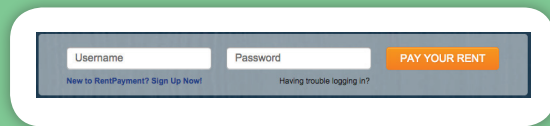


# Online RentPayment Guide

## How to Setup AutoPay and Make One-Time Payments

### 1 LOGIN OR SETUP ACCOUNT

Find the "Pay Your Rent" button or setup new account

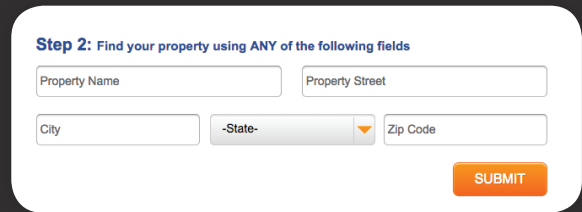


A login or setup account form with fields for Username and Password, and a "PAY YOUR RENT" button. Below the fields are links for "New to RentPayment? Sign Up Now!" and "Having trouble logging in?"

### 2 FIND YOUR COMMUNITY OR PROPERTY

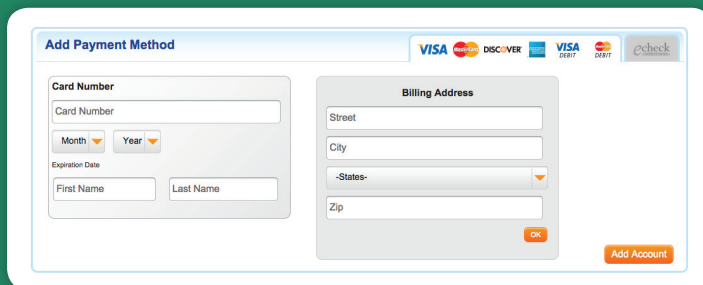
- Search by name or address
- Select Property

**Step 2: Find your property using ANY of the following fields**



A search form with fields for Property Name, Property Street, City, -State- (dropdown), and Zip Code. A "SUBMIT" button is located at the bottom right.

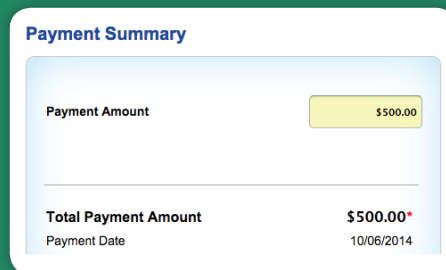
### 3 ENTER PAYMENT METHOD



An "Add Payment Method" form with two main sections: "Card Number" and "Billing Address". The Card Number section includes fields for Card Number, Month, Year, and Expiration Date, along with First Name and Last Name. The Billing Address section includes fields for Street, City, -States- (dropdown), and Zip. Logos for VISA, DISCOVER, VISA DEBIT, and echeck are shown at the top. "OK" and "Add Account" buttons are at the bottom.

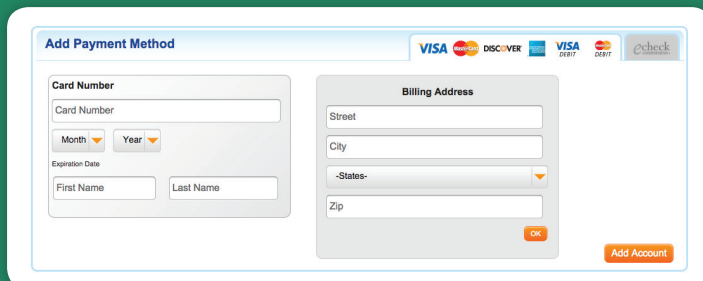
#### ONE TIME PAYMENT

Enter amount for one time payment then complete payment




A "Payment Summary" form showing a "Payment Amount" of \$500.00 and a "Total Payment Amount" of \$500.00\*. The "Payment Date" is listed as 10/06/2014.

#### ENTER PAYMENT AUTOMATICALLY

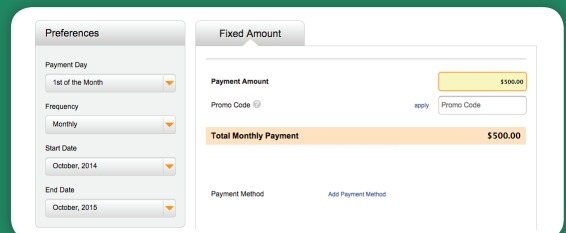


An "Add Payment Method" form, identical to the one in Step 3, used for setting up automatic payments.

#### AUTOPAY

 Return to main menu then select autopay

Complete Autopay Preferences and Fixed Amount



A form for setting up Autopay. It has two tabs: "Preferences" and "Fixed Amount". The "Preferences" tab shows "Payment Day" (1st of the Month), "Frequency" (Monthly), "Start Date" (October, 2014), and "End Date" (October, 2015). The "Fixed Amount" tab shows a "Payment Amount" of \$500.00 and a "Total Monthly Payment" of \$500.00. There is a "Payment Method" dropdown and an "Add Payment Method" button.

Select, "Set A fixed Autopay"