



W.O.T.C. TENANTS' CORP.

73-10 220 STREET. (REAR OF BUILDING) BAYSIDE, NEW YORK 11364 • (718) 464-7023 • FAX (718) 464-7901

Dear Resident,

We are happy to announce that effective July 1, 2017 you will be able to make your monthly payments online by credit card, debit card or electronic check (ACH).

To register for this service please go to www.windsoroaksbayside.com and click on the link PAY ONLINE located in the upper right hand corner.

You will need to enter the following information for registration:

- 1 – Last Name
- 2 – Registration Code (account number) – this is a seven digit number beginning with 28 which is found on your statement.

WOTC TENANTS CORP. 73-10 220TH STREET REAR OF BUILDING BAYSIDE, NY 11364	DATE	06/01/2017
	AMOUNT DUE	
	ACCT NO.	

- 3 – Email
- 4 – Password – 10 characters, must have at least:
 - 1 upper case letter
 - 1 lower case letter
 - 1 number
 - 1 symbol
- 5 – Confirm password
- 6 – Answer one of the security questions
- 7 – Click on “I have read the terms and conditions” which will then take you to the terms and conditions which you have to agree to a second time.

After you have completed the above, you will receive an email for verification purposes.

Once registered you can then log on and set up your payment information and make your first payment. Please note only payment in full will be accepted.

The cost for this service is as follows:

- 1 – Payment by check (ACH) - \$ 1.50
- 2 – Debit Cards:
 - Less than \$ 1,000.00 - \$ 2.95
 - More than \$ 1,000.00 - \$ 3.95
- 3 – Credit Cards:
 - Mastercard, Visa, Discover – 2.2% of amount
 - Amex – 3% of amount
- 4 – Credit Card & Debit Card Adjustments & Retrieval Fees - \$ 25.00 per occurrence.

The above fees are charged by the payment processor, NOT WOTC.

If you have any questions, please contact Phyllis at 718-464-7023.

Thank You

Board of Directors