



# PAY YOUR RENT ONLINE

We want to make paying rent as simple and convenient as possible for you. Our new payment options offered through RealPage Payments Services, LLC (RPPS) gives you the option to pay rent and other fees securely online with the following payment options:

• ACH

• Credit or Debit Card



## How to Pay Online

It's easy to pay online. Simply log in to your tenant portal and perform the following:

- 1 Click on **My Payments** and select **Payment Accounts**.
- 2 Add or update your account information with all required fields.
- 3 Next time you need to make a payment, accept the new Terms & Conditions.
- 4 Pay rent for that month, or you can choose recurring payments and your rent payment will be automatically paid every month, so you don't have to worry about late fees! Please note that if you've previously established recurring payments, we need you to log in to your tenant portal and reestablish recurring payments with our new service provider who will be processing future payments.

It's that fast, simple and completely secure. And don't miss out on the new enhancements that are now offered, including:

- The ability to schedule a one-time payment for a future date.
- The ability to store multiple payment accounts for use.
- A new "My Payments" tab to make it easier to find payment information.
- A new "Scheduled Payments" page allows you to see what is pending in both future dated one-time payments or recurring payments.
- A new "Payment Accounts" page helps you save and manage all of your payment accounts.

It's easy to cancel a payment, but remember that it must be canceled prior to 3pm CST on the same day the payment was initiated. Customer support can be contacted for questions and inquiries between 8am - 5pm CST at **1-844-530-5785** or **RealPagePaymentsServices@RealPage.com**.

## Questions or Concerns?

If you have any questions, please call this toll free telephone number at: **1-844-530-5785** or email **RealPagePaymentsServices@RealPage.com**.

RealPage Payment Services LLC is a licensed money services business.  
[www.realpage.com/payments-services](http://www.realpage.com/payments-services)



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