

Setting Up Payments on the Rent Café Resident Portal

1. Visit your property's website and click on the "Residents" tab at the top of the screen.



2. Log in to the resident portal using your username and password.

WELCOME TO RESIDEN	T SERVICES
* indicates required fields. Email*	MAKE PAYMENTS Pay online, check the status of your payments and review your payment history.
Password*	Submit online maintenance requests.
SIGN IN	Dewnlaad on the App Store App Con Google Play
Click here to register. Send Verification Email	

3. From the home screen, click on the "Payments" tab.

RENTC <i>afé</i> ®			
A Payments Maintenance Re	quest Lease Reference Docur	nents	1 늘 🛔 🕩
			Logged in as: Kelly Tester - 2804 2nd St SW Apt
			SMS ALERTS

4. On the "Payments" screen you will find 3 tabs: *Make Payments, Recent Activity*, and *Payment Accounts*. From the "Make Payments" screen, you can enable auto-pay, make a one-time payment, or learn more about your options with our helpful reference resources.

5. To create recurring payments, you must first establish your payment account. Click on the "Payment Accounts" tab and select "Add Bank Account."

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6. Complete your information and hit "save." Please note that you can choose a checking or savings account for your payment.

Joe Smith 1234 Anystreet Court Anycity, AA 12345 Pay to the order of Bank Anywhere I 123456789 1 23456789123 1 1234	1234 Dollars
Routing Account Check Number Number Number	
* Denotes a Required Field	
Account Name *	Test Checking Account
Routing Number (9 digits) *	123123123
Confirm Routing Number *	123123123
Account Number (3-17 digits) *	12345678
Confirm Account Number *	12345678
Account Type	Checking Account

New Bank Account Verification:

For your protection, new bank accounts must be verified before you can use them to make payments. To verify that this is your bank account, Yardi Systems will make a nominal deposit labeled "Bank Verify" into your account in a random amount. Please allow 48 hours for the deposit to appear.

- i. After the deposit has been made, please note the amount that was deposited.
- ii. Log into your Resident Portal account, then click the "Verify" button next to your bank account.
- iii. When prompted, enter the exact amount that was deposited.

After completing this verification process, you can immediately begin using your bank account to make payments.

- 7. Once your account is approved, you can set up your recurring payment. To set up a recurring payment, click "Set Up Auto-Pay."
 - i. Note: one-time payments by credit, debit, or ACH can also be created from this screen. One-time ACH payments will also require the account verification setup as detailed above.

Make Payments	Recent Activity	Payment Accounts	
Easily pay your bi payment method	l online with a one-time from the options below	e payment or set up automatic rec to get started.	curring payments. Select your
	Pay by Bank Acc	ount	
	Pay your bill using a bo payment. The property	ank account. A service fee of \$0.9 management company does not	5 will be charged at the time of receive any portion of this fee.
	📽 SETUP AUTO-PAY	\$ MAKE ONE-TIME PAYMENT	» LEARN MORE

8. From this screen, you will find your amount due, any current auto-pay in place, and the remaining amount. To add your auto-pay, select your payment account then enter your auto-pay amount. Click "Set Up Monthly Auto-Pay" to finish.

Current Auto-Pay Setup	
Your Current Auto-Pay	\$0.00
Roommate Auto-Pay	\$0.00
Remaining Amount	\$1,411.00
Enter Payment Details	
Select Payment Account	Select Bank Account 🗸
Enter Auto-Pay Amount	0.00
SETUP MONTHLY AUTO-PAY	