



**Auto Pay or Online payment sign up instructions:**

Materials to have on hand;

- Routing and account number or credit card
- Email address
- 16 digit account number (contact Sentry if you don't have this number 502-491-3550)

- 1) Go to <https://www.sentrymgt.com/>
- 2) Click on make a payment
- 3) Click on AutoPay or echeck etc
- 4) Click continue
- 5) Under the login button there is a new user section. Click Register here
- 6) Create your user name (click the check username availability and make sure its available.)
- 7) Create a password (must have upper case, lower case, numbers and special character of at least 8)
- 8) Confirm your password
- 9) Enter name (first and last), email address, phone number in boxes provided
- 10) Agree to the terms and privacy and read and accept by checking those boxes
- 11) Hit create account
- 12) Verify the profile review and hit submit
- 13) You will now be assigned a click pay number simply hit continue
- 14) Enter your 16 digit account number click submit and verify that is the correct address
- 15) Go to the autopay section located at the top of the page
- 16) Click the blue set up autopay button
- 17) Under send payments from box select add new payment
- 18) Add credit or debit card or add new bank account (please note that there are fees associated with credit and debit cards) add required fields and click continue
- 19) For autopayment chose your date then set up the details on what amounts you want the system to pull. Make sure to chose the garage fee if you have one.