

MAKE A ONE-TIME PAYMENT OR SET UP A RECURRING PAYMENT IN THE ONLINE PORTAL

The following is how a tenant or homeowner enabled for online payments can submit a one-time payment or set up an auto payment in their Online Portal.

- On the **Home** tab you can view your current balance and details of current and future charges broken down by month.
- Click **Pay Now** to make a one- time payment, or click **Setup Auto-Pay** to create an automatically recurring payment. Recurring payments can only be set up for a monthly frequency.

Home

Current Balance

\$3,419.00

Next bill due on January 01, 2016

● Attention: You have past due bill(s)

Pay Now Setup Auto-Pay

January (This Month)

- You have two payment options. Select **eCheck** (direct withdrawal from bank account) or **Credit or Debit Card**.
- The eCheck method is free, while the credit/debit card option carries a non-refundable online portal convenience fee that is added to the total of your payment. See the [FAQs](#) for more information about these fees.

How would you like to pay?

eCheck Credit or Debit Card

An eCheck withdraws your payment directly from your bank account using the account and routing numbers you provide.

- For a **one-time payment**, continue through the steps to submit a payment directly to your property management company. You will receive a confirmation email once the payment is successfully submitted (this does not mean it has

cleared your bank account). If you do not receive a confirmation email, you did not fully complete all necessary steps to submit the payment.

- For a **recurring auto payment**, continue through the steps and select a date for the recurring payment to begin. You cannot schedule an auto payment to begin the same day. You will receive a confirmation email once the payment is successfully scheduled and also on the day it is submitted each month.