



Register as a Cit-e-Net Fast Lane User

- 1) Navigate to <https://www.butlerborough.com/cn/reguseradmin/?tpid=19053>
- 2) Click the "New users click to register" link
- 3) Fill out the complete form, Click the "Register" button when finished
- 4) Verify your email. Go to your email client.
 - a) Open Email from support@cit-e.net with Subject [Cit-e.net](#) Email Verification
 - b) Click the link to verify the email address.


Add a Property to Your Fast Lane Account

- 1) Navigate to <https://www.butlerborough.com/cn/reguseradmin/?tpid=19053>
- 2) Enter email address and password. Click "Login" button
- 3) Click "Search for properties" button
- 4) Search by Owner name or Location
- 5) Click the checkbox next to your property or properties
- 6) Click "Link Accounts" button

Add Payment Account to Your Fast Lane

- 1) Navigate to <https://www.butlerborough.com/cn/reguseradmin/?tpid=19053>
- 2) Enter email address and password. Click "Login" button
- 3) Click "Payment Accounts" tab
- 4) Click "Add Payment Account" button
- 5) Fill out complete form
- 6) Click the "Add" button when completed.

Enabling AutoPay in Fast Lane

- 1) Navigate to <https://www.butlerborough.com/cn/reguseradmin/?tpid=19053>
- 2) Enter email address and password. Click "Login" button
- 3) Click Edit Icon  next the account you wish to enable Auto Pay for
- 4) Click check box next to Enable Auto Pay field
- 5) Choose the Payment account you wish the payments to be deducted from
- 6) Read , then Click checkbox next to I agree to Terms & Conditions *You must agree to the terms and conditions if you want to utilize Auto Pay
- 7) Click "Update" button