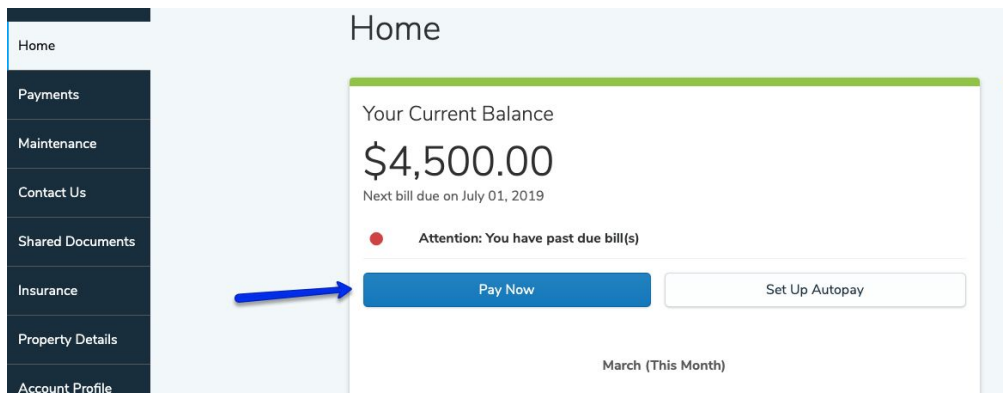


Below are the steps a tenant will follow to set up their Online Portal and Make an Online Payment!

1. The tenant will receive an email from **'Pembroke Real Estate'** with the subject **'Pembroke Real Estate - Make Payments Online'**. This is the email that is sent out by the Property Management Company when you send Portal Activation emails.
2. The first step is to open that email and click the blue 'Activate Now' Button.



3. Next the tenant will be taken to a page that asks you to set up a Password. Below are the steps to do that:
 - a. Enter your password.
 - b. Re-type your password.
 - c. Check the box to agree to the Terms of Service
 - d. Click Activate Account
4. Next, they will automatically be logged into their Online Portal.
5. To make a payment online or set up an auto payment, click on the blue Pay Now button on the screen.



6. Next, they'll be prompted to choose how they would like to pay, eCheck or Credit Card.
7. Once they make a selection, they will be asked to review the following fields:
 - a. Payment Date
 - b. Payment Amount
8. They can feel free to make changes to those fields or just click **"Continue."**
9. Next they'll be asked to **enter their banking information or credit card information.**
 - a. The check box for 'Save banking information for next time' will be checked by default. They can uncheck it, or leave it checked.
10. Then click **Continue.**
11. Finally, you will be asked to review your payment. If everything looks good, click **'Make this Payment Now'**.