



# Paying for Documents

To pay fees for any document request please Follow the instructions below:

1. Go to: [https://www.paylease.com/registration/pay\\_portal/27621916/STD?vpw=1745&crd=1](https://www.paylease.com/registration/pay_portal/27621916/STD?vpw=1745&crd=1)
2. Register as a new user.
3. In the UNIT# field you will want to reference
  - a. The HOA the Property is associated with
  - b. The owners last name and
  - c. The unit number or address of the property.
4. In the PROPERTY Field Please select "Around the Clock Document Request"

Log in or Register to Pay Now


**Returning Users** 

Email:  

Password:

**LOGIN**

[FORGOT YOUR PASSWORD](#)

**New Users Registration** 

First Name: \*

Last Name: \*

Email: \*

Phone Number: \*

Property: \*

UNIT #

Password: \*

Confirm Password: \*

How did you hear about Online Payments:

I agree to the terms and conditions of use.\*

\* This information is required. **CREATE ACCOUNT**

5. Once logged in, enter the amount you wish to pay and proceed to make a payment using your credit card.
6. Alternately you can send your completed request form and a check or money order made out to Around The Clock INC to our office in Kent located at:  
716 West Meeker ST Suite #101  
Kent, WA 98032