

A+ Storage and aaa Secure Online Payment Instructions for First Time Users

1. Double click **Pay my bill online** on the Property **where your storage unit resides**.
 - a. A+ Storage DeForest is the first green box.
 - b. A+ Storage Sun Prairie is the second green box.
 - c. aaa Secure Madison is the third red box.
2. From the **Tenant Account Manager** go to the **Create account** under the Login button.
3. Enter your Unit Number as seen on your lease or receipts.
 - a. If there is a zero before your unit number make sure you input 0 (zero).
 - b. If your unit is in DeForest make sure you enter a capital D. e.g. 00D31 or 0D145.
 - c. Any questions about your unit number can be answered by calling the office.
 - d. If you would like your Gate Access Code for entry please call the office.
4. Set up your account login values:
 - a. Enter your e-mail address in **Email Address**.
 - b. Make up a password and enter it in **Password**.
 - c. Confirm the Password you just entered in **Confirm Password**.
 - d. Enter a Security Question in **Security Question**.
 1. Example: My first dog's name
 2. Example: My favorite color
 3. Example: My favorite singer
 - e. Enter the Answer to the question in **Security Question Answer**.
 1. Example: Sasha
 2. Example: pink
 3. Example: Johnny Cash
5. Press the **Submit** Button
6. An e-mail will be sent to the e-mail you entered above.
7. In the e-mail a link will be provided to make a payment. Click on that link and it will bring you back to the Log in screen for your particular location.
8. Enter your **Email**.
9. Enter your **Password**.
10. You will be taken to the Payment Screen.
11. Page down and find your **unit number in blue**.
12. Double click on that unit number you want to pay.
13. Enter payment information for payment.