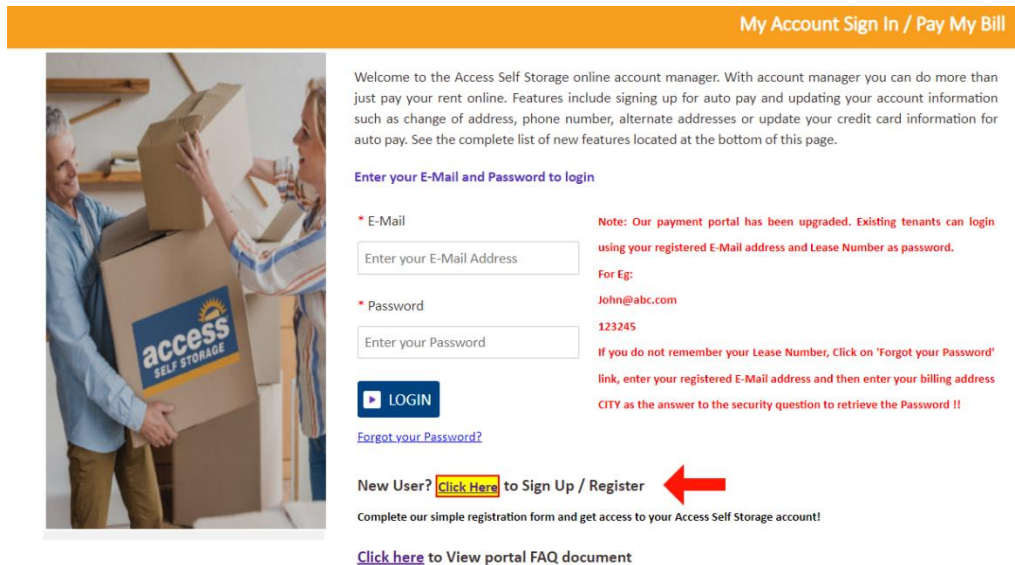


Customer Portal FAQ'S

1. How to register?

- Click on the Customer Portal link
<https://portal.selfstoragemanager.com/AccessSelfStorage/account/Login.aspx>
- Click on the button which says 'Click Here' to Sign up/Register



My Account Sign In / Pay My Bill

Welcome to the Access Self Storage online account manager. With account manager you can do more than just pay your rent online. Features include signing up for auto pay and updating your account information such as change of address, phone number, alternate addresses or update your credit card information for auto pay. See the complete list of new features located at the bottom of this page.

Enter your E-Mail and Password to login

* E-Mail Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and Lease Number as password.

Enter your E-Mail Address

For Eg:

* Password John@abc.com

Enter your Password 123245

If you do not remember your Lease Number, Click on 'Forgot your Password' link, enter your registered E-Mail address and then enter your billing address CITY as the answer to the security question to retrieve the Password !!

[Forgot your Password?](#)

New User? [Click Here](#) to Sign Up / Register ←

Complete our simple registration form and get access to your Access Self Storage account!

[Click here](#) to View portal FAQ document

- Fill the form with First Name, Last Name, E-Mail, Confirm Email, Password, Confirm Password
- Confirm Registration by selecting the Security Question, Enter your answer
- Enter the Verification Code and Click on Submit button

* First Name

* Last Name

* E-Mail

* Password

* Confirm Password

Confirm Registration

* Security Question

* Enter your Answer
(Answers are Case Sensitive)

* Verification Code

((Enter Letters as shown in below image))



A
G

- Once the registration is successful the customer can login to the account and then add their unit which is a one-time process.

2. How to 'Add a Unit'?

- After login, click on Add Your Units

access
SELF STORAGE

Call 203-367-6401

My Units My Account Logout

Welcome Test John

To enable the online account management function for your unit(s), add the unit(s) by clicking the "Add Your Units" button. You will be prompted to enter the facility location where you rent, unit # and gate access code for each unit.

ADD YOUR UNITS

- Select the location, Enter the unit# and Gate Access Code
- Click on Submit button



Call 203-367-6401

My Units

My Units

My Account

Logout

Welcome Test John

To enable the online account management function for your units, you will be prompted to enter the facility location where you rent, unit # and gate access code for each unit.

Add Units

* Location
Select

* Unit #

* Lease # (Numeric only)

Lease # can be located on any payment receipt


Submit Back

You will be prompted to enter the facility location where you

3. How to reset the password?

- Click on the hyper link 'Forgot Password?'

My Account Sign In / Pay My Bill



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Enter your E-Mail and Password to login

* E-Mail

* Password

LOGIN

[Forgot your Password?](#)

Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and Lease Number as password.
For Eg:
John@abc.com
123245
If you do not remember your Lease Number, Click on 'Forgot your Password' link, enter your registered E-Mail address and then enter your billing address CITY as the answer to the security question to retrieve the Password !!

New User? [Click Here to Sign Up / Register](#)

Complete our simple registration form and get access to your Access Self Storage account!

[Click here](#) to View portal FAQ document

- Enter the Email ID
- Click on Submit button

Enter your E-Mail address then click submit.

* E-Mail

Submit Cancel

- The new password will be sent to the Email.

4. How to 'Make a Payment'?

- Click on the drop down button
- Select One Time Payment
- Click on GO button

My Units My Units My Account Logout

Welcome John Test

To enable the online account management function for your unit(s), add the unit(s) by clicking the "Add Your Units" button. You will be prompted to enter the facility location where you rent, unit # and gate access code for each unit.

Location	Unit #	Actions
Access Self Storage - Bridgeport	0000	One Time Payment <input type="button" value="GO"/>

- Enter Credit Card details
- Click on Submit button

My Units My Units My Account Logout

Account Review/Make Payment

Unit Details

Tenant Name
Test, John

Address
-

Phone(Home/Office)
-

Location
1-Access Self Storage - Bridgeport

Unit Details	
Unit #	0000
Unit Size	8X10
Lease #	104
Move In Date	3/1/2021
Paid Thru. Date	12/31/2021
Balance	\$148.89

Pay My Bill

Payment Details	Amount Due	Pre-Payment
Rent	\$140.00	\$0.00
Insurance	\$0.00	\$0.00
Tax	\$8.89	\$0.00
Total Amount	\$148.89	\$0.00

Note - payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until next business day.

How many months would you like to prepay?:

Amount

* Name on Card

* Credit Card #

* Expiration Month/Year

* CSC [What is this?](#)

* Credit Card Type

* Card Billing Address

* Card Zip Code

5. How to set up auto pay?


- Click on the drop down button
- Select Auto Pay Setup
- Click on GO button

My Units My Units My Account Logout

Welcome John Test
To enable the online account management function for your unit(s), add the unit(s) by clicking the "Add Your Units" button. You will be prompted to enter the facility location where you rent, unit # and gate access code for each unit.

Location	Unit #	Actions
Access Self Storage - Bridgeport	0000	Auto Pay Setup GO

ADD YOUR UNITS



- Enable Auto Pay
- Enter Credit Card Details
- Click on Submit button

Welcome John Test
To enable the online account management function for your unit(s), add the unit(s) by clicking the "Add Your Units" button. You will be prompted to enter the facility location where you rent, unit # and gate access code for each unit.

Credit Card Details and Auto Pay

By signing up for Auto Pay you are authorizing Access Self Storage to automatically charge your credit card each month to save you the time and hassle of doing it manually.

Enable Auto Pay

*Name on Credit Card

* Credit Card #

* Card Type

* Expiration Month/Year
 /

* Billing Address

* Zip Code



Submit Back

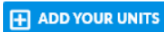
6. How to submit 'Schedule a Move Out'?


- Click on drop down button
- Select Schedule a move out
- Click on GO button

My Units My Units My Account Logout

Welcome John Test
To enable the online account management function for your unit(s), add the unit(s) by clicking the "Add Your Units" button. You will be prompted to enter the facility location where you rent, unit # and gate access code for each unit.


Location	Unit #	Actions
Access Self Storage - Bridgeport	0000	Schedule MoveOut  






- Select Move out date
- Click on drop down button
- Select Reason to Move Out
- Click on Submit button

Welcome John test
To enable the online account management function for your unit(s), add the unit(s) by clicking the "Add Your Units" button. You will be prompted to enter the facility location where you rent, unit # and gate access code for each unit.

Schedule MoveOut 

Please Enter your anticipated Move Out Date

* Move Out Date
 

* Reason to Move Out

