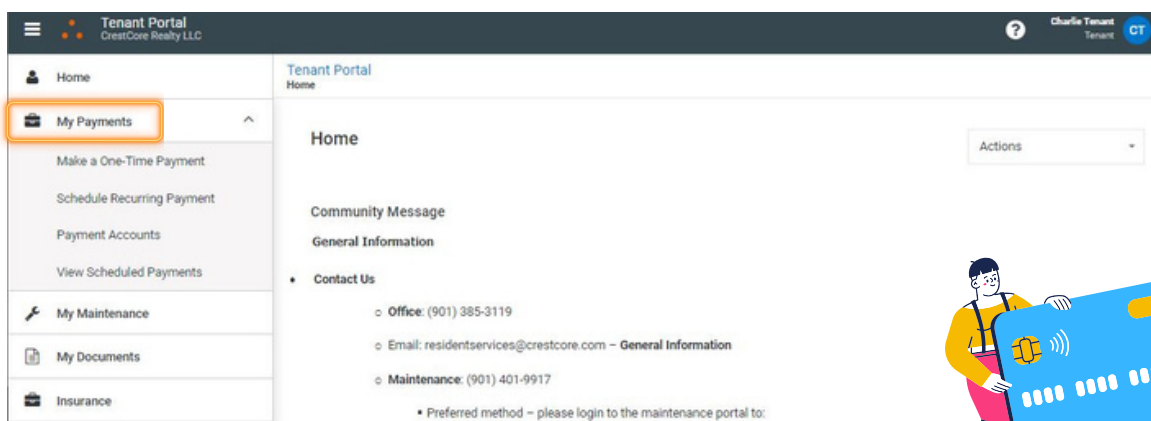
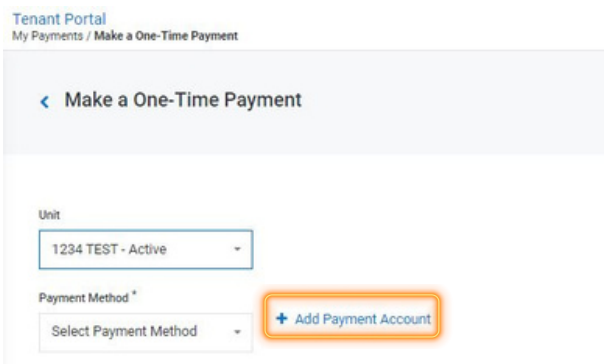
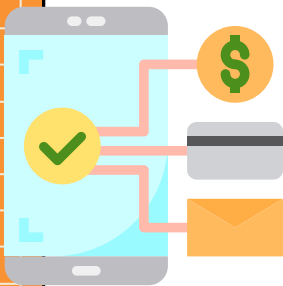


# HOW TO MAKE PAYMENTS THROUGH TENANT PORTAL

IT'S EASY TO PAY ONLINE. SIMPLY LOG IN TO YOUR TENANT PORTAL AND PERFORM THE FOLLOWING:

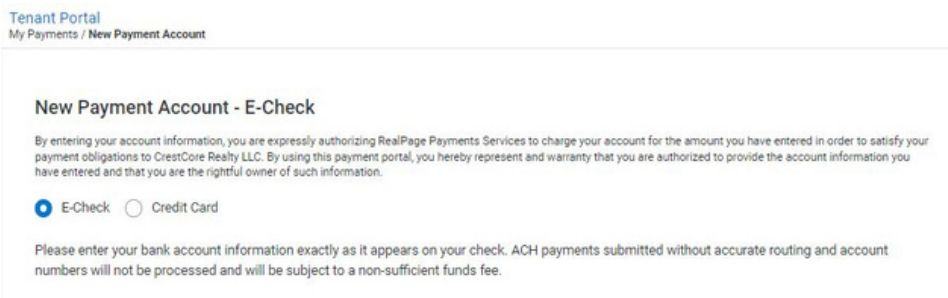


1. Click on **My Payments**
2. Choose between the options:
  - a. Make a One Time Payment  
Click **Add Payment Account** and enter your E-check or Credit Card information



- b. Schedule Recurring Payment

With **Auto ePayments** you can set up a monthly automatic electronic payment. Simply choose the start date you would like to begin making payments on and the amount you would like to pay. You can modify or cancel your scheduled payments at any time.



- c. Payment Accounts

Add or update account information with all required fields

