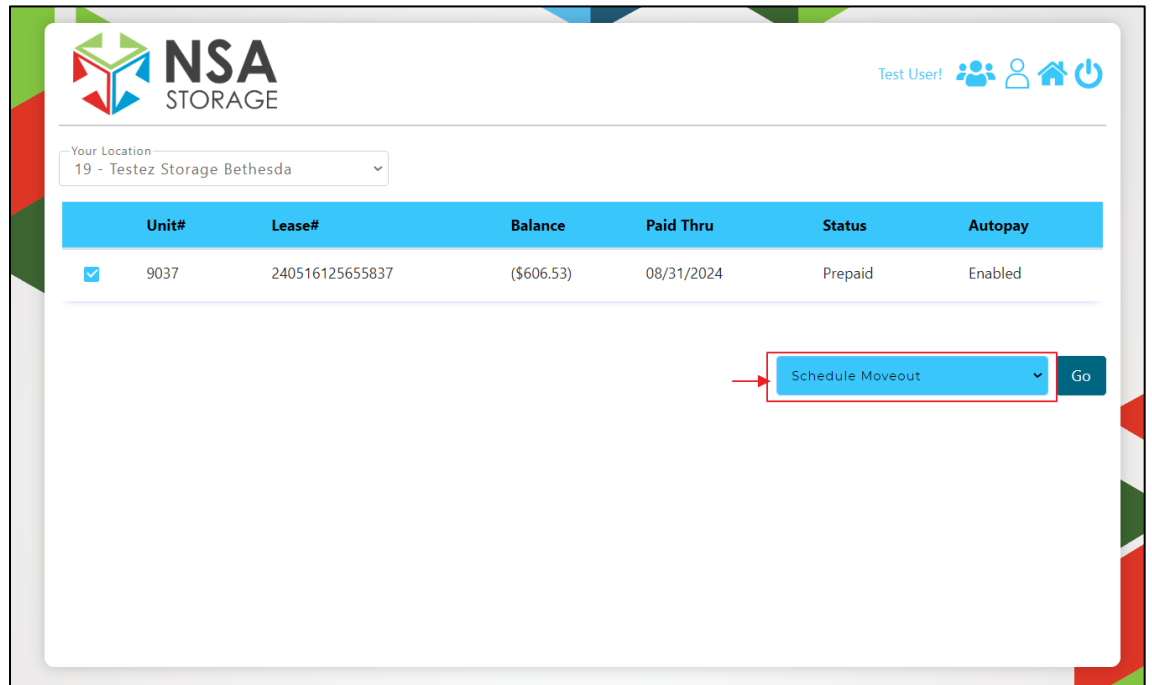
State or Province:

Postal Code:



4. How to 'Schedule a Move Out'?

- Select unit.
- Select '**Schedule Moveout**' option from drop-down.
- Click on '**Go**' button.



- Select Move out date.
- Select Reason to Move Out.
- Click on **Submit** button.

NSA STORAGE Test User!

Tenant Name: Test User **Address:** Test, Test,New Brunswick,5878787 **Cell Phone:** (455) 555-5555 **Location:** 19 - Testez Storage Bethesda

Unit Details

Unit # : 9037
 Unit Size : 7x10A
 Lease # : 240516125655837
 Move In Date : 05/16/2024
 Paid Thru. Date : 08/31/2024
 Status : Prepaid
 Balance : (\$606.53)
 Scheduled MoveOut : 06/11/2024

Schedule MoveOut

*Move-Out Date

*Reason to Move-Out

*Notes

Cancel Auto CC / ACH

Cancel Submit

5. How to Update 'Contact Info'?

- Select unit.
- Select 'Contact Info'.
- Click on 'GO' button.

NSA STORAGE Test User!

Your Location: 19 - Testez Storage Bethesda

Unit#	Lease#	Balance	Paid Thru	Status	Autopay
<input checked="" type="checkbox"/> 9037	240516125655837	(\$606.53)	08/31/2024	Prepaid	Enabled

Contact Info Go

- Click on 'Edit' button.
- Update or Edit the Information.

- Click on 'Update' button.

The screenshot shows the NSA STORAGE user profile page. The header includes the NSA STORAGE logo and a user profile section with 'Test User!' and icons for users, home, and power. The main content area is titled 'Contact Detail' and contains several input fields for user information. The 'Edit' button is highlighted with a red box and a red arrow pointing to it.

* First Name Test	Middle Name	* Last Name User
* Address Test	* City Test	* State Select
* Zip 5878787	* Country United States of America	* Email fe@selfstoragemanager.com
Work Phone	Home Phone	* Cell Phone 4555555555
Fax 5454545454		

Buttons: Cancel, Edit

The screenshot shows the NSA STORAGE user profile page after the 'Edit' button was clicked. The 'State' dropdown menu is now open and shows 'Alaska' selected. The 'Update' button is highlighted with a red box and a red arrow pointing to it.

* First Name Test	Middle Name	* Last Name User
* Address Test	* City Test	* State Alaska
* Zip 5878787	* Country United States of America	* Email fe@selfstoragemanager.com
Work Phone	Home Phone 5669999999	* Cell Phone 4555555555
Fax 5454545454		

Buttons: Cancel, Update