



CAPITOL COMPANIES™

Property Management | Realty | Development | Construction

Dear Owners,

We are excited to announce our new convenient online payment options!

Simply login to your account to view, manage and make payments.

Starting on **March 9, 2022** you can setup recurring or one-time payments throughour online portal and save your payment methods to use again in the future.

Please be advised that owners will be **unable** to make online payments between Mar. 1st - Mar. 9th, 2022. Zego/Paylease will be terminated as of February 28, 2022.

IMPORTANT:

***If you were already set up for automatic payments through Capitol's ACH direct debit program you will NOT need to re-register. However, recurring payments set up through Zego/Paylease will not be processed for March 2022 as this service will be terminated effective February 28, 2022.**

All owners with an email address on file will receive an email invitation from ComWeb asking residents to register. **Please register using this link!!**

If you do not receive an email by March 9, 2022, please follow the below steps to set-up your account.

- Step 1: Visit the ComWeb Portal website - <https://comwebportal.com/>
- Step 2: Once you are on the webpage, please click "Register as a new user"
- Step 3: Enter your Association Name
- Step 4: Enter your email address
- Step 5: Enter your unit address
- Step 6: Select your method of contact to verify the account (If the email address and phone number do not populate, input your account number)
- Step 7: Once registered you will be able to make a one-time payment through the portal through the PAY NOW red button on your dashboard screen
- Step 8: If you would like to register for automatic payments, please do so via the Payment Methods tab on the left-hand side of your screen.

Should you encounter any issues please reach out to our office at 703-707-6404.

Thank you!
Capitol Property Management