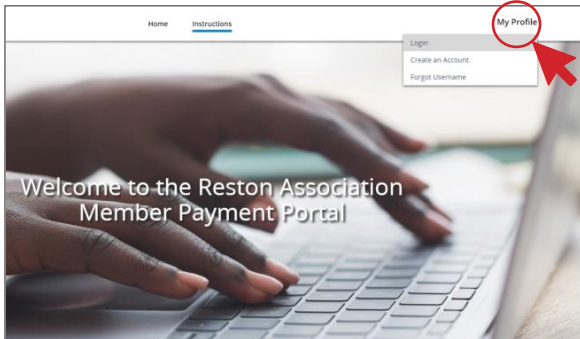


How to make an installment payment

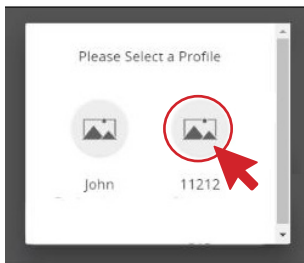
Summary:

In this section, you will learn how to make your monthly \$100 installment payments. Access the member portal by entering <https://reston.users.membersuite.com/home> in your web browser.

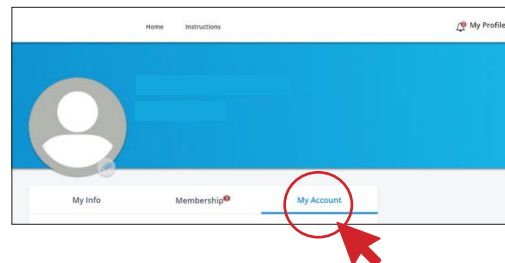


Profile Icon

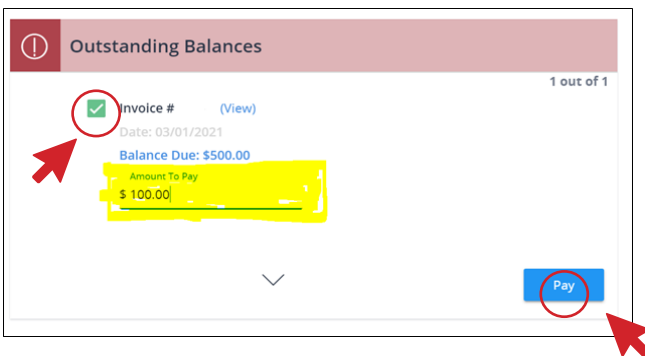
1. Access the member portal by entering <https://reston.users.membersuite.com/home>. Next, use the profile dropdown and select Login. Login using your username/password.



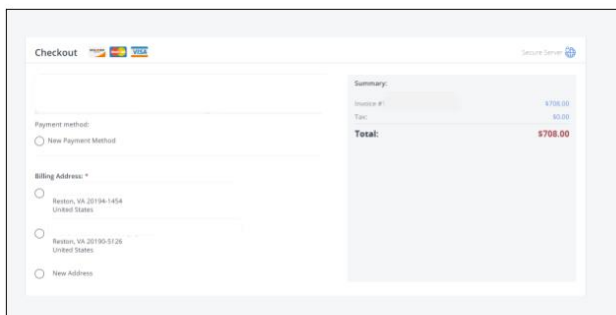
2. Upon successful login, select the property profile associated with the household.



3. On the next screen, select the tab labeled **My Account** to access outstanding dues.



4. Check-mark your invoice then tab to highlight the **Amount to Pay** field and update the dollar amount. Minimum payment of \$100 required. Click the blue **Pay** button to proceed with checkout.



5. Select your payment method and billing address to complete the checkout process. Acceptable payment methods are ACH or credit card.