

# HOW TO PAY MONTHLY RENT

Let us help you with paying the rent!

When and how to pay rent:

## Option #1 - RentMoney payment

RentMoney payment -- This is a third-party payment processor that has locations at several large retailers (like Walmart or King Soopers). It is similar to a money order where you can take cash to the retailer and then pay at the cashier. You need to print out a voucher from your tenant portal or pdf on your phone. More info on this program can be found in the help section of your tenant portal.

This payment method immediately posts the rent to your ledger so it is a good option when you need to pay fast. Here is the nearest location to you: <http://www2.datatel-systems.com/ext/client%20forms/CheckFreePayZIP.aspx>

To print a RentMoney voucher for New Tenant Portal View:

1. Login to Tenant Portal.
  2. Click on My Payments.
  3. Select Make One-Time Payment.
  4. On Payment Method drop-down, choose Cash.
  5. Enter the amount on the Payment Amount field.
  6. Click Search Payment Centers. (if necessary)
- Note: This will open a new window showing the list of the nearest payment location.
7. Click Submit.
  8. Click Get Voucher.



## Pay Your Rent with Cash in 3 Steps

**1**

Hand this paper to the cashier

Entregue esta hoja de papel al cajero

**2**

Tell them you want to pay your RentMoney bill

Dígalos que quiere pagar su factura de RentMoney de alquiler

**3**

Pay your rent + \$3.75 bill payment fee

Pague su alquiler + pago de factura \$3.75

<b>Account Information</b> Entered by Associate	Biller Name <b>RentMoney</b> Account Number <input type="text"/> Tenant's Name <input type="text"/>	Payment <b>\$100.00</b> Bill Payment Fee <b>\$3.75</b> Total Payment <b>\$103.75</b>	
--	---	--	--

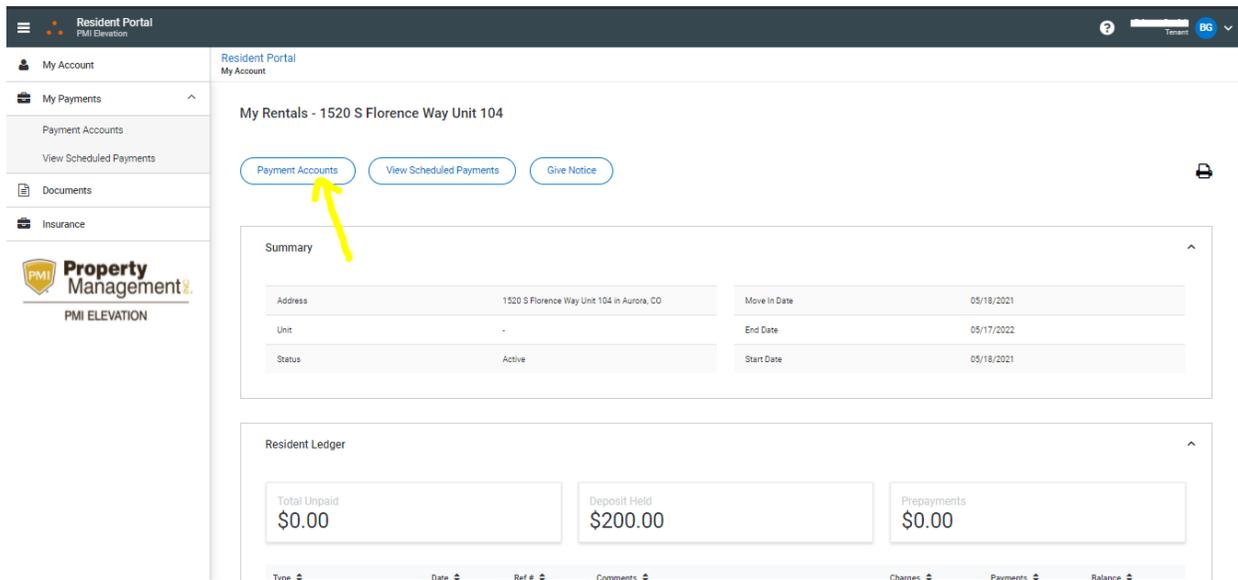
## Option #2 -- Tenant Portal

Log into your recently activated tenant portal and follow the instructions to make a rent payment online. Here you will be able to set up automatic checking (E-Check), credit card payments, or both.

1. Log in to your tenant portal  
Click the Payment Account button on the My Rentals page.

2.

Click My Payments and then select Payment Accounts click the Add Payment Account button and add the Payment Account with the updated information.



3.

Select your payment method.

You can store both credit card and e-check information.

If you select the ECheck option, enter the banking information for the account.

The system verifies that the routing number is an active routing number. Always double-check the account number to make sure you have entered the correct information. Incorrect information can result in a returned check.

If you select the Credit Card payment method, enter the card information.

For either method, enter your billing address.

Birth Date and Billing Email may be required or optional fields, depending on your configuration.

Payment receipts for electronic payments will be sent to the Billing Email address provided here.

Click the Save button.

For more information on your TENANT PORTAL click here -

[http://propertyware.force.com/KB2/articles/How\\_To/Using-the-Tenant-Portal/p?pubstatus=o](http://propertyware.force.com/KB2/articles/How_To/Using-the-Tenant-Portal/p?pubstatus=o)

Thank you for Choosing PMI ELEVATION!

720.603.1190

For Emergencies 24-hours a day -- Please call our office at  
720.603.1190 and select Option 1 to be routed to the emergency call center

13709 Omega CirLone Tree, CO 80124

Copyright © 2021 Property Management Inc.

All Rights Reserved. Sitemap Property Manager Websites Powered by Free Rental Site