How to add a Bank Account

*Very Important - The bank account verification process may take up to 48 hrs. before you can use the account to make a rental payment.

Step 1. Go to the Payments option and click Payment Accounts.

*	CONCIERGE	PAYMENTS	MAINTENANCE REQUEST	LEASE	TEXT TO PAY STEPS	COVID-19 RESIDENT COMMUNICATION
Pay	yments					

Step 2. Click on "Add Bank Account" and the next screen will allow you to enter bank details.

Payments						
Make Payments	Auto-pay Setup	Recent Activity	Payment Accounts			
Custom Narrative: When selecting ACH setup not all finanacial institutions allow Savings accounts to be used for ACH transactions.						
Bank Acco	unts			ADD BANK ACCOUNT		

Step 3. Once you enter in all the account information you will see a Submit link that will send the bank account information to begin the verification process.

Payments Lease					ø	-	2	•	
					Logged in as: (
Payments									
Make Payments Auto-pay	Setup Recent Activity	Payment Accounts							
Bank Accounts Pending Submission. To submit your bank account for verification, please click the Submit button next to the account.									
Name on Account	Bank Transit Number	Bank Account	Number	Account Type	Submit for verification		Delete		
	1231231	*****3123		Checking	Submit		Delete	1	
Showing 1 to 1 of 1 entries Bank Accounts						Add Bo	ank Acco	ount	

After submitting Bank details, the below success message appears.

Bank account added and will be available for payments after verification.

You will receive an email notification like the example below. The validation deposit will be credited into your bank account within 48 hours.

Dear 11may18pp5,	
This email confirms your addition of a new bank account to your Resident Profile. Please review the account information below and keep this email for your personal records.	
ACCOUNT INFORMATION Account Name: ABN Amro	
Routing number: *****4263	
Account number: ****5007	
Account Type: Savings Account	
Your new bank account is pending verification. To verify your bank account, Yardi Systems will submit a deposit of less than one dollar to your bank account. After you see this amount deposited to your bank account, log in to your Resident Portal account and confirm the amount that was deposited to complete the verification. Allow 48 hours from the time when you added your bank account for the deposit to appear.	
To view your bank accounts, please log in to your Resident Portal account at: Login.	
Your account security is important to us. If any of the above information is inaccurate or you did not	

Your account will not be available for payments until you click on the verify link to complete the validation.

Bank Accounts Pending Verification								
The bank account(s) listed below are pending verification. To verify your bank account, please click the Verify button next to the account to be verified and enter the exact amount that Yardi Systems deposited into your account.								
	Name on Account	Bank Transit Number	Bank Account Number	Account Type	Verify			
	ABN Amro	021114263	*****5007	Savings	Verify			

Step 4. Click the "Verify" link to display the screen below. You will enter the validation deposit amount showing in your bank account with the description "bank verify" into the box.

Verify Bank Account		×
To verify your bank account, enter the am Systems.	ount that was deposited by Yardi	
Account Name	ABN Amro	
Routing Number	021114263	
Account Number	*****5007	
Account Type	Savings Account	
Amount Deposited To Bank Account		
VERIFY		

The account will show as pending verification until the process is complete.



Step 5. After successful verification, the bank account will be available for payment and it will appear in Bank Accounts.

Bank account verified and available for payments. $ imes$										
Make Payments Auto-pay Setup Recent Activity Payment Accounts										
Custom Narrative: When select	Custom Narrative: When selecting ACH setup not all finanacial institutions allow Savings accounts to be used for ACH transactions.									
Bank Accounts				ADD BA	ANK ACCOUNT					
Use the bank accounts listed belo	w to make one-time payments or sche	dule monthly automatic payments.								
Name on Account	Bank Transit Number	Bank Account Number	Account Type	Edit	Delete					
ABN Amro	021114263	*****5007	Savings	Edit	Delete					
Showing 1 to 1 of 1 entries										

Additional Information:

If you change or edit a current bank account, the verification of the account will be required.

You will have 2 attempts to verify a newly added or edited bank account. If you have exhausted 2 attempts, the account will be marked as "Failed".

If you used a debit or credit card during the leasing process, but plan on using a bank account to pay the monthly rent after moving in, be sure you add your new account at least 48 hours prior to the move in.

Contact the leasing office if you have any questions.