

1. Upon logging into the Resident Connect portal, the message below may appear, you will need to acknowledge and click **CONTINUE**

Notice: Payment Processing Changes

The payment process at your property has been updated. If you wish to continue making recurring payments, you must set up a new recurring payment schedule at this time. By selecting the check box below and clicking Continue, your existing recurring payment information will be removed from the system, and you will be directed to set up a new recurring payment.

I Acknowledge

[Cancel](#) [Continue](#)

2. Then, click **Setup Recurring Payments** in the right hand menu
3. From the **Payment Method** page, click **Manage Payments**

Recurring Payment Options

Payment Method

Clicking the Manage Recurring Payments button will redirect you to a secure payment page to set up recurring payments.



[Manage Payments](#)

4. You will be redirected to your payment provider's secure payment page and will need to enter in the amount you would like to pay & click **SUBMIT**
5. If you are logging in for the first time, you will need to click **CREATE ACCOUNT**

Contact Us



Welcome to the National Property Management Associates Online Payment Portal!

Please sign in to make a payment, view payment history or manage payment accounts. You can also make a quick payment without signing in by clicking on the button below.

To protect your account from unauthorized access, your session will be closed after a period of inactivity. If your session ends, log in again.

[PAY NOW](#)

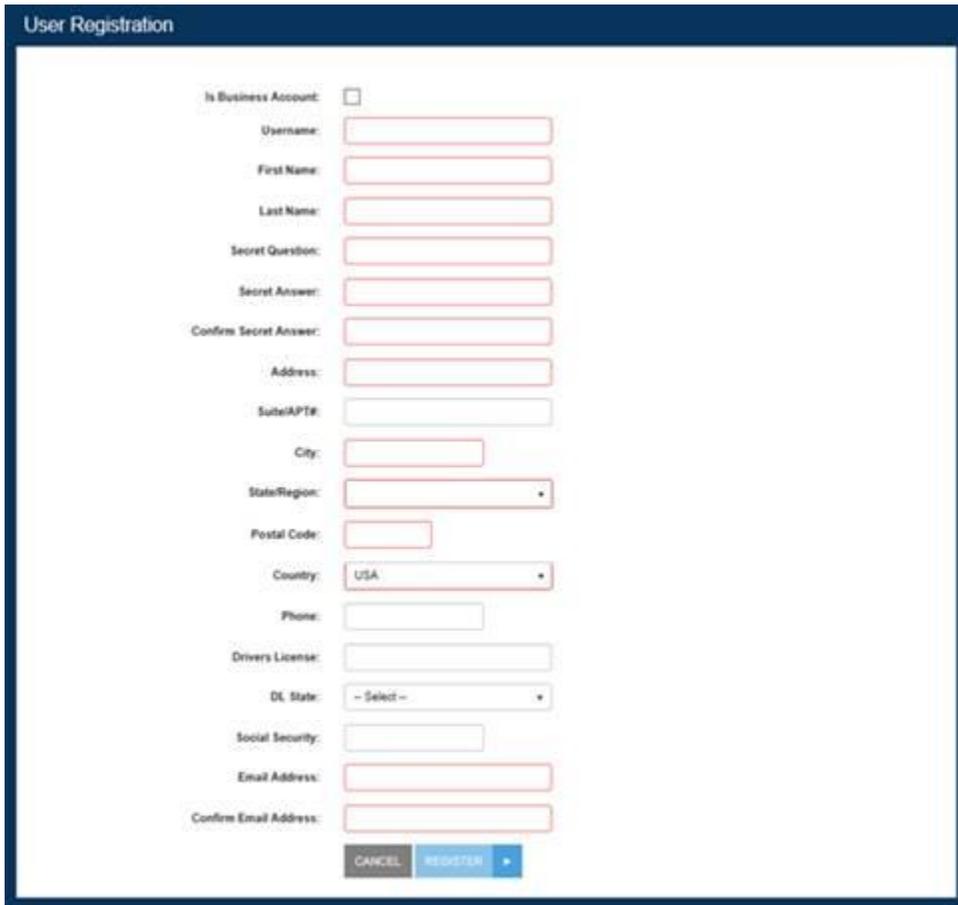
Returning Users:

[Forgot username or password?](#)

[LOGIN](#)

[Create Account](#)

6. You will need to fill in the fields highlighted in red

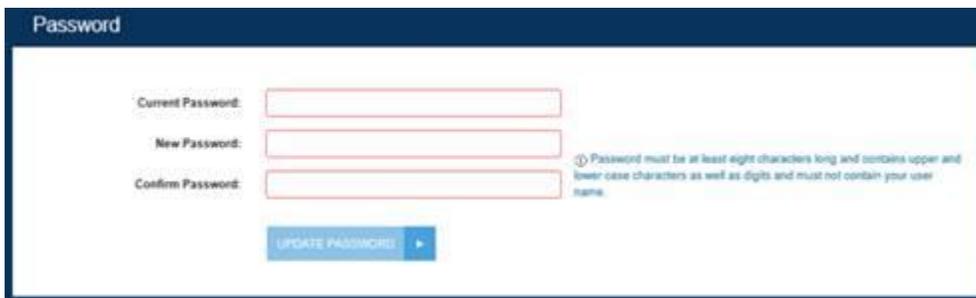


The image shows a 'User Registration' form with the following fields and controls:

- Is Business Account
- Username:
- First Name:
- Last Name:
- Secret Question:
- Secret Answer:
- Confirm Secret Answer:
- Address:
- Sub/APT#:
- City:
- State/Region:
- Postal Code:
- Country:
- Phone:
- Drivers License:
- DL State:
- Social Security:
- Email Address:
- Confirm Email Address:

Buttons: CANCEL, REGISTER

7. Once all required information is filled in, click **REGISTER**
8. You will then receive a confirmation email with your temporary password
9. Return to the Login Page to enter your Username & Temporary password



The image shows a 'Password' update form with the following fields and controls:

- Current Password:
- New Password:
- Confirm Password:

Buttons: UPDATE PASSWORD

Help text: Password must be at least eight characters long and contains upper and lower case characters as well as digits and must not contain your user name.

10. Once you are logged in, you will need to **ADD PAYMENT OPTION**

Payment Options

Add Payment Option

Payment Type: Bank

Account Type: Checking

Name On Account:

Routing Number:

Account Number:

Account Nick Name:

Address:

City:

State/Region: -- Select --

Zip:

Country: USA

Same as profile

RESET ADD PAYMENT

11. Enter in all account information highlighted in red, then click **ADD PAYMENT** (*This information will now be saved to be used for future payments*)

12. You will now be able to select this account to schedule your Recurring Payment. Once all required fields are entered, click **CONTINUE**

Welcome, Office65-8

Make Payment

Pay This Amount: \$1.00

Pay From Account: -- Select -- ADD PAYMENT OPTION

Payment Date: 11/16/2017

Click here if you would like to make this a recurring payment

Frequency: Once a Month

Payment Day: Last Day

Start Date: 11/02/2017

Of Payments: 12

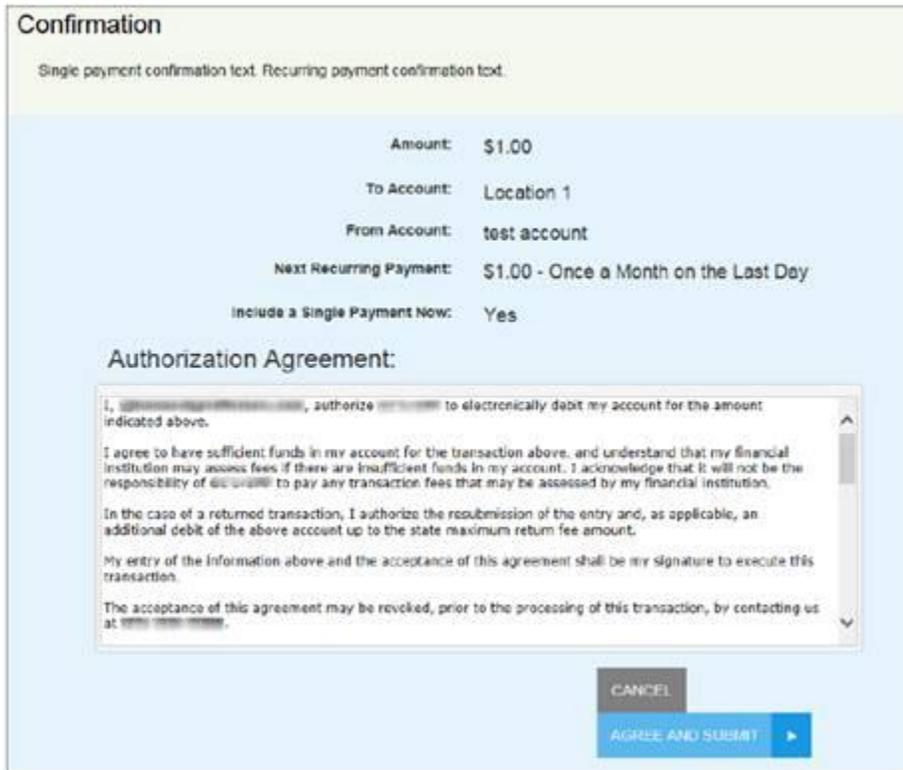
Next Payment Date: 11/02/2017

Infinite Payment:

Include a Single Payment Now:

CANCEL CONTINUE

13. The *Confirmation Payment* page appears, verify the data entered, read through the *Authorization Agreement* and click **AGREE & SUBMIT**



The screenshot shows a 'Confirmation' page with a light blue background. At the top, there is a header 'Confirmation' and a sub-header 'Single payment confirmation text. Recurring payment confirmation text.' Below this, the following details are listed:

- Amount: \$1.00
- To Account: Location 1
- From Account: test account
- Next Recurring Payment: \$1.00 - Once a Month on the Last Day
- Include a Single Payment Now: Yes

Below the details is the 'Authorization Agreement:' section, which contains a scrollable text area with the following text:

I, [redacted], authorize [redacted] to electronically debit my account for the amount indicated above.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of [redacted] to pay any transaction fees that may be assessed by my financial institution.

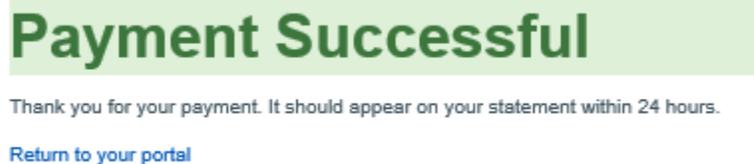
In the case of a returned transaction, I authorize the re submission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at [redacted].

At the bottom right of the form, there are two buttons: a grey 'CANCEL' button and a blue 'AGREE AND SUBMIT' button with a right-pointing arrow.

14. You will then receive this message:



The message is displayed on a light green background. The main heading is 'Payment Successful' in a large, bold, dark green font. Below the heading, the text reads: 'Thank you for your payment. It should appear on your statement within 24 hours.' At the bottom, there is a blue link that says 'Return to your portal'.

15. If you would like to view your payment history or make any changes to your account, simply log back into your account or go to:
<https://smartpay.profitstars.com/express/National%20Property%20Management%20A>

Welcome, Office65-8 [Not You?](#) [Logout](#) ▶

MAKE A PAYMENT

EDIT PAYMENT OPTIONS

EDIT PROFILE

Scheduled Transactions

Next Payment Date	Amount	Location	
In 3 Days	\$1.00	Edgebrook Apartment Enter LLC	Enabled
In 3 Days	\$1.00	Edgebrook Apartment Enter LLC	Enabled

Transaction History

Transaction...	Amount	Payment Type	Status	Location	Description
Today	\$1.00	Checking	Approved	Edgebrook Apartment Enter LLC	

FULL TRANSACTION HISTORY