



## Online Payment Center Instructions

### Make a Payment

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Upon successful logon, you will be presented with a Welcome Message that includes:

- First Name
- Last Name
- Last Time Used The System

There are six (7) sections of the **Make a Payment** page, all of which are described below.

#### 1. Identification of Payer and Selection of Invoices

- Upon successful log in, you will see your Tenant ID, which is assigned by your property manager.

Welcome Chris Arrington (CS)  
You last visited us on 30 Jun 2011 at 5:04 PM

**Make A Payment** | Scheduled Payments | Payment History

Per your Lease Agreement, rent is due on or before the 1st of every month and is considered late if received after the 10th of the month. If you choose to use this online service to pay your rent, you must pay by the 6th of the month in order to assure your payment is received on-time and to avoid late charges.

Tenant ID:

Due Date	Prior Month Balance Forward	Current Amount	Current Payments	Balance Due
01 Jun 2011	\$ 0.00	\$ 5,000.00	\$ 10,000.00	\$ 15,000.00

#### 2. Payment Amount/Frequency

- Select your payment date.
- Enter your payment amount, which equates to the amount that will be debited from your account.
- You can choose to pay a different by selecting the “Other” button and entering the amount.

**Single Payment** |  Recurring Payment

Payment Date:

Balance Due:

Other Amount:

**Amount to Pay**:


#### 3. Payment Instrument

Determine if you would like to use a **Previously Used** or **New** checking or savings account number. *You will see the last 4 digits of your checking account number, if you have used the system before.*

Click **Submit Payment**

## Checking/Savings

<input type="radio"/> Previously Used	<input type="text"/>		
<input checked="" type="radio"/> New	Routing Number	<input type="text"/>	Account Type <input type="text"/>
	Account Number	<input type="text"/>	Confirm Account Number <input type="text"/>



### 4. Terms and Conditions

Prior to submitting each payment, you will have to agree to a Payment Authorization and Consent to Electronic Signature and Records. For recurring payments, you only need to agree once.

### 5. Review and Confirmation

Upon approval of the above terms and conditions, you will be directed to the **Payment Review** page where you will be asked to review your payment details. Data elements displayed on this page will confirm information entered by you on the **Make a Payment** Page.

### 6. Next, the Payer will be prompted to submit their payment.

#### Make A Payment - Confirm Payment Details

1. Accept Terms & Conditions | 2. **Confirm Payment Details** | 3. Payment Completed

Please confirm the following payment details are correct before continuing:

<b>Payer Name:</b>	<b>Chris Arrington (CS)</b>
Payer Email Address:	chris.arrington@suntrust.com
<b>Tenant ID:</b>	<b>HHW0009 2</b>
Property Name:	Highland West
<b>Payment Type:</b>	<b>Single Payment</b>
Payment Entered Date:	30 Jun 2011
Payment Date:	01 Jul 2011
Payment Effective Date:	05 Jul 2011
Payment Amount:	15000.00
<b>Total Amount:</b>	<b>15000.00</b>
<b>Payment Method:</b>	<b>Checking/Savings</b>
Routing Number:	061000104
Account Type:	Personal/Checking
Account Number:	xxxxx xxxx 3654

### 7. The Payer can select **Print** to print out the **Confirmation** page. After submission of the payment, an email acknowledgement will be sent to your email address within 2 hours.

#### Make A Payment

1. Accept Terms & Conditions | 2. Confirm Payment Details | 3. **Payment Completed**

#### Payment Complete - Confirmation

Your payment has now been submitted. Please print this page for your records.

**On the 05 Jul 2011, \$ 15,000.00 will be debited from your account.**

Confirmation Number:	146704
Payer Name:	Chris Arrington (CS)
Payer Email Address:	chris.arrington@suntrust.com
Tenant ID:	HHW0009 2
Property Name:	Highland West
Payment Type:	Single Payment
Payment Entered Date:	30 Jun 2011
Payment Date:	01 Jul 2011
Payment Effective Date:	05 Jul 2011
Payment Amount:	\$ 15,000.00
<b>Total Amount:</b>	<b>\$ 15,000.00</b>