Recurring Payments Set-up – How to
University Suites Coastal

1. Log on to your Resident Portal account from either Conway.universitiesuites.net, Rentcafe.com, or the mobile app.
2. From the home page click on “Payments”
3. From the payments screen click on “Payment Accounts”

4. Add bank account or credit card.
   a. Enter in all the information requested and submit/save it.
   b. You will receive an email stating you have added a payment method.
5. Click on the Make Payments tab
6. Now click “Set up Automatic Recurring Payment”
7. Now you need to set up your recurring payment
   a. From the drop down menu select the auto pay account you would like to use
      i. If you have furniture or any other recurring charges, a payment method
         will need to be selected for those also
   b. An auto-payment amount must be entered. If it is 0.00 nothing will be pulled.
   c. Hit Submit
   d. You will receive an email stating your recurring payment has been set up.
8. Click on “Payments” and you will be able to see the monthly charges and monthly auto-pay.

9. You are all set! The recurring charge will start on the 1\textsuperscript{st} of the upcoming month.