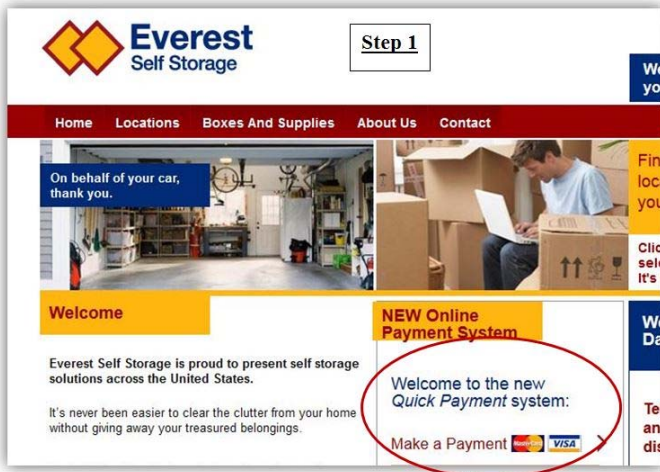
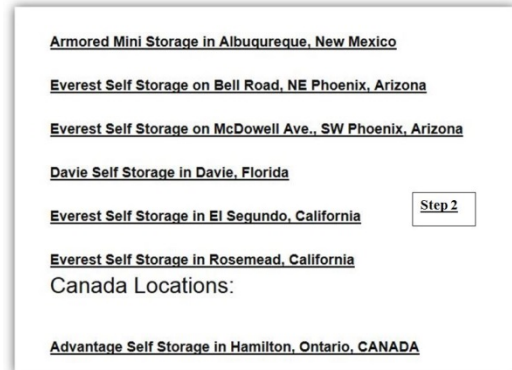


How to Make a One-time Payment or Set-up Automatic Payments

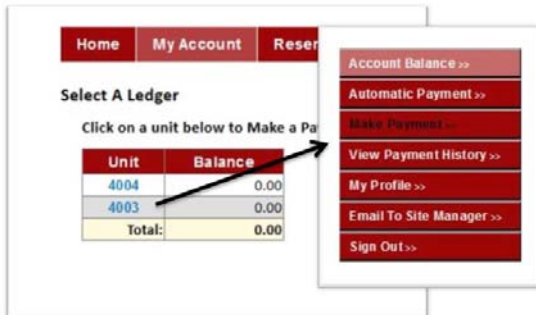


1. Start at www.everestselfstorage.com and click “Make a Payment” which is located towards the middle of the page.
2. Select your location.



3. Create an account using your gate code & unit number. Then login.

Step 4

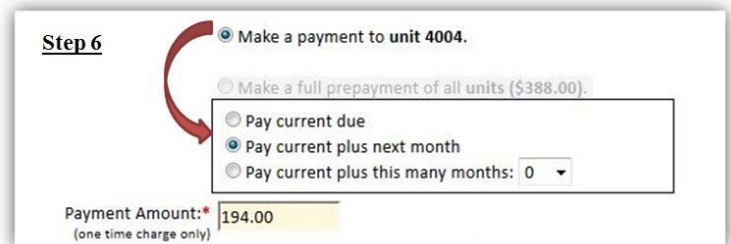


4. Select your unit number, which will enable you to see your payment options on the left toolbar.

5. From the menus on the left toolbar you will be able to:
 - a. Set up automatic payments
 - b. Make a one-time payment
 - c. View your payment history
 - d. Email the site manager

6. To set up a one-time payment on a *single* unit:

- a. Select *Make Payment* from the toolbar on the left side of the screen.
- b. Select *Make a payment to unit...*
- c. Typically, you would select *Pay current plus next month*
- d. One month’s rental rate should pull into the *Payment Amount*.
- e. Before you submit, verify the Payment Amount. Also, check the box at the bottom of the page if you want to save your credit card information for future one-time payments.




Check this box to save your c

f. Once you submit your credit card you will receive an email confirmation. You can verify the payment went through by viewing your payment history. Note that this may take several minutes to update. *Please call your Site Manager with any questions.*

7. If you have **multiple** units, in this same screen you are able to make a one-time payment for all of your units with a single transaction.

- a. Verify the *Payment amount* before submitting.
- b. Once you submit your credit card you will receive an email confirmation. You can verify the payment went through by viewing your payment history. Note that this may take several minutes to update.

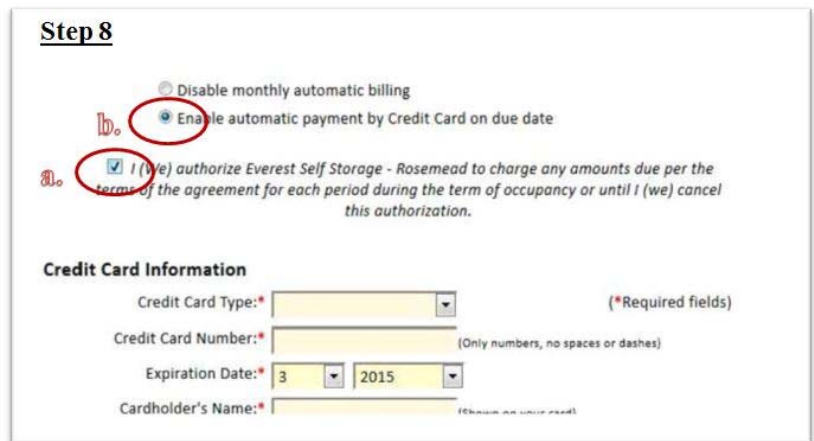


Step 7 Make a full prepayment of all units (\$388.00).

Payment Amount:* 388.00
(one time charge only)

8. To set up recurring, **automatic** payments select *Automatic Payments* from the left toolbar.

- a. First, select the check box authorizing the automatic payment.
- b. Then, select “Enable automatic payment by Credit Card on due date” and enter your credit card information.
- c. Once you submit your credit card you will receive an email confirmation. Please call your Site Manager with any questions.



Step 8

Disable monthly automatic billing

Enable automatic payment by Credit Card on due date

I (we) authorize Everest Self Storage - Rosemead to charge any amounts due per the terms of the agreement for each period during the term of occupancy or until I (we) cancel this authorization.

Credit Card Information

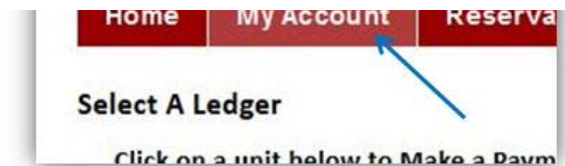
Credit Card Type:* (*Required fields)

Credit Card Number:* (Only numbers, no spaces or dashes)

Expiration Date:* 3 2015

Cardholder's Name:* (Please use your card)

- d. If you have **more than one unit** and would like to set up automatic payments for another unit. Return to select your next unit by choosing “My Account” on the upper toolbar. You will need to set up a separate automatic payment for each unit you have with us.



Transactions on this site are protected with up to 256-bit Secure Sockets Layer encryption.