

## How to Set up a New Account

Customers can access eStore online at [www.metrostorage.com/payonline](http://www.metrostorage.com/payonline).

Prior to creating an account, you will need your Account ID. The Account ID can be found on your invoice, receipt or by contacting the store Property Manager.

To set up a new account, first click on the link: [Are you an existing tenant but do not have a login? Click here.](#)

This will bring you to the account information screen.

In the account information screen, enter the information as shown:

1. Select your store

2. Input First and Last name

3. Input Account ID (Shown on invoice, receipt or contact store Property Manager)

4. Click on the Activate Account button

Home / Payonline

### My Account

Pay Online. Metro Self Storage's easy way to pay your rent

Metro Self Storage® offers the convenience to pay online. Existing customers may need to activate their account prior to making the first online payment. [Click here to access useful Tenant Forms.](#)

[Log In](#) | [Help](#) | [Contact Site Manager](#)

#### Account Login

Please enter your username and password.

E-Mail Address

Password

☐ Keep me logged in

[Forgot your password?](#) [Are you an existing tenant but do not have a login? Click here.](#)

SECURED by digicert Identity Assured SSL CERTIFICATE

powered by centershift

Home / Payonline

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Please select your facility

DE-Metro Self Storage - Des Plaines

Step 1: Please enter your name and account ID.

First Name  \*

Last Name  \*

Account ID  \*

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You will be required to enter your e-mail address, create a password, then click the Activate Account button.

The screenshot shows the 'My Account' page with a header 'Home / Payonline'. The main heading is 'My Account'. Below it, a subheading reads 'Pay Online. Metro Self Storage's easy way to pay your rent'. A paragraph explains that existing customers may need to activate their account. A yellow bar contains links: 'Log In', 'Help', and 'Contact Site Manager'. The 'Step 2' instruction asks for email and password. There are three input fields: 'Email', 'Password', and 'Confirm Password', each with an asterisk. An 'Activate Account' button is at the bottom.

Home / Payonline

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[Log In](#) | [Help](#) | [Contact Site Manager](#)

Step 2: Please enter your email address and set a password to complete your account activation. Your password must be between 6 - 8 characters in length.

Email  \*

Password  \*

Confirm Password  \*

[Activate Account »](#)

## How to Set Up Monthly Auto Payments in eStore

Customers can access eStore online at [www.metrostorage.com/payonline](http://www.metrostorage.com/payonline).

When logged in to eStore, click on the [Manage Auto-Pay](#) link shown.

The screenshot shows the 'Manage Units / Make Payment' page for 'CG-Metro Self Storage - Chicago/Grand Ave'. It includes a 'Contact Site Manager' link. A table titled 'Rentals' has columns: Unit, Status, Price, Next Due Date, Next Due Amt, and a link column. The first row shows 'Unit 3090 10X15' with status 'Current', price '\$290 Month', and due date '8/25/2013'. The link column contains 'Manage Auto-Pay' (highlighted with a red box), 'Submit Move Out Notice', and 'Payment History'.

Manage Units / Make Payment

CG-Metro Self Storage - Chicago/Grand Ave [Contact Site Manager](#)

Rentals

Unit	Status	Price	Next Due Date	Next Due Amt	
Unit 3090 10X15	Current	\$290 Month	8/25/2013	\$299.00	<a href="#">Manage Auto-Pay</a> <a href="#">Submit Move Out Notice</a> <a href="#">Payment History</a>

The screenshot shows the 'Manage Auto-Pay Settings' page. It includes a yellow bar with user information and links. The 'Manage Auto-Pay Settings' section shows details for 'Unit 3090 10X15' and a 'Make a one-time payment today >>' link. A note states that the credit card will be charged the total amount due. The 'Credit Card Information' section has fields for Card Number, Name on Card, Billing Street, Billing City, Billing State (Alabama), Postal Code, and Expiration Date (April 2013). A 'Deactivate AutoPay Account' button is at the bottom.

Home / Payonline

## My Account

Pay Online. Metro Self Storage's easy way to pay your rent

Metro Self Storage® offers the convenience to pay online. Existing customers may need to activate their account prior to making the first online payment. [Click here to access useful Tenant Forms.](#)

Logged in as [\[username\]](#)@hotmail.com [Logout](#) | [Change Password](#) | [Contact Site Manager](#)  
[Manage Reservations & Rentals](#) | [Help](#)

### Manage Auto-Pay Settings [Make a one-time payment today >>](#)

Unit 3090 10X15 \$290.00/month\*  
Paid thru 8/24/2013 Next Payment Due: 8/25/2013  
Payment Amount Due: \$299.00

Your credit card will be charged the total amount due for this rental on your rental's next (and each subsequent) payment due date.

Credit Card Information:

Card Number

Name on Card

Billing Street  \*

Billing City  \*

Billing State

Postal Code  \*

Expiration Date

[Deactivate AutoPay Account](#)

Then, enter credit card and billing address information and your account will automatically be paid each month on the due date.

## How to Make a One Time Payment in eStore

Home / Payonline

### My Account

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Metro Self Storage® offers the convenience to pay online. Existing customers may need to activate their account prior to making the first online payment. [Click here to access useful Tenant Forms.](#)

Logged in as [email]@[domain].com [Logout](#) | [Change Password](#) | [Contact Site Manager](#)  
[Manage Reservations & Rentals](#) | [Help](#)

#### Manage Units / Make Payment

[Contact Site Manager](#)

PA-Metro Self Storage - Palatine

Rentals

Unit	Status	Price	Next Due Date	Next Due Amt	
Unit 146 10x20	Current	\$299 Month	7/21/2013	\$299.00	<a href="#">Make Payment</a> <a href="#">Submit Move-In Notice</a> <a href="#">Payment History</a>

On the **Make Payment** screen you can select to pay total amount due or several months in advance.

Then, simply enter credit card and billing address information and your account payment status will be updated.

Customers can access eStore online at:

[www.metrostorage.com/payonline](http://www.metrostorage.com/payonline).

To login, enter e-mail address and Password.

Once logged in, to make a payment, select the [Make A Payment](#) link.

Home / Payonline

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Logged in as [email]@[domain].com [Logout](#) | [Change Password](#) | [Contact Site Manager](#)  
[Manage Reservations & Rentals](#) | [Help](#)

#### Make Payment

[Save time by registering this unit for AutoPay today!](#)

Unit 146 10x20 \$299 Month\*  
Paid thru: 7/20/2013 Status: Current  
Next Payment Due: \$299.00 on 7/21/2013

☒ Pay Total Amount Due  
☐ Pay multiple months:  
pay 2 months

Total Amount to be Charged: **\$299.00**

Credit Card Information:

Card Number  \*

Name on Card  \*

Billing Street  \*

Postal Code  \*

CVV  \*

Expiration Date January 2013

## Other Payment Options

**Other payment options.** Metro Self Storage provides several other convenient payment and account access options, many are available 24 hours a day, 365 days a year, for a hassle-free storage experience.

**EasyPay Phone.** We offer this convenient credit card phone payment option using a MasterCard, Discover, Visa, or American Express. Simply call (866) 283-7020. Payments are accepted 24 hours a day, 365 days a year. A nominal convenience fee of \$3.95 is charged at time of payment with this service.

**In-Store Payments** (cash, check, money order, or credit card) are accepted at the Metro office. After hours? Use the convenient payment drop slot in the office front door for check or money order payments.