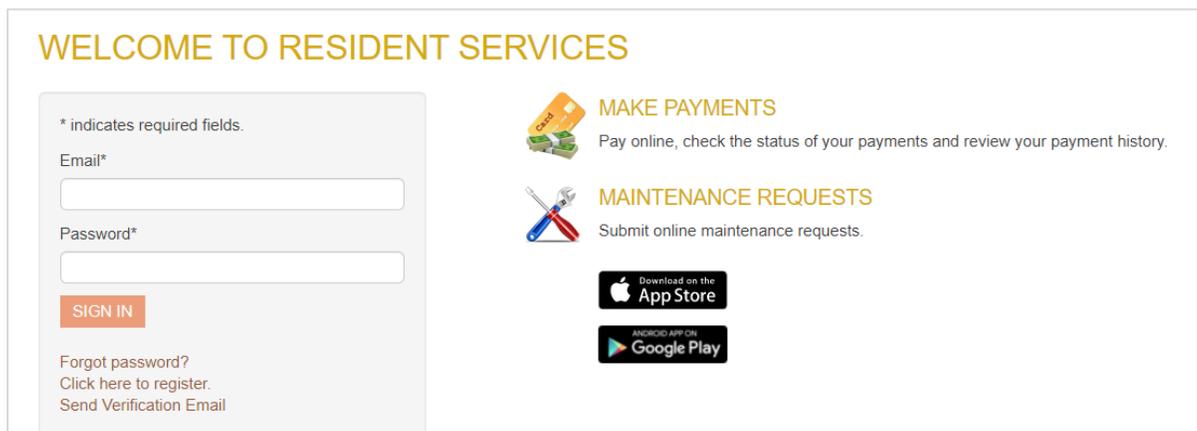


Setting Up Payments on the Rent Café Resident Portal

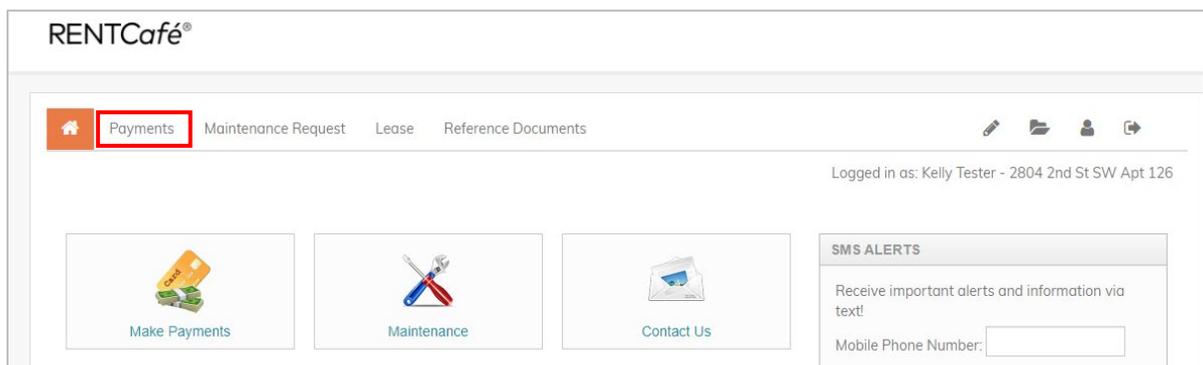
1. Visit your property's website and click on the "Residents" tab at the top of the screen.



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



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



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.”

Payments

Make Payments Recent Activity **Payment Accounts**

Bank Accounts

Use the bank accounts listed below to make one-time payments or schedule monthly automatic payments.

Name on Account	Bank Transit Number	Bank Account Number	Account Type	Edit	Delete
No data available in table					

ADD BANK ACCOUNT

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

Joe Smith 1234
1234 Anystreet Court
Anycity, AA 12345

Pay to the order of _____ Dollars

Bank Anywhere
123456789 123456789123 || 1234

Routing Number Account Number Check 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

SAVE

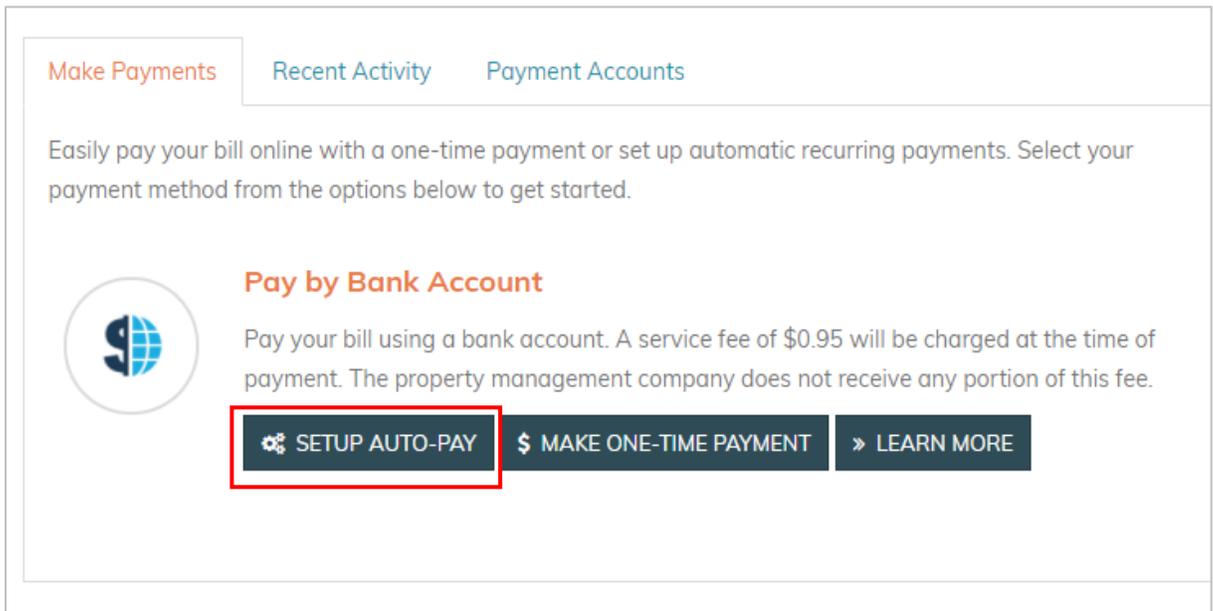
New Bank Account Verification:

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.



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

Enter Auto-Pay Amount

SETUP MONTHLY AUTO-PAY