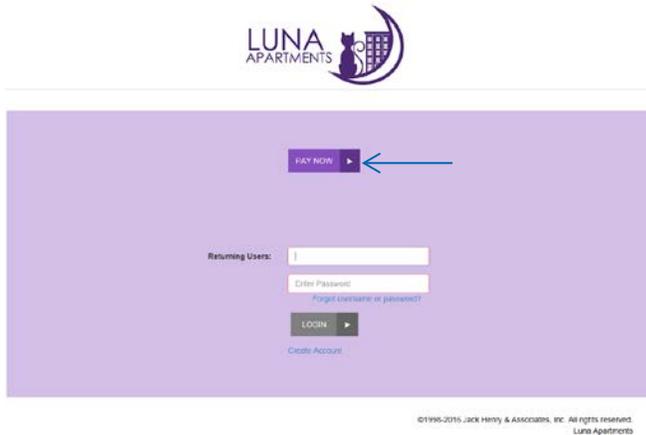


Rent Collector Portal – Quick Reference

Step-By-Step-Pay Now

Quick Pay

1. Navigate to the provided URL address. The business to you which you are making a payment may also have a website with a link to the address.
2. Select the **Pay Now** option. This may read differently for each business website.



3. Complete the required fields. Click Continue when completed.

4. The **Payment Confirmation** page gives you the opportunity to verify the data and authorize the debit from your account. You may also go back to make any necessary changes by selecting the **Back** option.
5. Read the **Check Authorization Agreement** and, if acceptable, select the check box next to **I accept this agreement**.
6. Select Agree and Submit.

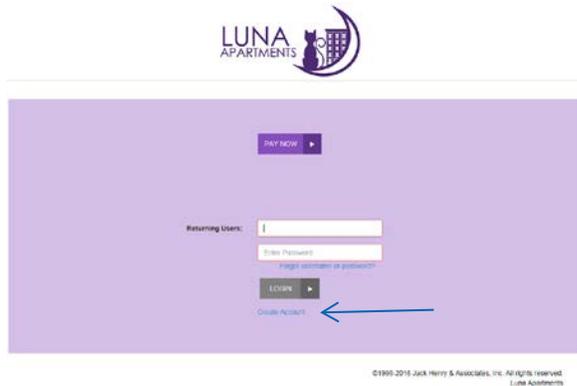


7. Click **Print Receipt** to get a paper copy of the transaction or **Save Receipt** to save a copy.



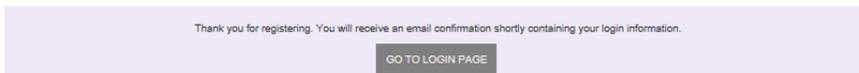
Registering as a User

1. Navigate to the provided URL address. The business to which you are making a payment may also have a website with a link to the address.
2. Select **Create Account** to register your information. This option may read differently on the website itself.



3. The **User Registration** page appears. Complete all the required fields. Select **Register** when finished.
4. A **User Registration** confirmation window will appear, and an email will be sent to the indicated address. Select **Go to Login Page**.

User Registration Confirmation



Payment Accounts

Adding a Payment Account

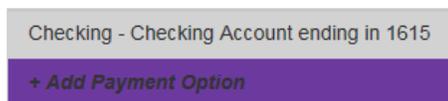
1. Select **Edit payment Options** and then **Add Payment Options** at the bottom of the page to create accounts (checking or credit card) that you may want to debit for a payment/donation.
2. Complete the required fields.
3. Click **Add Payment**.
4. An **Add Account** confirmation window will display.

Payment Options



Edit a Payment Account

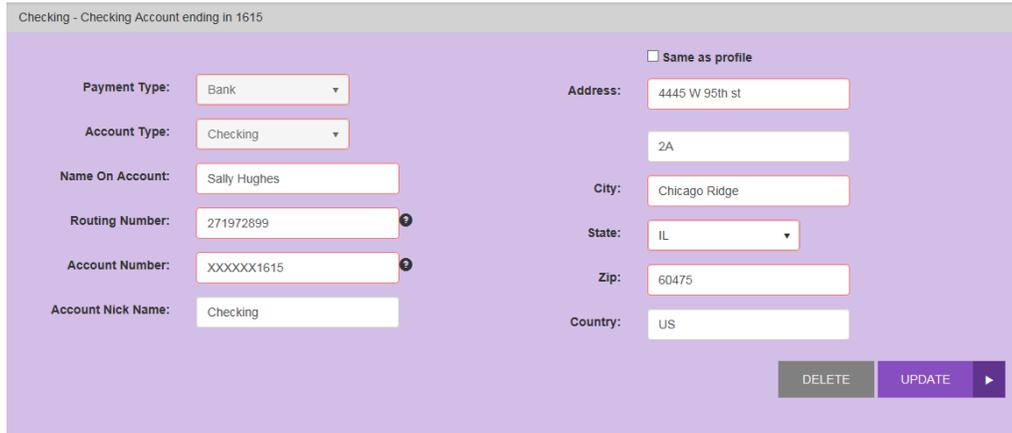
1. From the navigational links on the top, select **Edit Payment Options**.
2. The **Payment Options** will appear at the bottom of the page. To view and/or make changes to an account, select the account name.



3. The **Edit Account** page appears. Make any changes necessary, and select **Save**.

Deleting a Payment Account

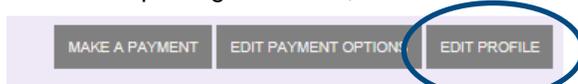
1. From the navigational links on the top, select **Edit Payment Options**.
2. From the **Payment Option** section, select the account name and click **Delete** next to the account you want to erase.



3. The system will prompt you to confirm deleting an account. Select **Yes** to continue.
4. The system will confirm the deletion of the account. Select **Close**.

Updating Your Profile

1. From the top navigational bar, select the **Edit Profile** option.



2. The **User Profile** page appears. This page contains three sections of information you may update:
 - **User profile information** – Personal contact information for the profile.
 - **Password information** – Password information for the profile.
 - **Secret question/answer information** – Secret question and answer setup for security purposes in the event you have keyed in login information incorrectly at least five times.
3. Update the necessary information in each section and select the Update option when completed.

Payments

Create a Single Payment

1. Select **Make a Payment** from the navigational bar on the left. The **Make Payment** page will appear.

Pay This Amount: Required

Building: -- Select -- Remember this selection

Pay From Account: -- Select --

Payment Date: 12/20/2016

[Click here if you would like to make this a recurring payment](#)

2. Fill in the required fields.
3. Select **Continue**.
4. The **Payment Confirmation** page will display with the opportunity to verify the data and authorize the debit/charge, or to go back for any necessary changes. The figure below illustrates a payment confirmation for a payment made using a check.

Confirmation

Amount: \$750.00

Building: Forest View

From Account: Checking

Authorization Agreement:

I, **Sally Hughes**, authorize **LUNA APARTMENTS** to electronically debit my account for the amount indicated above.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **LUNA APARTMENTS** to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at **800-894-6900**.

5. Read the **Check Authorization Agreement** or **Credit Card Charge Authorization Agreement**. If acceptable, select the check box next to **I accept this agreement**.
6. Click **Submit**.
7. A **Transaction Receipt** window appears. Select **Print Receipt** to print a copy for your records or **Save Receipt** to save a copy to your device.

Create a Recurring Payment

1. Select **Make a Payment** from the navigation bar to the left.
2. The **Make a Payment** page appears.

Pay This Amount:

Building: Remember this selection

Pay From Account:

Payment Date:

Click here if you would like to make this a recurring payment

Frequency:

Payment Day:

Start Date:

Of Payments:

Next Payment Date:

Infinite Payment:

Include a Single Payment Now:

3. Fill in the following required fields.
4. Click **Continue** at the bottom of the page.
5. The **Recurring/Future Dated Payment** Confirmation page displays with the opportunity to verify the data and authorize the payment(s), or to go back for any necessary changes.

Confirmation

Amount: \$750.00

Building: Forest View

From Account: Checking

Next Recurring Payment: \$750.00 - Once a Month on the Last Day

Include a Single Payment Now: No

Authorization Agreement:

I, Sally Hughes, authorize LUNA APARTMENTS to electronically debit my account for the amount indicated above on a recurring basis. The first payment of \$750.00 will be electronically debited from my account on 12/31/2016, or the next business day. After the first payment, there will be additional debits of \$750.00 on a recurring payment schedule as indicated below.

Frequency:	Once a Month
Payment Day:	12/31/2016
Number of Payments:	1

I understand that it is my responsibility to manage my recurring payment which includes but is not limited to modifying or cancelling any future dated payment

6. Click **Submit** at the bottom of the page. A window will appear confirming the payment(s) to be made.

Receipt

Response: **Successfully created recurring payment.**

Amount: \$750.00

Building: Forest View

Account #: Checking

Transaction Date: 12/20/2016 1:09 PM

Authorization Agreement:

I, **Sally Hughes**, authorize **LUNA APARTMENTS** to electronically debit my account for the amount indicated above on a recurring basis. The first payment of \$750.00 will be electronically debited from my account on 12/31/2016, or the next business day. After the first payment, there will be additional debits of \$750.00 on a recurring payment schedule as indicated below.

Frequency: Once a Month
 Payment Day: 12/31/2016
 Number of Payments: 1

I understand that it is my responsibility to manage my recurring payment which includes but is not limited to modifying or canceling any future dated payment.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **LUNA APARTMENTS** to pay any transaction fees that may be assessed by my financial institution.

Manage a Recurring Payment

1. To make changes to a recurring payment, go back to the **Welcome** page and double-click on the recurring payment.

Next Payment Date	Amount	Building	
In 11 Days	\$750.00	Forest View	Enabled

Amount: Building:

Frequency: Payment Day: Start Date:

Of Payments: # Payments Made: Next Recurrence:

Infinite Payment Enabled Delete Payment

2. The **Edit Recurring** page appears. Make any changes necessary, and select **Submit**.

Deleting a Recurring Payment

From the **Edit Recurring** page, select the **Delete Payment** box to permanently remove the recurring payment, and select **Submit**.

Disable a Recurring Payment

From the **Edit Recurring** page, uncheck the **Enabled** box to suspend the recurring payment, and select **Submit**.

Reports

Payment History

- From the bottom of the page, select **Full Transaction History**.



- The **Payment History** page appears.
- Enter the date range you want to view and select Run Report.
- The payment history can also be exported to Excel or a PDF file.

Transaction History

From Date:
 To Date:

Transaction Date	Amount	Payment Type	Status	Name On Account	Building	Description	Transaction Number	Reference Number
<div style="background-color: #e6e6fa; padding: 2px;"> Year: 2016 </div>								
12/20/2016 01:11 PM	\$150.00	Checking	Approved	Sally Hughes	Garden		{79c0ab5a-be24-45c9-a6fe-9f5a91f3ec51}	6GPVBLGBA3