

What is TownSq and why do I need to register for it?

Homeside, our Property Management Company, is using TownSq to manage our homeowner accounts and payments. In the future, TownSq will be rolling out other features. If you plan on viewing your transaction history or making a payment electronically via the community website offered by Homeside (echeck, debit card, credit card), you need to register for TownSq.io access (yes that's a web address). There is no fee to register with TownSq.io, just follow the onboarding steps below.

To register*

1. Find your Homeside account number. If you can't find it, contact anyone at the **Homeside Properties office, 678.297.9566**. They can easily provide you this information by searching your address. Alternatively, you can contact our community manager, **Christy Barber, cbarber@homesideproperties.com**.
2. Go to townsq.io, click on "Sign in Now", then "Need to Register"
3. Complete the short form, including account number, email address, and property zip code
4. You should receive an immediate welcome email confirming your registration. You will then be prompted to confirm registration via the email you receive.

***Note:** For those who have been receiving TownSq announcement emails, you have been pre-registered – you simply need visit townsq.io and select "forgot password", enter your email, and you'll be sent a reset password link to the email you provided.

To Pay [Please read through all, as fees** are incurred with some payment methods]

- **Mail Payments via Postal Mail** – No change to the process, **no fee incurred**. Mail your payment to: **East Spring Lake HOA, c/o Homeside Properties, PO Box 907, Commerce, GA 30529** Allow 7-10 days transit time.
- **Bank Online Bill Pay** – No change to the process, **no fee incurred**. Direct your bank to mail payment to: **East Spring Lake HOA, c/o Homeside Properties, PO Box 907, Commerce, GA 30529** Allow 7-10 days transit time.
- **Office Drop off payments** – No change to the process, **no fee incurred**, **Homeside Properties, 2555 Westside Parkway, Suite 600, Alpharetta, GA 30004**
- **Community Website one-time E-Check Payment**** – Submit payments through TownSq.io website or mobile app. **No transaction fee through March 30, 2020, thereafter \$2.95/per transaction.**
- **Community Website one-time Credit Card**** – Submit payments through TownSq.io website or mobile app. **No transaction fee through March 30, 2020, thereafter \$2.95/per transaction, plus a 3.5% surcharge fee already in place.**

- **Recurring/Auto Payments**** – Submit payments through TownSq.io website or mobile app. See description above for Community Website one-time E-Check and Community Website one-time Credit Card payments and fees.

<https://tinyurl.com/ESLpaymybill>