



# Champlain Valley SELF STORAGE

## How to setup automatic payments, change credit/debit cards and make account updates

**Step 1:** Visit the following link: [Payment Portal](#)

**Step 2:** Select the location of your storage unit from the three options provided as shown below.



# Champlain Valley SELF STORAGE

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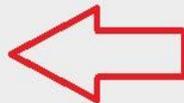
Pay for your storage unit using any one of the following convenient methods:

1. Online:

[78 Lincoln St. Essex Jct. Location](#)

[2211 Main St. Colchester Location](#)

[485 Nokian Tyres Dr. Colchester Location](#)



Select the location of your storage unit  
from the three options here.

2. 24-7 at our on-location self-service kiosk

3. By mailing a check or money-order to: 78 Lincoln St. Essex Jct. VT 05452

4. Over the phone with a debit or credit card at: 802-871-5787

**Step 3:** If this is your first time using the payment portal select “Create account” and follow the steps to create an account. Once the account is created, enter your email address and password and select “Login” as shown below.

**My Account** | **Contact Us** | **Sign Out** | **Select Language** ▼

## Tenant Account Manager

**When you have logged on, you will be able to:**

- Make a payment
- Set up your account for auto payment
- View your payment history
- Email the site manager
- Change your contact profile

**Log in to your account for site:**

*Champlain Valley Self Storage*

78 Lincoln Street  
Route 2A  
Essex Junction, VT 05452  
(802) 871-5787  
[info@champlainvalleyselfstorage.com](mailto:info@champlainvalleyselfstorage.com)

**Login**

[Create account](#) | [Forgot password?](#)

**If this is your first time using the portal you will need to click on "Create account"**  
**Once you've created the account enter the email and password above.**

[My Account](#) | [Contact Us](#)

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**Step 4:** Click on the unit number you wish to update as shown below.

[My Account](#) | [Contact Us](#) | [Sign Out](#)

 [Select Language](#) ▼

### Select A Ledger

Click on a unit below to Make a Payment or to Manage Your Account:

Unit	Paid Thru	Current Balance
 <a href="#">135</a>	1/31/2025	0.00
<b>Total:</b>		<b>0.00</b>

**Click on the unit you wish to make a payment or set-up payments.**

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[My Account](#) | [Contact Us](#)

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[Mobile View](#)

**Step 5:** You can now select from the options on the left side of the page to make changes to your account, set-up automatic payments, etc. as shown below.

The screenshot shows a user account interface. At the top, there are navigation tabs: "My Account", "Contact Us", and "Sign Out". A "Select Language" dropdown menu is visible in the top right corner. On the left side, there is a vertical menu with the following options: "Account Balance >>", "Automatic Payment >>", "Make Payment >>", "View Payment History >>", "My Profile >>", "Email To Site Manager >>", and "Sign Out >>". A red arrow points to the "Account Balance >>" option. The main content area is titled "Account Balance" and displays the following information: Name: [redacted], Address: [redacted], Email: [redacted]@gmail.com, Access Code: [redacted], Unit: [redacted], Paid Through: Jan 31, 2025, Last Payment Date: Jan 01, 2025, Total Current Due: 0.00, Next Payment: 115.00, and Next Payment Due Date: Feb 01, 2025. Below this information, there is a message box that says "There are no data records to display." At the bottom of the page, there is a red text box that reads: "You can select the options on the left side of the page to make changes to your account, set-up automatic payments, view payment history, etc."

**Step 6:** If you selected "Automatic Payment" from the menu on the left side of the page you will now see as shown below where you can enable or disable automatic payments, enter new card details, etc. Once you are done entering the details make sure to select "Submit" at the bottom of the page to save your changes.

**My Account** | **Contact Us** | **Sign Out** | [Select Language](#)

[Account Balance >>](#)  
[Automatic Payment >>](#)  
[Make Payment >>](#)  
[View Payment History >>](#)  
[My Profile >>](#)  
[Email To Site Manager >>](#)  
[Sign Out >>](#)

### Save Payment Accounts or Enable Automatic Payment

**You can enable or disable automatic payments here**

Disable monthly automatic billing

Enable automatic payment by Credit Card on due date

I (We) authorize Champlain Valley Self Storage to charge any amounts due per the terms of the agreement for each period during the term of occupancy or until I (we) cancel this authorization.

### Credit Card Information

**You can update your card details here.**

**Please make sure to select "Submit" at the bottom once you are done.**

Credit Card Type:\*  (\*Required fields)

Credit Card Number:\*  (Only numbers, no spaces or dashes)

Expiration Date:\*

Cardholder's Name:\*  (Shown on your card)

Billing Street Address:\*  (Your credit card billing address must match the billing address that your financial institution has on file. Example: 888 Main Street)

Postal Code:\*

CVV2:\*  [What is CVV2? Click Help](#)

If you still have questions or need assistance please contact us at:  
[info@champlainvalleyselfstorage.com](mailto:info@champlainvalleyselfstorage.com)