## **Online ACH Payments**

LOGIN	Log into the	e website using your credentials.
Email" Password" LOGIN Forgot Password?	Once logge your a Your curre	d in, you will see an overview of account on the dashboard. nt balance due will be shown in the blue box.
Overview Details		
SETUP AUTO-PAY S 0.00 Amount Due PAY NOW BILL DETAILS	𝔥   O     Maintenance Requests	♥ O Pending Parcels VIEW NOW
() "I am using this to test schedul Messaging VIEW NOW	le message. "	"Hey Becky can you please reach out to Caroline out"     Social Wall     VIEW NOW

**Ways to Make Payments** 

To make a one-time payment, click on the "Pay Now" button in the blue box.

To set up automatic payments, click on "Setup Auto-Pay" in the upper right corner of the blue box. DASHBOARD
 MAKE PAYMENT
 AUTO-PAYMENT
 PAYMENT HISTORY
 PAYMENT HISTORY
 MAINTENANCE REQUEST
 PARCEL
 RENTER'S INSURANCE
 MESSAGING
 DOCUMENTS
 SOCIAL WALL

 You can also make a payment by clicking on the tabs located on the left side of the screen.

## **Making a Payment**

Fill in the payment information using a checking account.

Be sure to enter the name exactly as it is shown on the account.

) Payin fuli	Max Amount: 5
Recurring Payment Date	Ē
Account Holder Marne	
FINAL PAYMENT MONTH/YEAR :	
SELECT YOUR PAYMENT TYPE	
CARD CHECKING	
Fee Charge (\$0.00) :	\$0.00
Total Amount :	\$0.00
Routing No.	Bank Account No.
YOUR NAME 123 1254 Main Street Anywhere, OH 00000 DATE	
NAM 10 THE	
MAY TO THE S	
PAY TO THE \$ OKDER OF DOLLARS	
PAY 10 THE S ORDER OF DOLLARS DOLLARS	
PAY 10 THE S DOLLARS TOULO 72324, [10001234,55789] 11223 ROUTING ACCOUNT CHECK NUMBER NUMBER	
PAY ID THE S DOLLARS HUKKU 72324 [HUUU 123455789] H123 ROUTING ACCOUNT CHECK NUMBER NUMBER	
PAY 10 THE DOLLARS DOLLARS DOLLARS NUMBER NUMBER SUMMER NUMBER NUMBER NUMBER	
PAY 10 THE OWNER OF DOLLARS DOLLARS NUMBER NUMBER NUMBER NUMBER NUMBER NUMBER NUMBER NUMBER	
PAY 10 IIIL       \$         DOILARS       DOILARS         INDUCED 2324.55789       IIIII         INDUCED 2324.55789       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
PAY 10 IIIL       \$         ONDER OF       DOI LARS         DOI LARS       DOI LARS         PUTING       ACCOUNT       CHECK         NUMBER       NUMBER       NUMBER         vour charge amount is \$1000, the fee charged will be \$0.00[checking]. Total: \$1,000.00         Image: Autopay may process after recurring payment date depending on the date the property posts rent charges.         ADD AUTOMY	