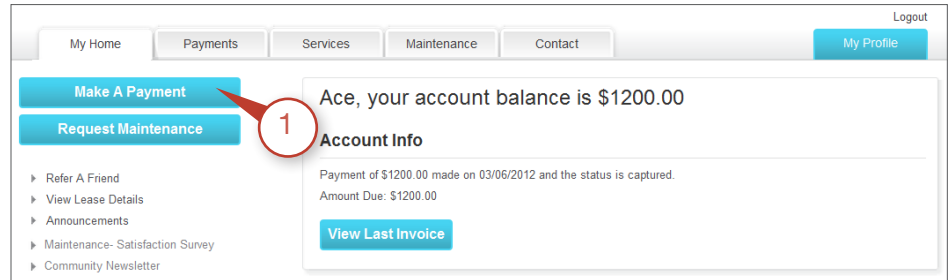


Making a Payment

Making a One-Time Payment

Making a one-time payment allows the resident to manually enter the payment information to pay his or her balance one time, rather than scheduling a monthly recurring payment.

1. Select **Make A Payment** in the top-left corner of the **My Home** tab or select **Make a Payment** from the **Payments** tab.
2. Enter the desired payment amount and type the number in a second time to confirm, then click **Next**.



My Home Payments Services Maintenance Contact Logout My Profile

Make A Payment

Request Maintenance

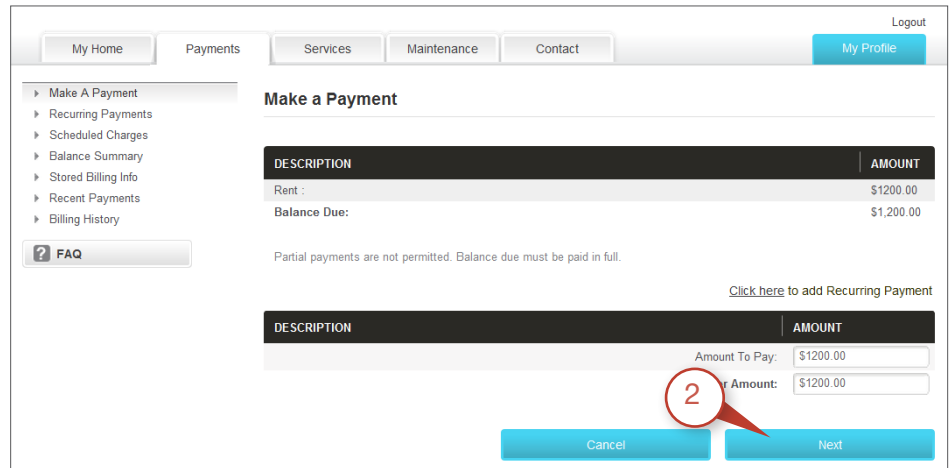
Refer A Friend
View Lease Details
Announcements
Maintenance- Satisfaction Survey
Community Newsletter

Ace, your account balance is \$1200.00

Account Info

Payment of \$1200.00 made on 03/06/2012 and the status is captured.
Amount Due: \$1200.00

View Last Invoice



My Home Payments Services Maintenance Contact Logout My Profile

Make a Payment

Make A Payment
Recurring Payments
Scheduled Charges
Balance Summary
Stored Billing Info
Recent Payments
Billing History

FAQ

DESCRIPTION	AMOUNT
Rent :	\$1200.00
Balance Due:	\$1,200.00

Partial payments are not permitted. Balance due must be paid in full.

[Click here](#) to add Recurring Payment

DESCRIPTION	AMOUNT
Amount To Pay:	\$1200.00
Payment Amount:	\$1200.00

Cancel **Next**

- Select payment type by clicking the radio button to the side of each option.

To learn what your property's convenience fee structure is, please contact your corporate office.

Convenience fees will vary depending on the amount of the payment and the payment type.

eCheck: Pay from a savings or checking account. The routing and account number are required. Money will be debited directly from the payer's account. The convenience fee is a fixed amount and will not vary with payment amount.

Visa: Pay with credit card or a Visa debit card. Convenience fees will be applied equally to both card types. Debit cards will be processed as "credit." Visa payments are subject to a maximum payment limit. The convenience fee is calculated from the set Visa max, not from the payment amount. The payer will also be required to call an automated number to confirm the payment.*

MasterCard: Pay with credit card or a MasterCard debit card. Convenience fees will be applied equally to card types. Debit cards will be processed as "credit." Convenience fees are calculated from the payment amount.

Discover: Pay with credit card or Discover debit card. Convenience fees will be applied equally to both card types. Convenience fees are calculated from the payment amount.

- Enter the corresponding payment information and click **Next**.

Payment Method	Convenience Fee
<input checked="" type="radio"/> eCheck	\$1.95
<input type="radio"/> Visa *	\$40.38
<input type="radio"/> MasterCard	\$38.90
<input type="radio"/> Discover	\$38.90

* Requires Phone Authorization

Electronic Check Information

The billing information (name and address) must match the information stored with that payment provider.

Visa Phone Authorization

*Visa requires phone authorization to complete the payment. A phone and ID number will appear after the information on this page has been entered. Call the number to authorize and complete the payment.

Credit Card Information

6. Review the **Payment Summary**. Check the boxes consenting to the convenience fee (if applicable) and agreeing to the terms and conditions. Click **Finalize Payment**.

This payment will post in real time on Property Solutions Admin and in the property management software (if integrated), and it will update the ledger simultaneously. An email notification can also be sent to the resident and property staff.

7. Click **Print** to keep documentation for personal records.

To view a record of this transaction, go to the **My Home** tab. The balance should now be updated on the dashboard.

A record of the last payment is displayed below the account balance. To view all previous payments made online, click on the **Payments** tab and click **Recent Payments** or **Billing History**.

Payment Summary

Review the information below. If correct, click finalize payment.

Payment Method: Visa
 Billing Address: Ace Jones
 3602 Keys Circle Lane z5
 Tampa, FL 33624
 Payment Account: XXXXXXXXXXXX0019

APPEARS ON STATEMENT	PAYMENT AMOUNT	CONVENIENCE FEE
Primary Sales Demo	\$1200.00	\$40.38
		Total Amount: \$1240.38

I consent to paying the \$40.38 convenience fee posted above.
 I agree to all terms and conditions posted [here](#).

6

Back
Finalize Payment

Your payment was submitted successfully.

Billed To: Ace Jones
 3602 Keys Circle Lane z5
 Tampa, FL 33624
 For Property: The Keys on Third
 Unit #: Z5
[Terms And Conditions](#)

Payment Number: 11902854
 Receipt Date: 02/01/2012
 Payment Type: eCheck
 Payment Status: Captured

* If you would like to receive SMS rent reminders in the future, click here to learn more.

APPEARS ON STATEMENT	PAYMENT AMOUNT	CONVENIENCE FEE AMOUNT
Primary Sales Demo	\$1200.00	\$1.95
		Total Amount: \$1201.95

Please retain for your records.

7

Print

View Previous Payments

Logout

My Home Payments Services Maintenance Contact My Profile

Make A Payment
Request Maintenance

- ▶ Refer A Friend
- ▶ View Lease Details
- ▶ Maintenance- Satisfaction Survey

Ace, your account balance is \$0.00

Account Info
 Payment of \$1200.00 made on 02/01/2012 and the status is captured.

View Last Invoice