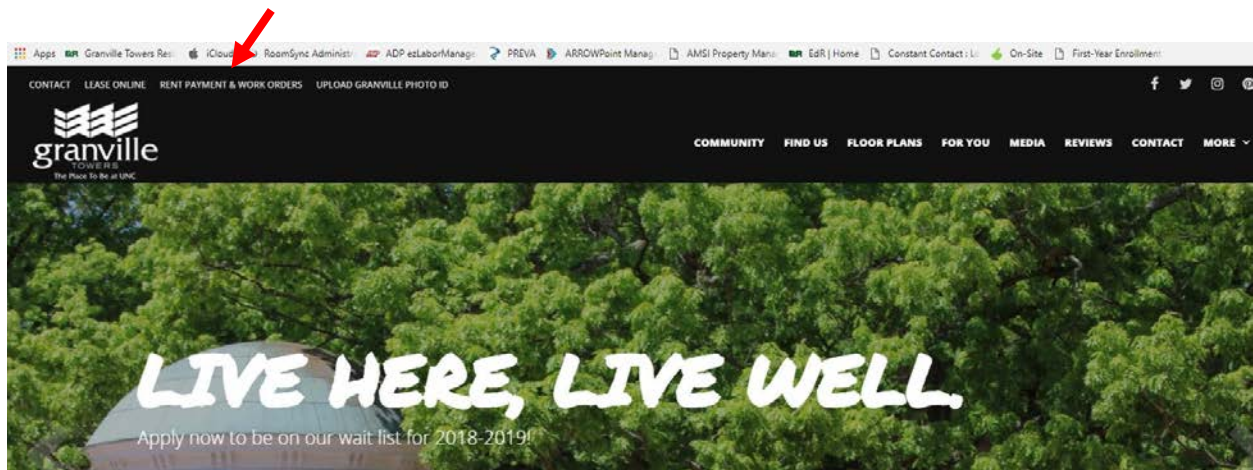




ONLINE PAYMENTS INSTRUCTIONS

Payments made online automatically post to your account. You may remit payment by entering a standard checking account routing and account number (ACH payment) or debit or credit card. Please take note: the payment portal **only processes payments** and therefore will not report any financial information. **Payment amounts and due dates will not be reported.** Please follow these steps:

- Go to our website, www.granilletowers.com.
- Click on “RENT PAYMENT & WORK ORDERS”.



- Log in to your account. If it's your first time logging in, select “Register Now!” Your email address is whichever you used when you signed your lease.



- Once logged in, you may make a one-time payment by clicking “\$ Make Payment” or “Submit Payment”. “Schedule Payments” is only for setting up multiple payments and is not recommended for one-time payments.



A screenshot of a user dashboard. At the top right, there is a user profile icon, a name field, and a "Logout" button. Below this, a navigation menu on the left includes "HOME", "PAYMENTS" (with sub-items: Submit Payment, Schedule Payments, Payment Methods), "MAINTENANCE REQUESTS" (with sub-items: New Request, All Requests), and "MY ACCOUNT". The main content area displays a welcome message "Welcome home, [redacted]" followed by three large blue buttons: "\$ Make Payment", "Maintenance" (with "0 Open Work Orders" below it), and "Account".

- If your lease states you are to pay by nine monthly installments and you would like to set up a recurring payment, click “Schedule Payments.”.

Please be careful when setting up recurring payments as dates skip. As a reminder for those paying by monthly installments (NOT SEMESTER PAYERS), you have payments due July 1st, September 1st, October 1st, November 1st, December 1st, January 1st, February 1st, March 1st and finally April 1st.

Please take this into consideration when setting up your payment. Do not forget to login to cancel your recurring payment after your final payment is made. Your lease must state you are signed up for installments. You must follow payment instructions as outlined in your lease.