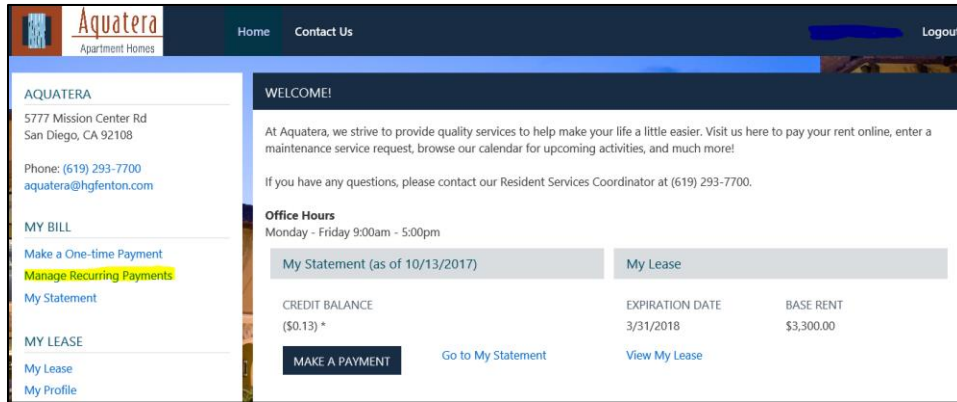


# Aquatera

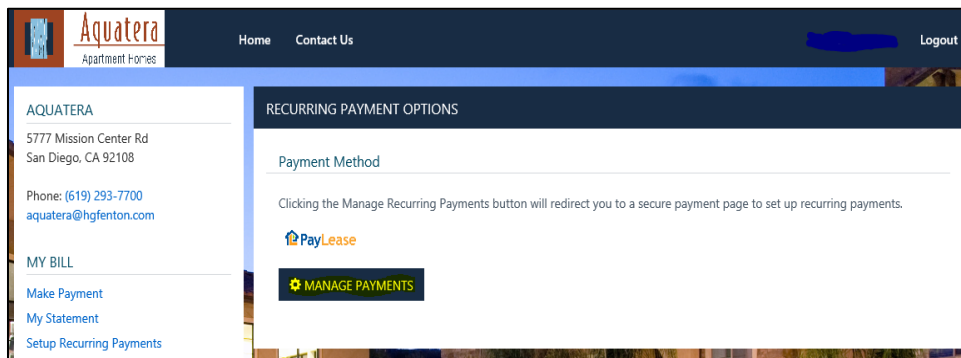
Apartment Homes

## Resident Connect: How to Set up a Recurring Payment

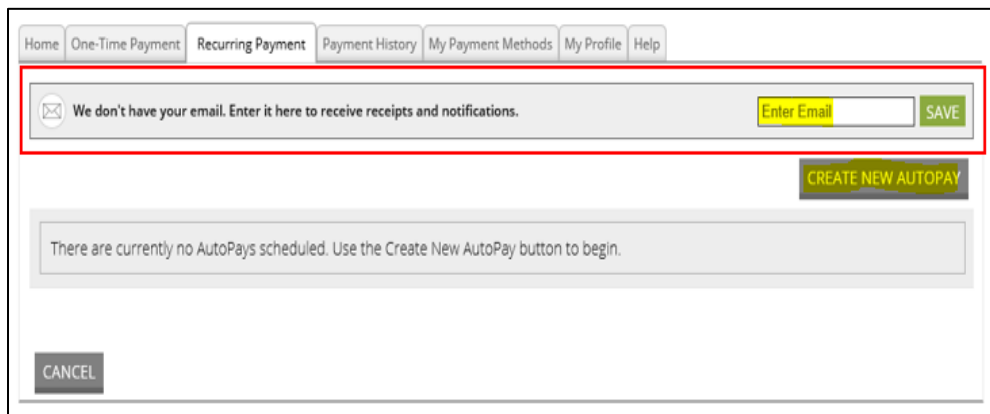
1. Once you are logged into your Resident Connect account, click **Manage Recurring Payment** on the main menu under **My Bill**.

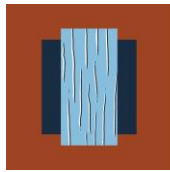


2. The **Recurring Payment Options** screen should pop up. Once it does, Click **Manage Payments**. You will then be taken to the **Pay Lease** portal to continue setting up the recurring payment.



3. Once you are in the Pay Lease portal, enter your email address if you have not already entered it and click **Save** then click **Create New Autopay**. On the next screen, you will have to enter the recurring payment amount and click **Continue** to confirm the amount. Next is the **Payment Schedule** screen. You will have to enter when the autopay should process and how often you want it paid, then click **Continue**.





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Home | One-Time Payment | **Recurring Payment** | Payment History | My Payment Methods | My Profile | Help

We don't have your email. Enter it here to receive receipts and notifications.  **SAVE**

1 **Payment Amount** 2 Payment Schedule 3 Payment Method 4 Review & Submit

Amount Owed: \$  x

Build your credit history by opting in to Credit Reporting. [Learn The Benefits](#)

**CANCEL** **PREVIOUS** **CONTINUE**

Home | One-Time Payment | **Recurring Payment** | Payment History | My Payment Methods | My Profile | Help

1 Payment Amount 2 **Payment Schedule** 3 Payment Method 4 Review & Submit

**Need Help?**  
[Click here for Support](#)

Recurring Payment Date: \*

Payment Frequency: \*

Final Payment Month/Year: \*  Indefinite

Fields marked with an asterisk (\*) are required.

**CANCEL** **PREVIOUS** **CONTINUE**

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4. Choose which **Bank Account** or **Debit/Credit Card** you would like the recurring payment to process from or enter a new bank account or debit/credit card then click **Continue**. Review all recurring payment information and if all correct click **Schedule Autopay**. The soonest that the recurring payment can start is the first day of the following month. You can also use this screen to edit or remove a recurring payment.

Home | One-Time Payment | **Recurring Payment** | Payment History | My Payment Methods | My Profile | Help

Notifications and payment receipts for this account are currently sent to: mwood@hgtenton.com **UPDATE**

**Need Help?**  
[Click here for Support](#)

1 Payment Amount 2 Payment Schedule 3 **Payment Method** 4 Review & Submit

Payment for: Lease payment Payment Amount: \$10.00

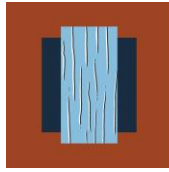
Select a Payment Method

<input checked="" type="radio"/> Standard Processing <small>Payments processed in 1 business day</small>	
<input type="radio"/> Bank of America #6789	FREE
<input type="radio"/> North Island Credit Union #0326	FREE
<input type="radio"/> Bank Account	FREE

**CANCEL** **PREVIOUS** **CONTINUE**

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Home One-Time Payment **Recurring Payment** Payment History My Payment Methods My Profile Help

We don't have your email. Enter it here to receive receipts and notifications.  **SAVE**

1 Payment Amount 2 Payment Schedule 3 Payment Method **4 Review & Submit**

I, Rachel Freeman, confirm that the payment information below is correct and authorize PayLease on 09-26-2017 to set up the AutoPay (automatic recurring payment) with the details below. I understand I am responsible for canceling my AutoPay when I am moving from my Property.

**CANCEL** **PREVIOUS** **SCHEDULE AUTOPAY**

Payment Amount		Payment Details	
Amount owed:	\$5.00	Card Type	Visa
Fee:	\$0.13	Card Number	#5038
<b>Total:</b>	<b>\$5.13</b>	Name on Card	Jami Moskos

Payment Scheduling			
Payment Start Date:	09/27/2017	Payment End Date:	Indefinite
Payment Frequency:	Monthly		

5. You will receive an email confirmation that the recurring payment has been set up if you entered your email address on the payment confirmation screen.

Dear [REDACTED]

You are currently set up on the PayLease Automatic Payment System. You can find the details of your Automatic Payment below. Please make sure that you have sufficient funds for your next scheduled payment. If you would like to edit or cancel your Recurring Payment, please log into your account

Recurring Payment Detail:

Amount: \$10.00  
AutoPay Start Date: Aug-01-17  
AutoPay End Date: Indefinite  
Bank Account ending #6789  
Payment Frequency: Monthly  
Authorization Date: 7-17-17

Property Address: [REDACTED]  
Property Management Company: HG Fenton Company

Thank you for using PayLease!

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