

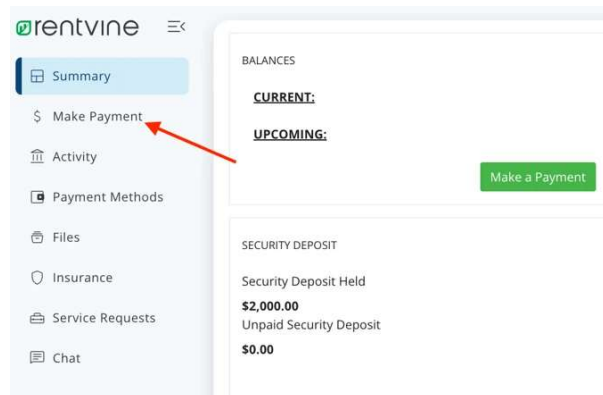


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How to Make a Tenant Payment Through the Portal

This article will walk you through the process of submitting a tenant payment through your portal

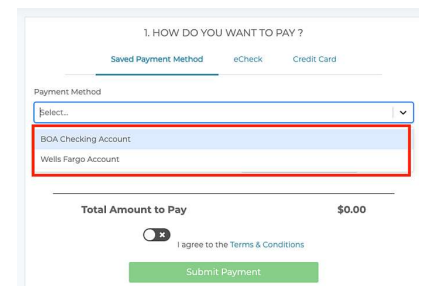
1. On the left side of your portal, click on **Make Payment** OR click the large green **Make a Payment** button on the portal dashboard.



2. In the Make Payment screen, you will first select how you would like to make the payment: Saved Payment Method, eCheck, or Credit Card.

- a. If you select **Saved Payment Method**, follow these steps:

- i. You will first need to select which saved method you would like to use to submit the payment. If you have no payment methods saved, you will first need to go to the Payment Methods tab on the left, and save one
- ii. After selecting the payment method, enter the **Amount To Pay**
- iii. Read through the Terms & Conditions, and then switch toggle button "On" (green)
- iv. Click **Submit Payment**. *Please note that if your selected saved payment method is a credit/debit card, there will be a 4% fee added to your payment



- b. If you select **eCheck**, follow these steps:

- i. Enter the **Name On Account**
- ii. Select either Checking or Savings for **Account Type**
- iii. Enter in the 9-digit **Routing Number**
- iv. Enter in the **Account Number**
- v. Re-enter the account number for **Confirmation**
- vi. Enter the the **Amount To Pay**
- vii. Read through the Terms & Conditions, and then switch toggle button "On" (green)

- viii. Click **Submit Payment**

- c. If you select **Credit Card**, follow these steps:

- i. Enter the **Card Number**, **Expiration Date**, and **CVC** for the card
- ii. Enter the **Name On Card**
- iii. Enter the **Postal Code** for the billing address of the card
- iv. Enter the the **Amount To Pay**
- v. Read through the Terms & Conditions, and then switch toggle button "On" (green)
- vi. Click **Submit Payment**. *Please note there will be a 4% fee added to your payment

Name On Account
Alexa Smith

Account Type
Checking

Account Number
123456789

Confirm Account Number
123456789

Routing Number
091000019

Save for Future Payments

2. CHOOSE AMOUNT TO PAY

Current and Upcoming \$506.00

Other

Processing Fee \$0.00

Total Amount to Pay \$506.00

I agree to the Terms & Conditions

Submit Payment

1. HOW DO YOU WANT TO PAY ?

Saved Payment Method eCheck **Credit Card**

4112 1234 5678 9012 02 / 26 704

Name On Card
Alexa Smith

Postal Code
33928

Save for Future Payments

2. CHOOSE AMOUNT TO PAY

Current and Upcoming \$506.00

Other

Credit Card Processing Fee (4%) \$20.24
(Non-Refundable)

Total Amount to Pay \$526.24

I agree to the Terms & Conditions

Submit Payment

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Yes

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