HALE
RETAIL GROUP

Quickly pay your rent from anywhere!

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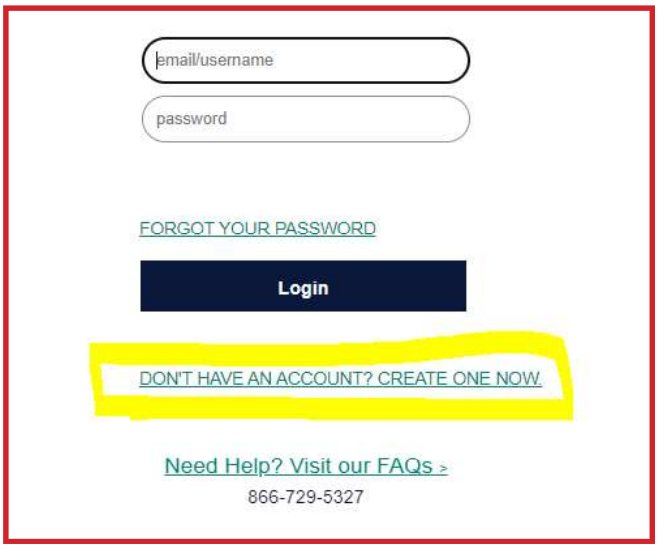
STEP 1

Visit: gozego.com/go

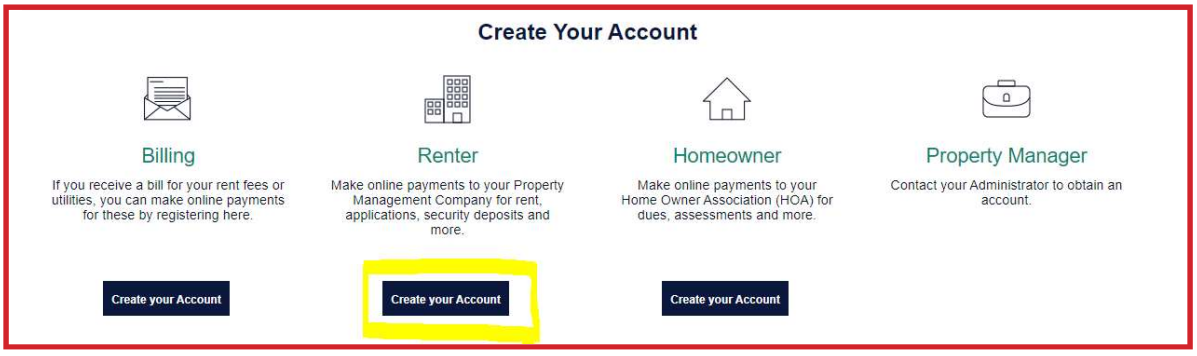
STEP 2

Click: "DON'T HAVE AN ACCOUNT? CREATE ONE NOW."



STEP 3

Create an account as a "Renter".

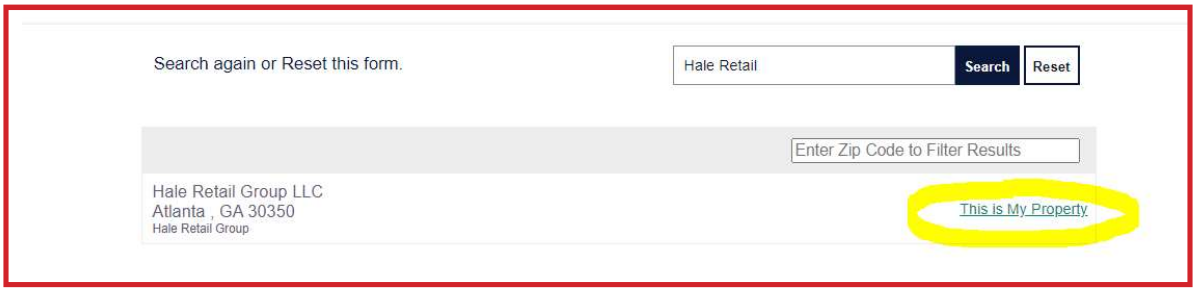


STEP 4

Search for your property by entering either _____ (property name) or _____ (property address).

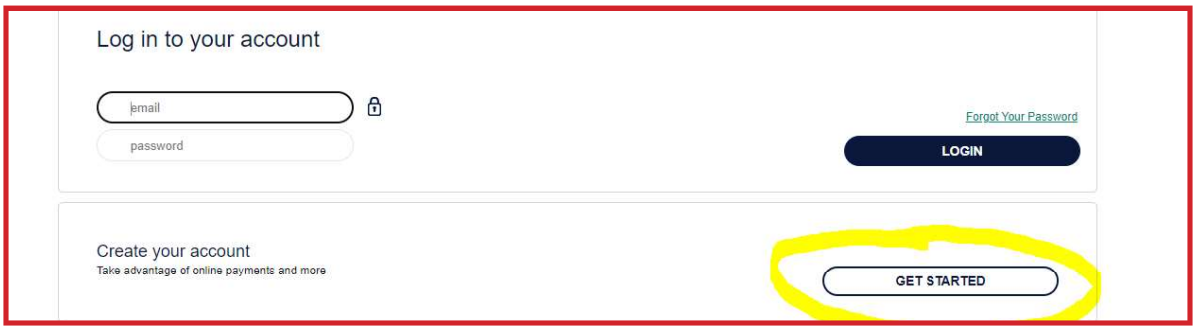
STEP 5

Select your property by clicking the "This is My Property" button. Be sure it shows Hale Retail Group underneath the name and address.



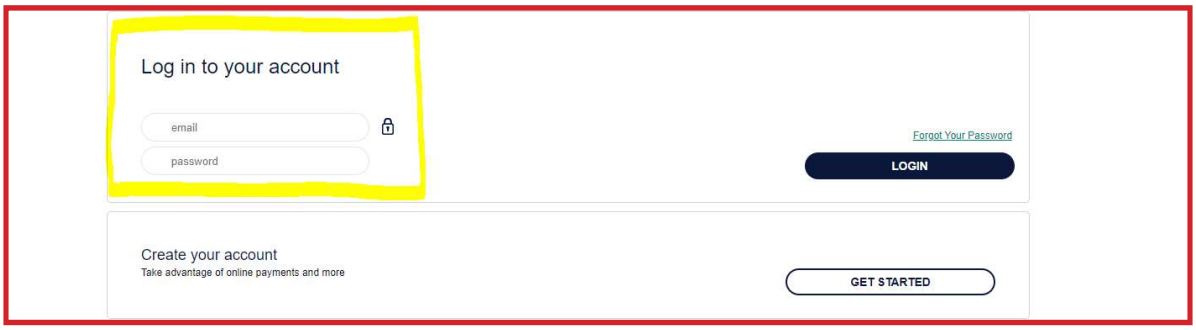
STEP 6

Create your account by clicking the "Get Started" button.



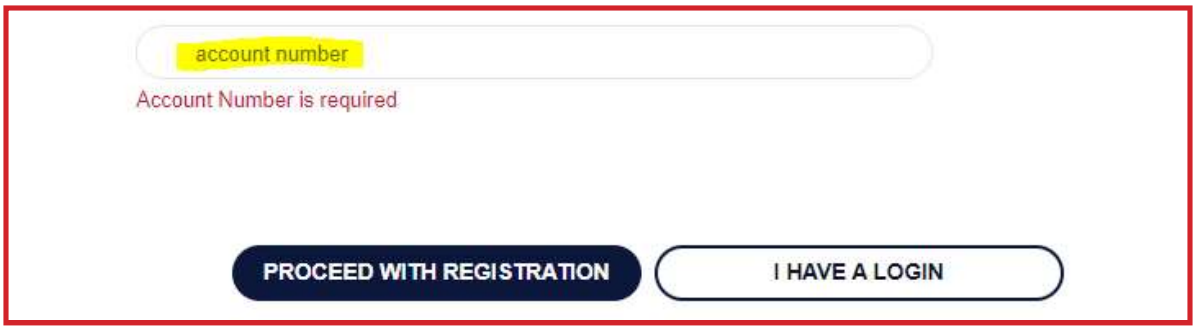
STEP 7

Already have an account? You can use this page to log in by entering the email and password used during registration.



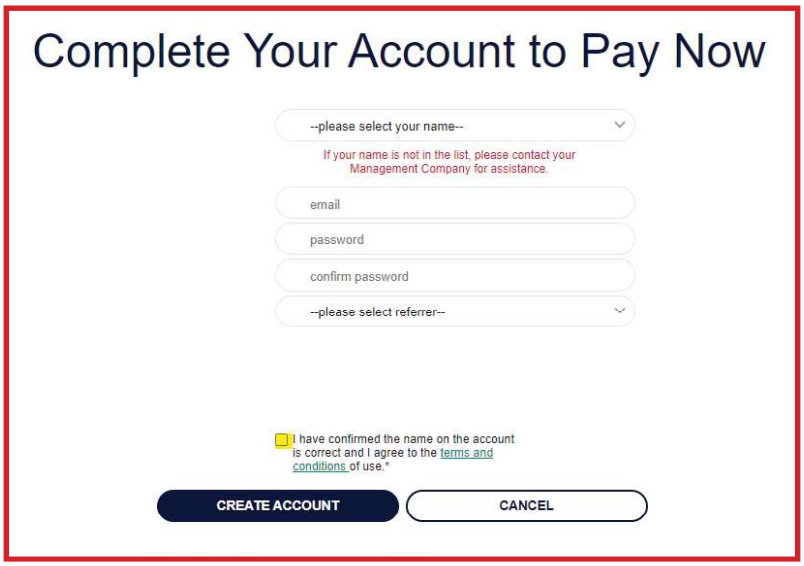
STEP 8

Your account number is _____. Enter this into the "account number" box and click "PROCEED WITH REGISTRATION".



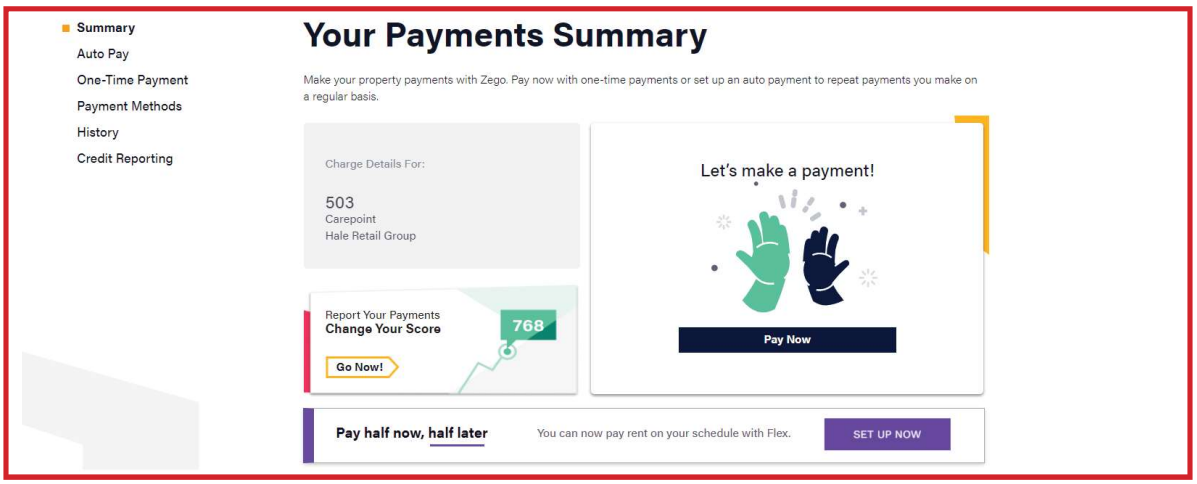
STEP 9

Complete registration by selecting your Tenant Name, enter your email address, and create a secure password. Select "Property Manager" as the referrer. Click the confirmation box and "CREATE ACCOUNT".

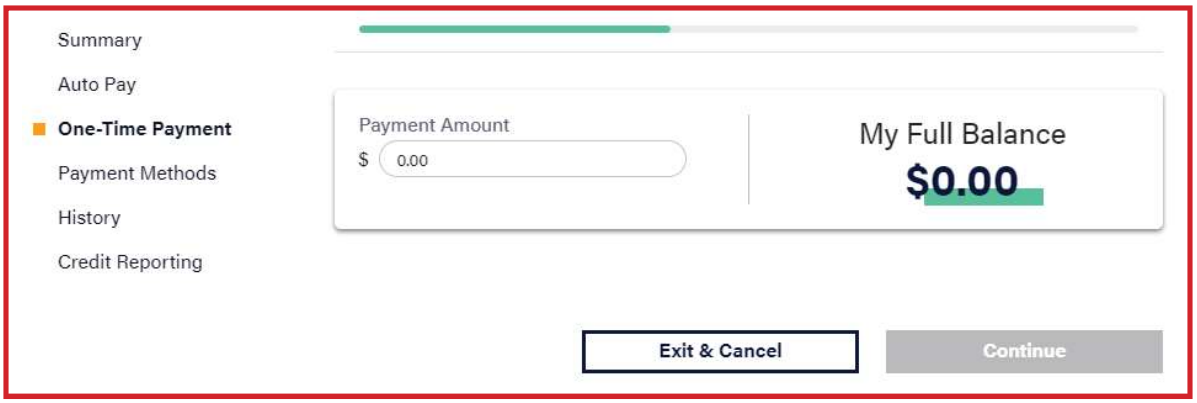
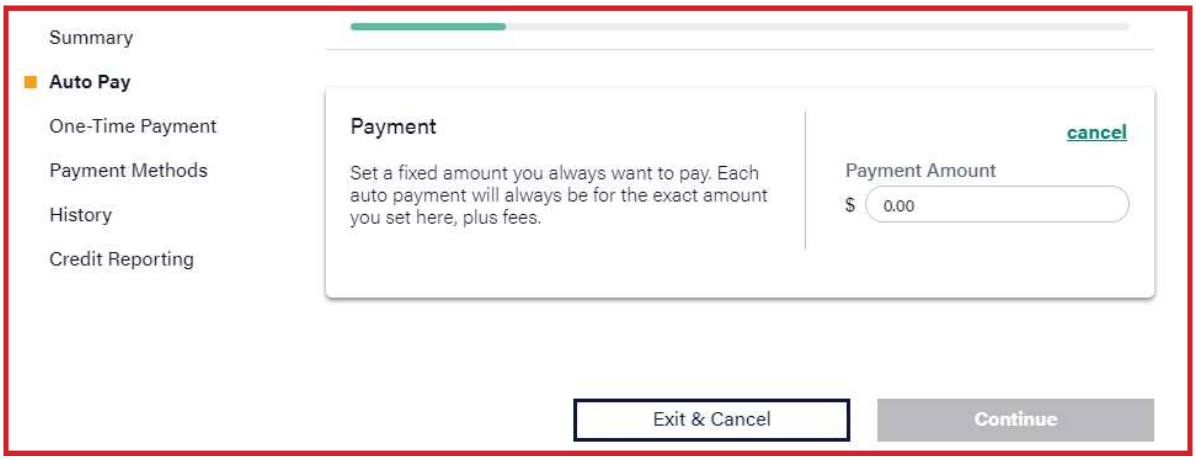


STEP 10

Select "One-Time Payment" to make a payment or select "Auto Pay" to set up a recurring payment.



For "One-Time Payment", enter the amount you would like to pay and enter your bank account information on the next page. Your rent amount and balance will be displayed on the screen.



OR set up the recurring payment feature by making a payment through the "Auto Pay" tab and enter your bank account information on the next page. This will deduct that amount each month on the same day the original payment was made.