Setting Up Auto-Pay Recurring Payments

Note that automatic payments are pulled at 4:15AM on the date they are scheduled. You can only set-up auto-pay recurring payments if you have a Bank Account added as a payment method. If you do not have a bank account added as a payment method you must first follow the instructions in <u>Adding a Payment Method</u> to add a Bank Account.

- 1. Login to your account using your email address and password.
- 2. Click the Auto-Pay Set-up tab.

A Payments Compliance						ø	Þ	4	۲
	_			Logged in as:		-	-		
Payments Make Payments Auto-pay Setup Rece	nt Activity Payment	Accounts							
Current Balance: \$329.00			As of: 6/16/2021		Missing a p expensive. Set up a	ioymei uto-pa	nt can b y >	e	
Charge	Amount	Charged on							
RENT 7/1/2021 to 7/31/2021	\$329.00	7/1/2021				Pay	Now		

3. Select the appropriate payment account, choose the start and end date of the recurring payment, the date you want the payment to be made from your account, and the payment amount to be taken with each automatic payment. Click next.

Make Payments	Auto-pay Setup	Pending Activity	Recent Activity	Payment Accounts		
Fixed Monthl	y Charget	ana ana ana amin'ny farana amin'ny farana				
1 Your total m	onthly fixed charges	s are \$1,725.00/mon	th			

4. Review the payment details, check the box to verify that you have read and accept the terms and conditions, and click Submit.

Fixed Monthly Cha	rges			
Your total monthly I Auto-Pay Account	là.		2	
Checking Chk *****723	Payment Account Start Date End Date	Checking Chk *****7278 7/1/2016 12/31/2016		Next
Variable Monthly C	Pay On Payment Amount Pa	Sth of every month		punt
Rent Sele	conditions until you cancel your authorization ct Conditions until you cancel your authorization T have read and accept the <u>Terms and Conditions</u>	selected payment account every m	Cancel Submit	