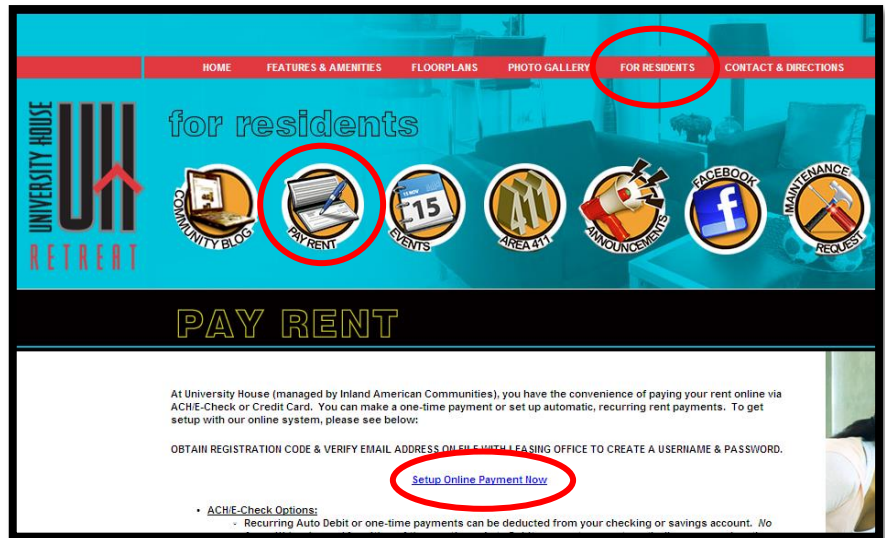


The "Pay Rent" Portal allows you, as a University House resident, to make online rent payments either by Credit/Debit Card or from a Checking/Savings account. You may submit a one-time payment or set up automatic monthly payments. You will also be able to view your history in real time to stay up to date with any charges or payments.

Resident Set Up

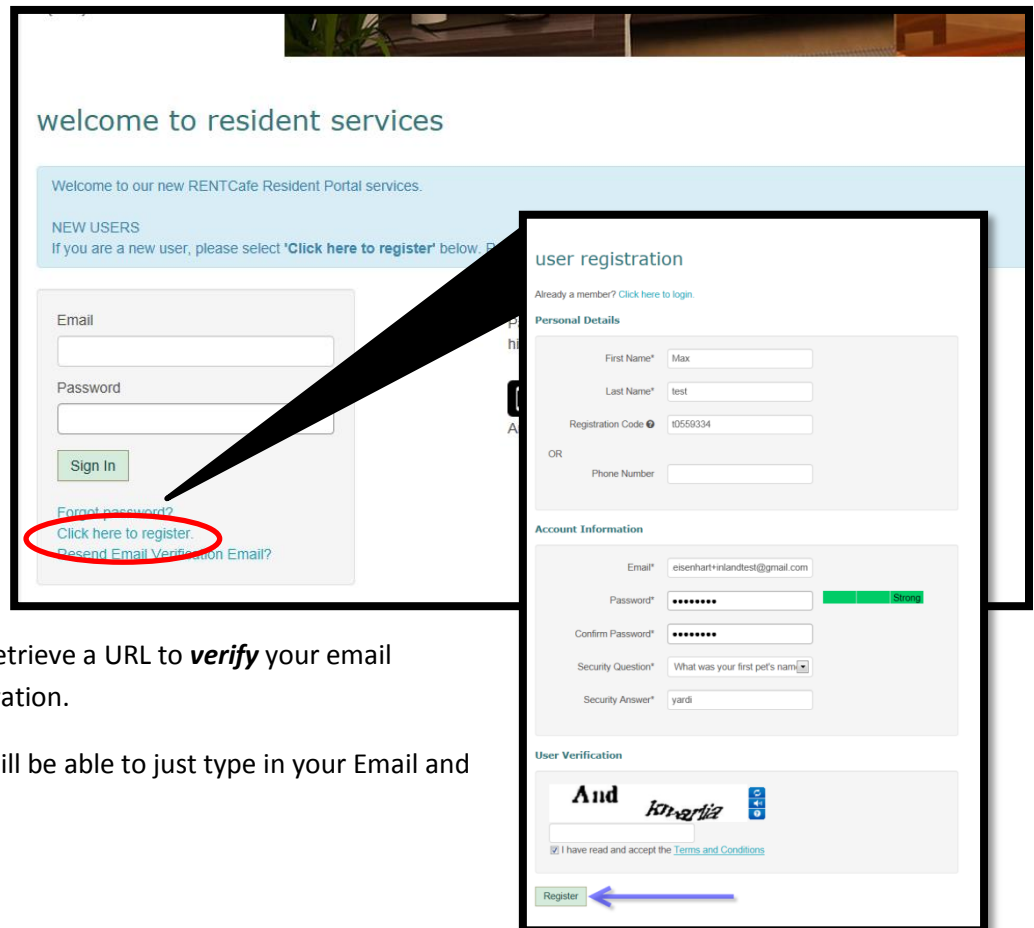
To review your account online, you will first need to find your way to the "Pay Rent" screen of your property website, found under the "For Resident" tab. The following Screen will appear and you will need to click "Setup Online Payments Now."



RENTCafe Login

Initial Registration: The first time you log in, you will need to create a new user account. This will bring you to a 'Registration' page where you must create your **User Name**, enter the **Email Address** that your property office has on file for you, and enter your **Registration Code** which you must obtain by contacting the property staff. Click "Register." The next screen will instruct you to log into the email account you provided and retrieve a URL to **verify** your email address and complete your registration.

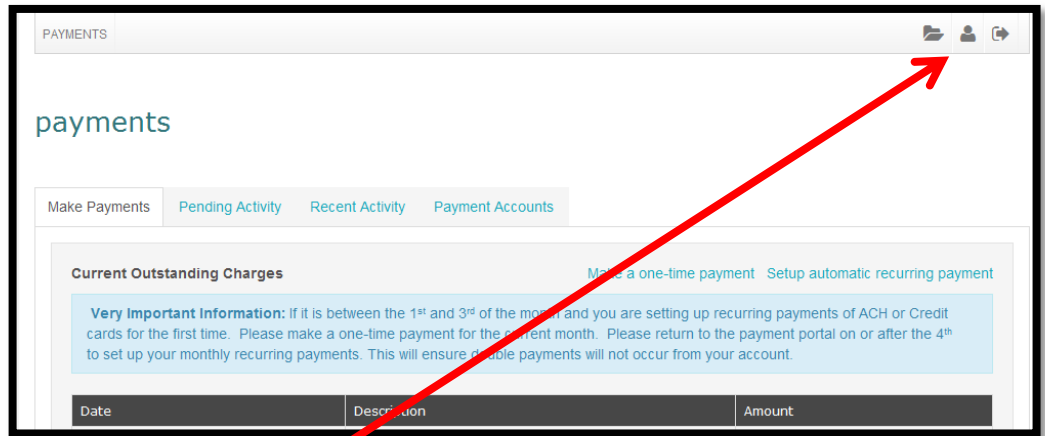
Returning RENTCafe Users: You will be able to just type in your Email and Password and Sign In.



Account Settings & Activity

When you log in to your RENTCafe account, the screen will default to the “Payments” page. Here you can switch between the menu tabs; Make Payments, Pending Activity, Recent Activity and Payment Accounts.

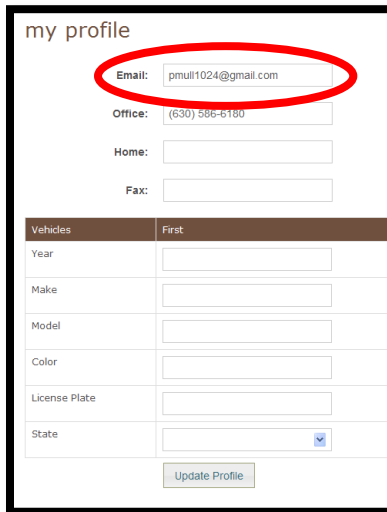
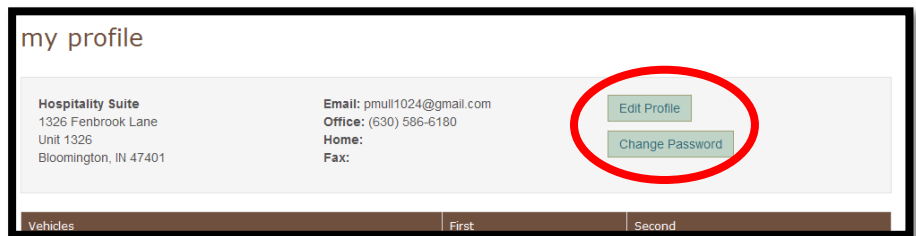
(See other tutorial documents for information on setting up payment accounts & how to make payments)



The person icon on the right side of the page advances to ‘My Profile’.

My Profile

Any information that your property office has on file for you will already be populated on this screen. This is where you can **edit** any information on your profile or **change your password**.



Changing Your Contact Information

When you select “Edit Profile” you will be brought to the screen on the left. Feel free to change your email or phone number as needed. **IMPORTANT:** When you change your email address you will be sent a confirmation email, then log into your email account and **VERIFY YOUR ACCOUNT** by following the URL provided to you within the email. If this step is not taken, you **WILL NOT** be able to log back into RENTCafe.

Forgot Password

If you ever forget your password, you can click on the “Forgot password?” link found underneath the “Login” button on the main Resident Login screen. Then fill in your email address and click the “Submit” button, at which point a new temporary password will be sent to the email address supplied during registration.

