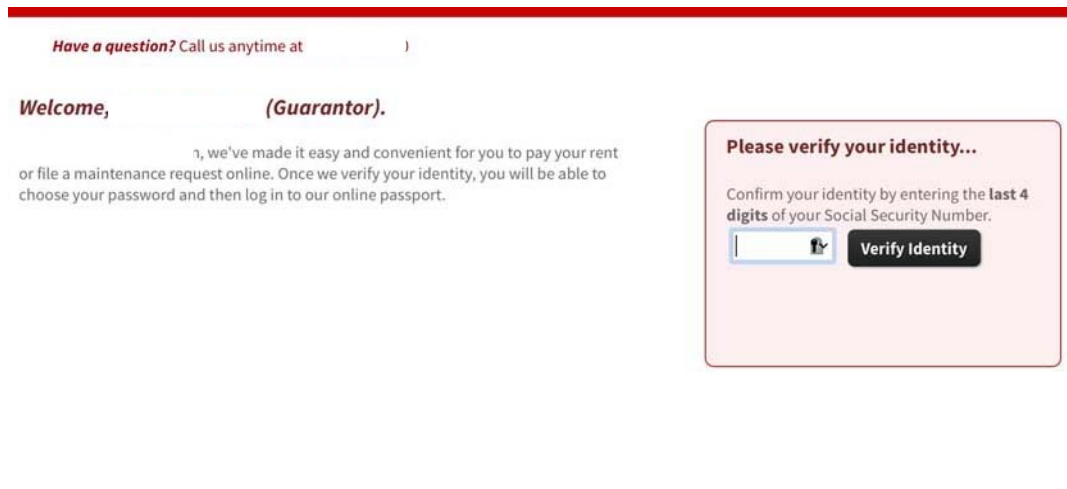
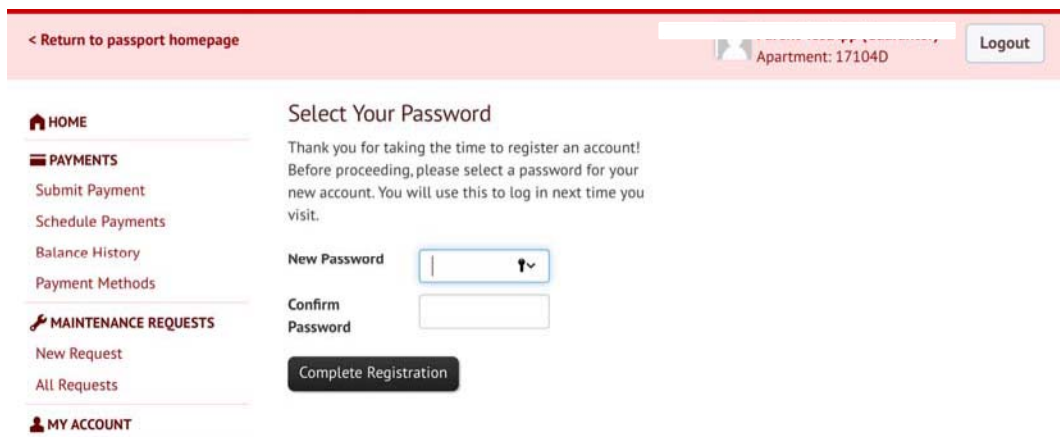


## Instructions for Processing an Online Payment

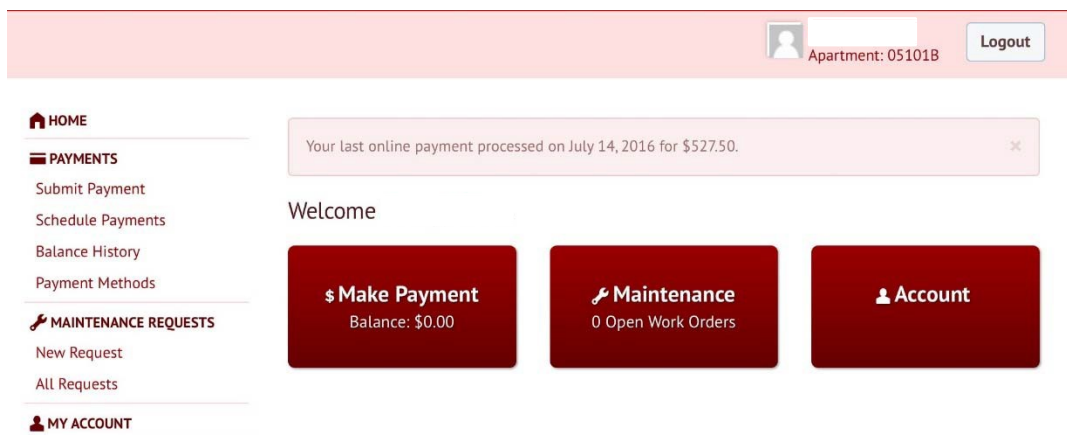
1. Below is the landing page which displays after you access the resident link on the property website or follow the link from the invitation email:



2. Once you verify your identity, you may create a new password to login:



3. Resident Passport Home Page — After creating your account, you will see the page below as your home page. If you have an outstanding balance due, it will show here.



4. Payment Methods — After you log in, you may select the Payment Methods menu item to setup your checking account or credit card information. ACH payments using your checking account incur a processing fee of \$1.50.

Submit Payment

Schedule Payments

Balance History

Payment Methods

**MAINTENANCE REQUESTS**

New Request

All Requests

**MY ACCOUNT**

You do not have any accounts on file.

**+ Add Checking Account** **+ Add Credit Card**

5. When selecting Add Checking Account (savings accounts are not supported) you will have the following options:

**HOME**

**PAYMENTS**

Submit Payment

Schedule Payments

Balance History

Payment Methods

**MAINTENANCE REQUESTS**

New Request

All Requests

**MY ACCOUNT**

Account must be a checking account. Paying with a savings account is not supported.

### Add A New Checking Account

YOUR BANK  
123 Bank Street  
Your Town, US 98765

For \_\_\_\_\_

⑆ 23456780 ⑆ 000123456 ⑆ 100 ⑆

your routing number    your account number

Routing Number:

Account Number:

Name on Account:

Account Nickname:

**Create New Checking Account** Cancel

**Don't Have a Check?**

If you don't know your bank account routing information, you can also setup your account easily by logging into your bank.

**Log Into My Bank**

6. To set up a credit card, choose set up new credit card and enter the information. All major credit cards including MasterCard, Visa, American Express and Discover card are accepted. Convenience fees will apply to credit card payments.

### Make a Payment

Payment Method: New Credit Card ▾

### Add A Credit Card

Name on Card:

Card #:

Security Code:

Expires On: 01 - January ▾ 2016 ▾



### Billing Address



Country: United States ▾

Street Address:

City:

State: OK ▾

Zip Code:

**Create Credit Card**

Cancel

7. After you have setup a payment method, you may setup your recurring payment. You may also make a one-time payment as needed. By selecting Schedule Payments menu item, you will access the page below which allows you to schedule a recurring rent payment:

< Return to passport homepage Apartment: 05101B Logout

HOME

PAYMENTS

- Submit Payment
- Schedule Payments
- Balance History
- Payment Methods

MAINTENANCE REQUESTS

- New Request
- All Requests

MY ACCOUNT

Your last online payment processed on July 14, 2016 for \$527.50.

### Schedule Recurring Payment

Your scheduled payment will be processed on the 1st of each month for the amount of your full balance with [redacted] during the months you select.

Account:

Payment Amount: Full balance on the 1st of the month

Starting:

Continuing:

Until I move-out or I cancel this scheduled payment

Until a specific month

Please send notifications about my scheduled payments:

Via email at [redacted]

In a text message to [redacted]

Standard data fees and text messaging rates may apply based on your plan with your mobile phone carrier.

By clicking "Schedule Payment", you are authorizing [redacted] to charge this account your full balance plus a convenience fee on the 1st of each month you select.

8. After you have scheduled your recurring payment, you will see the confirmation and summary screen below:

< Return to passport homepage Apartment: 05101B Logout

HOME

PAYMENTS

- Submit Payment
- Schedule Payments
- Balance History
- Payment Methods

MAINTENANCE REQUESTS

- New Request
- All Requests

MY ACCOUNT

Thanks for scheduling your payment.

Your last online payment processed on July 14, 2016 for \$527.50.

Your next scheduled payment will be on September 1, 2016 for your current balance.

### Scheduled Payments

Account	Amount	Scheduled	Next Payment	
Chase (**6789)	Full Balance	Monthly	September 1, 2016	