



**MySecurityAccount User Documentation
Online Bill Pay**

Access for a specified user

You must first contact the accounting office to receive access at 1-844-837-5321 and press option 1 or email the request to OperatingCompanyTickets@rrms.com.

Logging into MySecurity Account

After loading the web address <https://mysecurityaccount.com>, a session starts by logging in. Enter your **username** (entire account number with no dashes or spaces) and your password (contact passcode on the account). Click **Login**.



We highly recommend using the latest version of Mozilla Firefox and Chrome. If using Internet Explorer 11, the website will need to be added into the Compatibility View list. To do this, click on the Tools menu – Compatibility View Settings and enter website into the Add this website field if not already entered and click Add. Once on the list, click Close.

Billing

From the Account menu, hover over the **Account** drop-down menu and click **Billing**.

Welcome Johnny Smith - 2170009, Mooren Pharmacies		History	No Action/Live Test	Account	Contacts	Zones	Passcodes (Shared)	Panel
System #:	2170009			Account Info		Mail Addresses		Area Status
Name:	Premo, Karla **Programming Test Account**			Account Phones		Account Groups		Areas: 1
Address:	537 Webster Ave Apt 3 New Rochelle, NY 00801			Agencies/Permits		Area & Open/Close		
Account Type:	Residential			Billing				
Quick No Action								

At the bottom of the screen, you will be prompted with the following options: **View Invoices**, **View Open Invoices** or **Make A Payment**.

Welcome John Smith - 99939999, Dean Smith Security

System #: **99939999**
 Name: **Jones, Michael *Test Account***
 Address: **123 Main Street
 Syracuse, NY 13204**
 Account Type: **Residential**
[Quick No Action](#)

System#	Status	Comm. Type	Area Status	Online Date	Phone
99939999	Active	Digital		6/5/2013	8253

[Refresh](#)

Payment Status	
Last Payment	\$0.00 View Invoices
Outstanding Balance	\$215.95 View Open Invoices
Payment Due	\$215.95 Make A Payment

View Invoices / View Open Invoices

You will be able to view all invoices. Each invoice will allow you to view charges, email the invoice and download to view the invoice(s).

[Account Summary](#)

View Invoices

Start Date: 1/1/1990 [Select](#)

End Date: 1/1/2020 [Select](#)

[List All Invoices](#) [List Open Invoices](#) [Make A Payment](#)

Invoice Number	Date	Amount	Balance	Payments	Charges	Email	View
R565058	06/01/17	84.24	84.24	Payments	Charges	Email	View
564126	05/18/17	107.95	0.00	Payments	Charges	Email	View

Make a Payment

1. Click **Make A Payment**.

Payment Status	
Last Payment	\$0.00 View Invoices
Outstanding Balance	\$215.95 View Open Invoices
Payment Due	\$215.95 Make A Payment

2. Select Invoices to pay and click **Continue**.

Account Summary View Invoices

Enter Payment Amounts

Select the invoices to pay. To pay less than the total due change the Payment Amount and click the Update button

Invoice Number	Invoice Date	Total Due	Select	Payment Amount
528132	02/15/16	108.00	<input checked="" type="checkbox"/>	\$ 108 . 00
528131	02/15/16	107.95	<input checked="" type="checkbox"/>	\$ 107 . 95
		\$215.95	Update	\$ 215 . 95 Continue

3. Under Payment methods, click the **Select** link.

Account Summary List Invoices Manage Profiles

Select Payment Method

Total Payments \$215.95

Payments by Invoice Invoice # 528132 \$108.00
Invoice # 528131 \$107.95

Payment Methods

Select Credit Card One time credit card payment

4. Verify the amount, enter your credit card information and then click **Submit Payment**.

Account Status List Invoices

Payment Summary

Total Payments \$215.95

Payments by Invoice Invoice # 528132 \$108.00
Invoice # 528131 \$107.95

Pay With Credit Card

Credit Card Information

Card Types Accepted American Express, Diners Club, Discover, JCB, Mastercard, Visa

Card Number

Expiration Date 01 2016

Card Code

Send receipt to the following email address

Submit Payment

Note: If assistance is required logging in or need technical support, please contact the main office at 888-932-3822 x 8191.

