

1. How to reset the password?

- Click on the hyper link 'Forgot your password?'

Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and gate access code as password.

For Eg:
John@abc.com
123245

If you do not remember your gate access code, Click on 'Forgot your Password' link, enter your registered E-Mail address and then enter one time verification code sent to your registered email to retrieve your password!!

If you are a new customer, you will need to use the temporary password that was emailed to you for your first login. If you cannot find this email, it may be in your junk or spam folders.

Your username will be the email used to rent your unit.

After your first login, you will be prompted to create your own permanent password. If you are having trouble logging in, please contact your Storage location for assistance.

[Click here](#) to View Portal FAQ document

My Account Sign In / Pay My Bill

Sign in

Username

Password

[Forgot your password?](#)

SIGN IN

Activate Windows
Go to Settings to activate Windows.

- Enter username and Email ID.
- Click on the **Send verification code** Button.

Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and gate access code as password.

For Eg:
John@abc.com
123245

If you do not remember your gate access code, Click on 'Forgot your Password' link, enter your registered E-Mail address and then enter one time verification code sent to your registered email to retrieve your password!!

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[Click here](#) to View Portal FAQ document

My Account Sign In / Pay My Bill

User Details

Email Address

Email Address

SEND VERIFICATION CODE

CONTINUE

CANCEL

Activate Windows
Go to Settings to activate Windows.

Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and gate access code as password.

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John@abc.com
123245

If you do not remember your gate access code, Click on 'Forgot your Password' link, enter your registered E-Mail address and then enter one time verification code sent to your registered email to retrieve your password!!

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After your first login, you will be prompted to create your own permanent password. If you are having trouble logging in, please contact your Storage location for assistance.

[Click here](#) to View Portal FAQ document

My Account Sign In / Pay My Bill

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Felix@selfstoragemanager.com

Verification Code

137042

VERIFY CODE

SEND NEW CODE

CONTINUE

CANCEL

- The Verification code will be sent to the registered Email address.
- Enter the Verification code and click on the **Continue** button.
- Enter the New password.
- Confirm the New password.
- Click on **Continue** button.

Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and gate access code as password.

For Eg:
John@abc.com
123245

If you do not remember your gate access code, Click on 'Forgot your Password' link, enter your registered E-Mail address and then enter one time verification code sent to your registered email to retrieve your password!!

If you are a new customer, you will need to use the temporary password that was emailed to you for your first login. If you cannot find this email, it may be in your junk or spam folders.

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[Click here](#) to View Portal FAQ document

My Account Sign In / Pay My Bill

User Details

New Password

Confirm New Password

CONTINUE




CANCEL

Activate Windows
Go to Settings to activate Windows.

2. How to 'Make a Payment'?


- Select one or more units.
- Select One Time Payment option from dropdown.
- Click on **GO** button.

MY GARAGE SELF STORAGE

Felix dsouza!   


Your Location
The Storage




Unit#	Lease#	Gate Code	Balance	Paid Thru	Status	Autopay
<input checked="" type="checkbox"/> A21	241203070641525	2	\$0.00	02/10/2025	Current	Disabled


One Time Payment  Go


Activate Windows
Go to Settings to activate Windows.


- Select Number of months to prepay from the drop-down.




Felix dsouza!   

 Tenant Name
Felix dsouza

 Address
Test, Test,Georgia,Test

 Cell Phone
(225) 666-6666


 Location

Unit Detail

Unit #	: A21
Unit Size	: 10X10 ST-RG-D
Lease #	: 241203070641525
Move In Date	: 12/03/2024
Paid Thru. Date	: 02/02/2025
Status	: Past due
Balance	: \$53.88

Payment Detail

Rent	: \$21.71
Insurance	: \$4.57
Fees	: \$27.60
Discount	: \$0.00
Tax	: \$0.00
Total	: \$53.88
Total Due	: \$53.88



Pay My Bill

\$53.88

☒ Pay using Credit Card
☐ Pay using ACH


Cancel




Pay \$53.88


Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.


Activate Window
Go to Settings to activate


- Click on Calculator Icon to see Payment Break Down.




Felix dsouza!   

 Tenant Name
Felix dsouza

 Address
Test, Test,Georgia,Test

 Cell Phone
(225) 666-6666


 Location

Unit Detail

Unit #	: A21
Unit Size	: 10X10 ST-RG-D
Lease #	: 241203070641525
Move In Date	: 12/03/2024
Paid Thru. Date	: 02/02/2025
Status	: Past due
Balance	: \$53.88

Payment Detail

Rent	: \$21.71
Insurance	: \$4.57
Fees	: \$27.60
Discount	: \$0.00
Tax	: \$0.00
Total	: \$53.88
Total Due	: \$53.88



Pay My Bill

\$53.88

☒ Pay using Credit Card
☐ Pay using ACH

Cancel





Pay \$53.88


Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.


Activate Window
Go to Settings to activate


Payment Break Down ×		
Payment Details	Balance	PrePay Balance
Deposit	\$0.00	\$0.00
Rent	\$21.71	\$0.00
Property Protection	\$4.57	\$0.00
Fees <ul style="list-style-type: none"> • Online Payment Fee 	\$7.60	\$0.00
Late & Lien Charges	\$20.00	\$0.00
Merchandise	\$0.00	\$0.00
Discount	\$0.00	\$0.00
Tax	\$0.00	\$0.00
Total	\$53.88	\$0.00


- Click on **Pay** button.


Felix dsouza!   

 **Tenant Name**
Felix dsouza

 **Address**
Test, Test,Georgia,Test

 **Cell Phone**
(225) 666-6666


 **Location**

Unit Detail

Unit # : A21
Unit Size : 10X10 ST-RG-D
Lease # : 241203070641525
Move In Date : 12/03/2024
Paid Thru. : 02/02/2025
Date :
Status : Past due
Balance : \$53.88

Payment Detail

Rent : \$21.71
Insurance : \$4.57
Fees : \$27.60
Discount : \$0.00
Tax : \$0.00
Total : \$53.88
Total Due : **\$53.88**



Pay My Bill
\$53.88
☒ Pay using Credit Card
☐ Pay using ACH

Cancel

Pay \$53.88

Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.

- Enter Credit card details.
- Click on **'Make Payment'** button.

Order Information

Total Amount (\$): \$668.45
Transaction Type: CREDITSALE

Card Information

Card Number:*

Expiry Date:*

CVV:

Customer Information

Customer Title:

First Name:*

Middle Name:*

Last Name:*

Company Name:*

Address One:*

Address Two:*

City:*




Country:*


State or Province:*


Postal Code:*


[Make Payment](#)


MY GARAGE
SELF STORAGE


Felix dsouza!   

 **Tenant Name**
Felix dsouza

 **Address**
Test, Test,Georgia,Test

 **Cell Phone**
(225) 666-6666

 **Location**
The Storage



PAYMENT SUCCESSFUL!

Authorization Code : 000006057751


A copy of the Receipt has been emailed to you. Click [HERE](#) to view.





[Home](#)


Activate Win
Go to Settings to

3. How to set up auto pay?


- Select unit.
- Select Auto Pay Setup option from drop down.
- Click on **GO** button.



Felix dsouza!    

Your Location
The Storage 


	Unit#	Lease#	Gate Code	Balance	Paid Thru	Status	Autopay
<input checked="" type="checkbox"/>	A21	241203070641525	2	\$0.00	02/10/2025	Current	Disabled





Autopay Setup 

Go

Activate Windows
Go to Settings to activate Windows.


- Click on **'Setup AutoPay'** button.
- Select mode of payment.
- Enter Credit card details.
- Click on **'Make Payment'** button.
- Click on **'Save'** button.



Felix dsouza!    

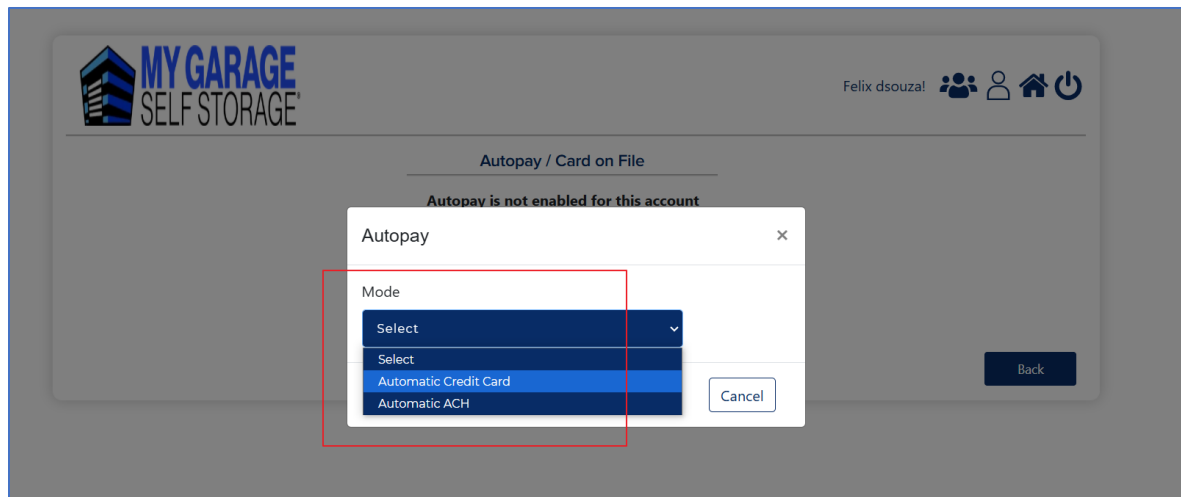
Autopay / Card on File

Autopay is not enabled for this account



Setup Autopay

Back



Order Information

Total Amount (\$): \$0.00

Transaction Type: CREDITAUTH

Card Information

Card Number: 3741010000000000

Expiry Date: [Month] [Year]

CVV: [CVV]

Customer Information

Customer Title: [Text]

First Name: [Text]

Middle Name: [Text]

Last Name: [Text]

Company Name: [Text]

Address One: [Text]

Address Two: [Text]

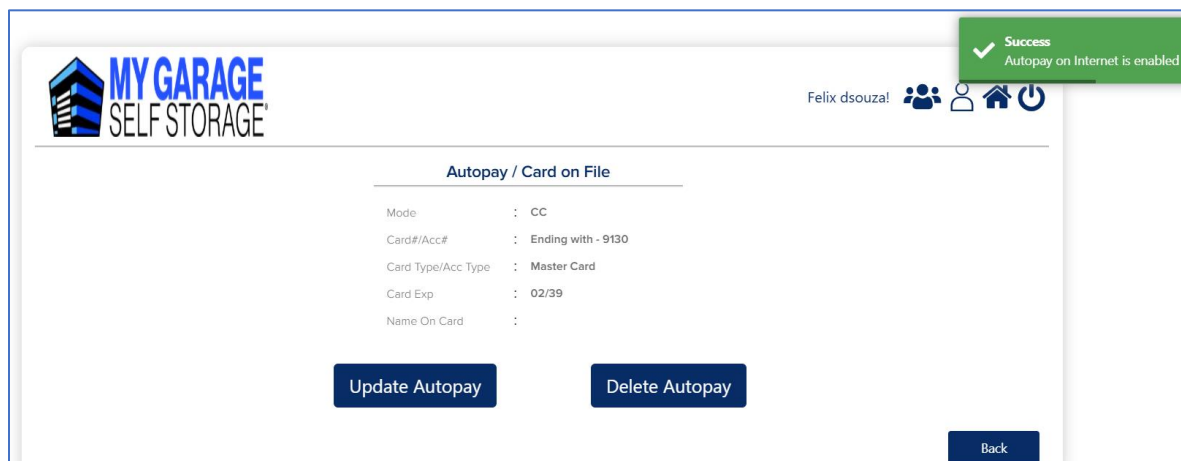
City: [Text]

Country: [Country]

State or Province: [Text]

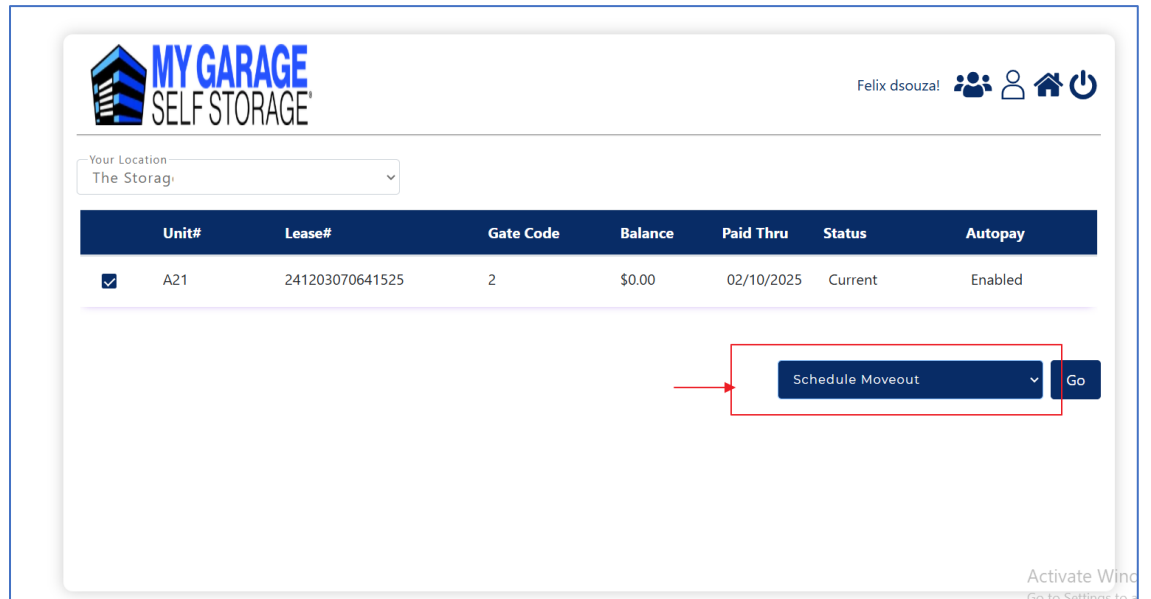
Postal Code: [Text]

Make Payment



How to 'Schedule a Move Out'?

- Select unit.
- Select '**Schedule Moveout**' option from drop-down.
- Click on '**Go**' button.

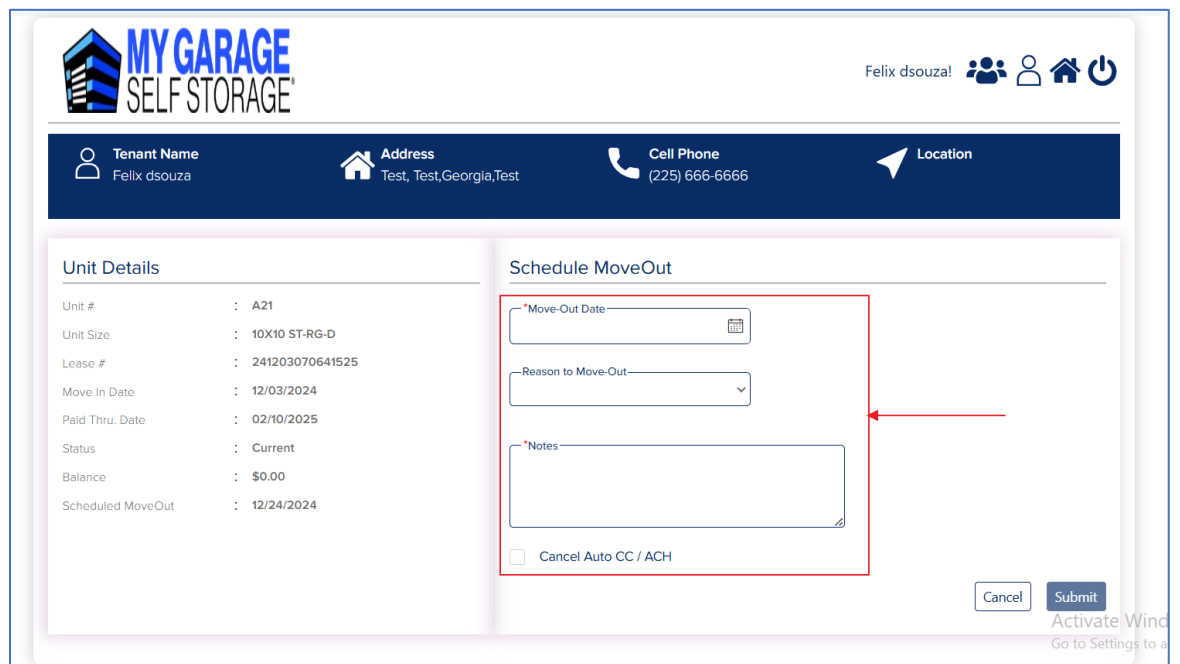


The screenshot shows the MY GARAGE SELF STORAGE dashboard. At the top, there's a header with the logo and user information 'Felix dsouza!'. Below the header, there's a 'Your Location' dropdown menu set to 'The Storage'. A table lists storage units with columns: Unit#, Lease#, Gate Code, Balance, Paid Thru, Status, and Autopay. The first unit, A21, is selected with a checkmark. Below the table, there's a 'Schedule Moveout' button with a dropdown arrow, and a 'Go' button next to it. A red box highlights the 'Schedule Moveout' button, and a red arrow points to it from the left.

Unit#	Lease#	Gate Code	Balance	Paid Thru	Status	Autopay
<input checked="" type="checkbox"/> A21	241203070641525	2	\$0.00	02/10/2025	Current	Enabled

Schedule Moveout **Go**

- Select Move out date.
- Select Reason to Move Out.
- Click on **Submit** button.



The screenshot shows the 'Schedule MoveOut' form. At the top, there's a header with the logo and user information 'Felix dsouza!'. Below the header, there's a navigation bar with 'Tenant Name' (Felix dsouza), 'Address' (Test, Test,Georgia,Test), 'Cell Phone' (225) 666-6666, and 'Location'. The form is divided into two sections: 'Unit Details' and 'Schedule MoveOut'. The 'Unit Details' section lists information about unit A21, including unit size, lease number, move-in date, paid thru date, status, balance, and scheduled move-out date. The 'Schedule MoveOut' section contains a 'Move-Out Date' field with a calendar icon, a 'Reason to Move-Out' dropdown menu, and a 'Notes' text area. A red box highlights these three fields, and a red arrow points to the box from the right. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Unit Details

Unit # : A21
Unit Size : 10X10 ST-RG-D
Lease # : 241203070641525
Move In Date : 12/03/2024
Paid Thru. Date : 02/10/2025
Status : Current
Balance : \$0.00
Scheduled MoveOut : 12/24/2024

Schedule MoveOut

*Move-Out Date

Reason to Move-Out

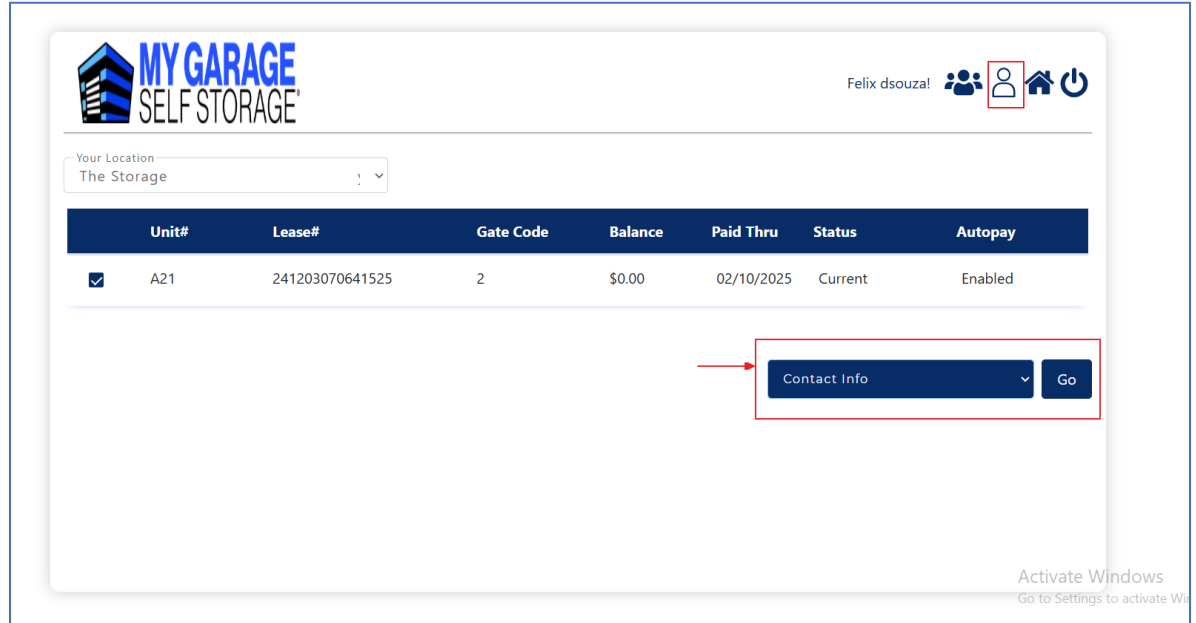
*Notes

☐ Cancel Auto CC / ACH

Cancel **Submit**

4. How to Update 'Contact Info'?

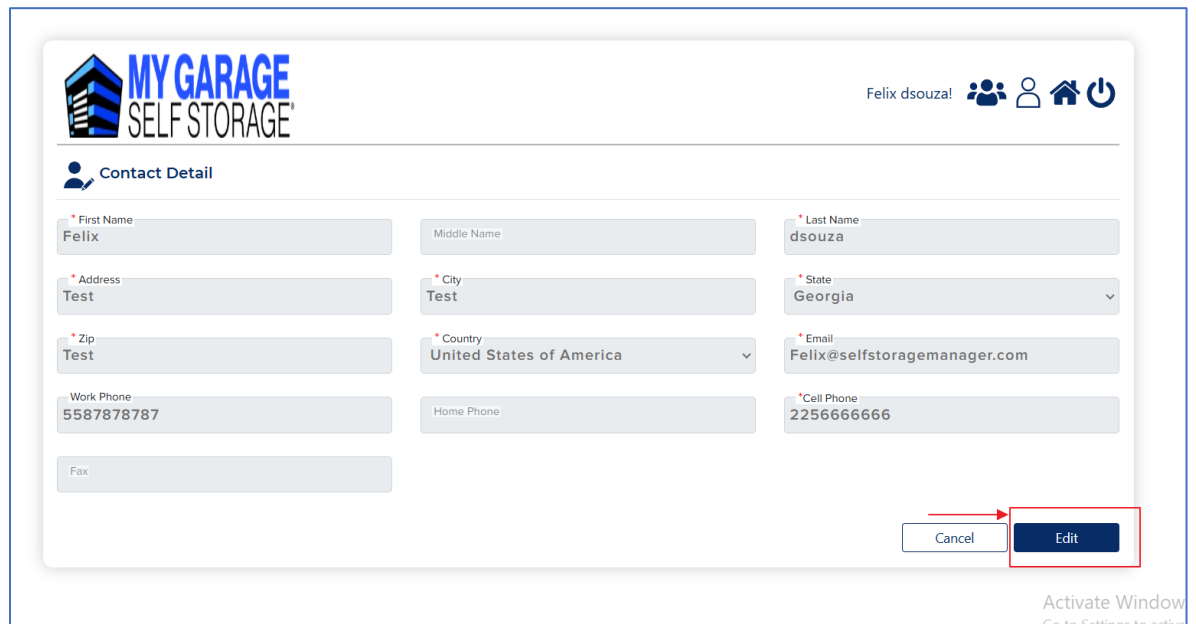
- Select unit.
- Select 'Contact Info'.
- Click on 'GO' button.



The screenshot shows the MY GARAGE SELF STORAGE dashboard. At the top, the logo is on the left and the user name 'Felix dsouza!' with icons for users, home, and power is on the right. Below the logo is a 'Your Location' dropdown menu set to 'The Storage'. A table lists storage units with columns: Unit#, Lease#, Gate Code, Balance, Paid Thru, Status, and Autopay. The first unit, A21, is selected with a checkmark. Below the table, a red box highlights the 'Contact Info' dropdown menu and the 'Go' button, with a red arrow pointing to the 'Contact Info' option. At the bottom right, there is a watermark: 'Activate Windows Go to Settings to activate Windows'.

Unit#	Lease#	Gate Code	Balance	Paid Thru	Status	Autopay
<input checked="" type="checkbox"/> A21	241203070641525	2	\$0.00	02/10/2025	Current	Enabled

- Click on 'Edit' button.
- Update or Edit the Information.
- Click on 'Update' button.



The screenshot shows the 'Contact Detail' form in the MY GARAGE SELF STORAGE dashboard. The form has a title 'Contact Detail' with a user icon. It contains several input fields for contact information: First Name (Felix), Middle Name, Last Name (dsouza), Address (Test), City (Test), State (Georgia), Zip (Test), Country (United States of America), Email (Felix@selfstoragemanager.com), Work Phone (5587878787), Home Phone, Cell Phone (2256666666), and Fax. At the bottom right, a red box highlights the 'Edit' button, with a red arrow pointing to it. At the bottom right, there is a watermark: 'Activate Windows Go to Settings to activate Windows'.



Felix dsouza!    

Contact Detail

* First Name Felix	Middle Name	* Last Name dsouza
* Address Test	* City Test	* State Georgia
* Zip Test	* Country United States of America	* Email Felix@selfstoragemanager.com
Work Phone 5587878787	Home Phone	* Cell Phone 2256666666
Fax		

Activate Windows
Go to Settings to activate Windows.

Contact Detail

* First Name Felix	Middle Name	* Last Name dsouza
* Address Test	* City Test	* State Georgia
* Zip Test	* Country United States of America	* Email Felix@selfstoragemanager.com
Work Phone 5587878787	Home Phone	* Cell Phone 2256666666
Fax		

Update Contact Information?

Activate Windows
Go to Settings to activate Windows.



Felix dsouza!    



CONTACT UPDATE
SUCCESSFUL!

[Home](#)