

Setting up Text-To-Pay for Residents

Step 1: First you will need to opt-in to SMS notifications from the Resident Portal:

- On the top menu, click the **Profile** button .
- Click **Edit Profile**.
- Select the **Allow Text (SMS) Notifications** check box.
- In the **Mobile Phone for Texts (SMS)** field, enter your phone number.

Allow Text (SMS)

Notifications:

Mobile Phone for Texts (SMS):

(555) 555-1234

**See Disclosure. Rates may apply.*

- Select the **Subscribe to Voice Calls** check box.
- Click **Update Profile** at the bottom of the page.

Step 2: After opting-in to SMS messages through Resident Portal, you will be sent a SMS opt-in confirmation message from “**85938**” to the number that you provided for texts in the previous step. See below for an example of what the text will look like. Reply “**Y**” when prompted.

Today 2:24 PM

██████████ Apartments: Reply Y to confirm, Reply HELP for help, STOP to cancel, Msg&Data Rates May Apply

Y

██████████ Apartments Alert:
You've subscribed to receive alerts.
Txt MENU for actions Reply HELP for help, STOP to cancel, Msg&Data Rates May Apply

Step 3: Before you can pay rent through “Text-To-Pay” you need to set up a security PIN and select the payment account from which to make payments. Every time you pay your balance from your mobile device, you must re-enter your PIN to confirm payment. This ensures that the payment has been authorized by you.

- From the top menu in your resident portal, click the **Profile**  button.

- b. In the User Settings section, in the row corresponding to **Text-To-Pay**, click **Payment Accounts**.
- c. In the **Text-To-Pay** section on the **Payment Accounts** screen, enter a unique PIN (alphanumeric only) and select the payment account that you want to use for payments with Text-To-Pay. You can select any payment account that is already set up in resident services.

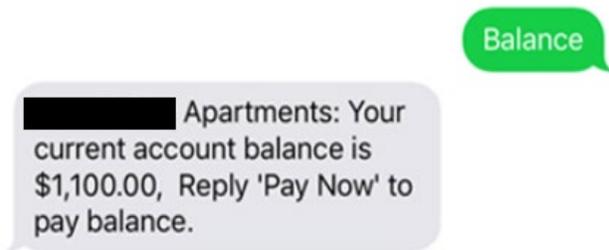
TEXT TO PAY

Pay your outstanding balance at any time with only a text message. Save a PIN and payment account below, then text BALANCE to 85938 at any time, and follow the instructions.

PIN (alphanumeric allowed): <input type="text" value="12345"/>	Payment Account: <input type="text" value="Primary Checking Chk ***"/>	<input type="button" value="Save"/>
---	---	-------------------------------------

- d. Click **Save**. You can now make payments by sending a message with the text "**Pay Now**" to **85938**.

Step 4: You are now enabled to see your balance and pay from your mobile device. If you text "**Balance**" to **85938** and you will be sent a text with your current balance.



Text "**Pay Now**" to **85938** and you will be sent a summary of the charges that will occur, including service fees. You will need to reply with your PIN to authorize the payment and then you will receive a confirmation of payment and a confirmation number.

