

Listed are the step by step directions on how to complete your Annual Fee payment online via www.gozego.com. **Please keep in mind that www.gozego.com does add an additional fee on top of your payment for processing fees.** If this is your first time completing your payment via Zego, you will need to set up an account first (directions listed below). Please don't hesitate to contact Owner Services if we may be of further assistance.

HOW TO SET UP YOUR ZEGO ACCOUNT:

- 1.) Go to www.gozego.com on your web browser
- 2.) Click the "Resident/Homeowner Login" button located in the top menu bar
- 3.) If you have an account already created with gozego.com, use your log in credentials to access your account.
 - a. Click "One-Time Payment" from the menu on the Left of the screen and fill in the amount you wish to pay in the "Owner Payment" box.
 - b. Click Continue and choose your desired method of payment. Finalize your payment.
- 4.) If you have not created an account yet, click "Don't Have An Account? Create One Now" on the login page.
 - a. Choose Owner type by clicking "Homeowner"
 - b. Search for your Property by entering "Trapp Family", a few property options will pop up below.
 - c. Choose either "Trapp Family Cooperative Housing, Inc." (For CoOp I Owners), "Trapp Family Cooperative Housing Two, Inc." (For CoOp II Owners) or "The Villas at Trapp Family Lodge Owners Association, Inc." (For Villa Owners) by clicking the "This is my Property" link next to the appropriate choice of your Ownership
 - d. Click the "Get Started" button in the Create Your Account box.
 - e. Enter your name, email, phone number, and password, check the "I Agree to the terms and conditions of use" box, and click the "Create Account" button.
- 5.) Once finished, click the "Pay Now" button on your homepage.
- 6.) Select Payment Type (most circumstances would be "Owner Payment").
- 7.) Add the amount of your payment due, then "Continue".
- 8.) Select the type of payment you would like to use. Please note the convenience fees that gozego.com charges changes based on which type of payment is used.
- 9.) You may now finalize your payment through gozego.com.

Please remember our systems and gozego.com do not communicate with each other. There will never be an amount listed in your account under Balance Due. Please refer to your invoice that was mailed for the current balance due.

Thank you!

Best Regards,

Owner Services
ownerservices@trappfamily.com