



# PAY YOUR RENT ONLINE

We want to make paying rent as simple and convenient as possible for you. Our new payment options offered through RealPage Payments Services, LLC (RPPS) gives you the option to pay rent and other fees securely online with following payment options:

- ACH

- Credit or Debit Card



## How to Pay Online

It's easy to pay online. Simply log in to you tenant portal and perform the following:

- 1 Click on **My Payments** and select **Payment Accounts**.
- 2 Add or update your account information with all required fields.
- 3 Next time you need to make a payment, accept the new Terms & Conditions.
- 4 Pay rent for that month, or you can choose recurring payments and your rent payment will automatically paid every month, **so you don't have to worry about late fees!** Please note that **if you've previously established recurring payments, we need you to log in to your tenant portal and reestablish recurring payments with our new service provider who will be processing future payments.**

It's that fast, simple and completely secure. And don't miss out on the new enhancements that are now offered, including:

- The ability to schedule a one-time payment for a future date.
- The ability to store multiple payment accounts for use.
- A new "My Payments" tab to make it easier to find payment information.
- A new "Scheduled Payments" page allows you to see what is pending in both future dated one-time payments or recurring payments.
- A new "Payment Accounts" page helps you save and manage all of your payment accounts.

It's easy to cancel a payment, but remember that it must be cancelled prior to 3 p.m. CST on the same day the payment was initiated.

## Questions or Concerns?

Please call this toll free telephone number between 8 a.m. – 5 p.m. CST at: **1-844-530-5785** or email **RealPagePaymentsServices@RealPage.com**

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