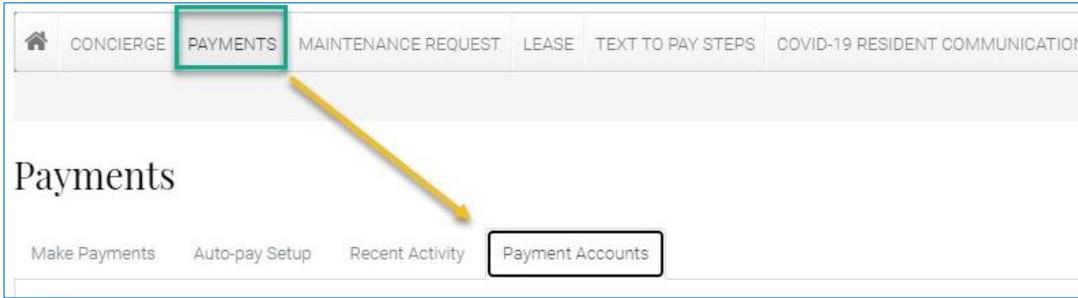


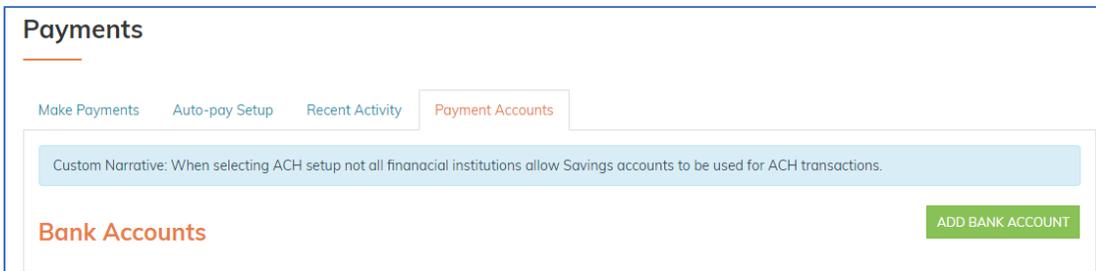
How to add a Bank Account

***Very Important - The bank account verification process may take up to 48 hrs.** before you can use the account to make a rental payment.

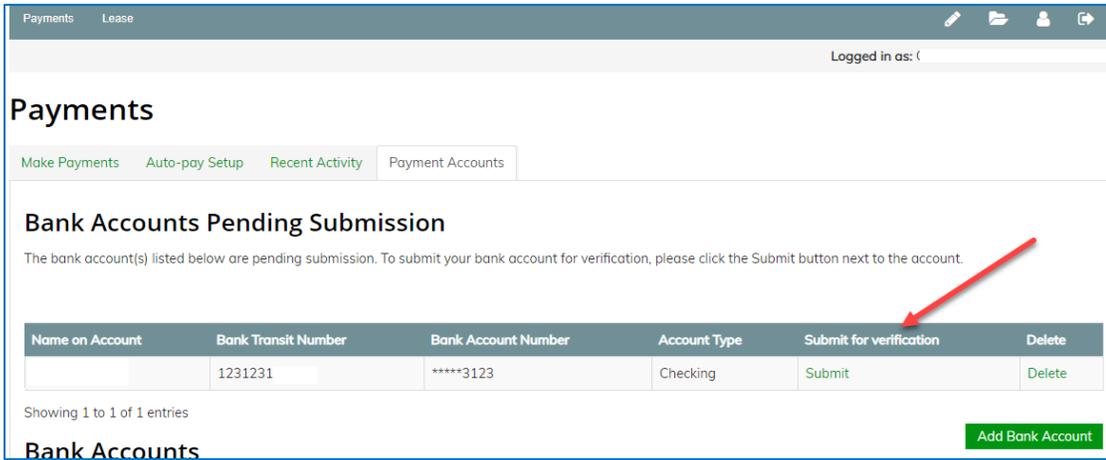
Step 1. Go to the Payments option and click Payment Accounts.



Step 2. Click on "Add Bank Account" and the next screen will allow you to enter bank details.



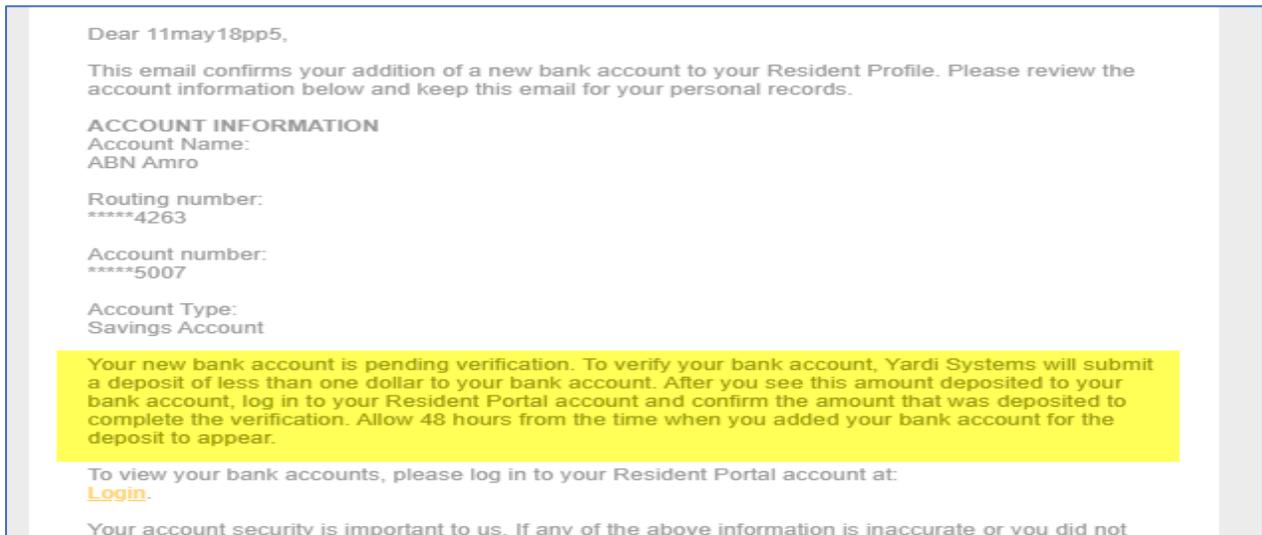
Step 3. Once you enter in all the account information you will see a Submit link that will send the bank account information to begin the verification process.



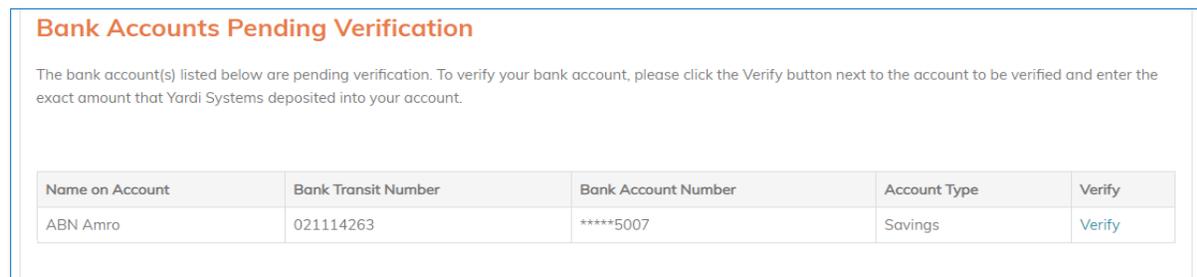
After submitting Bank details, the below success message appears.



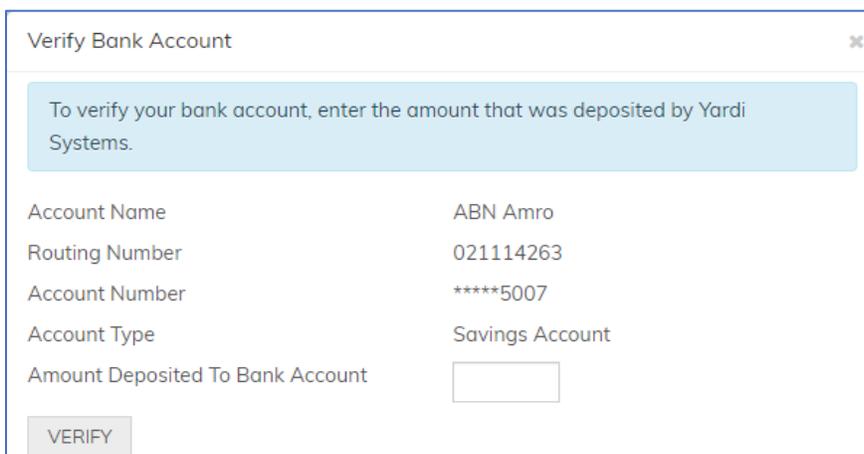
You will receive an email notification like the example below. The validation deposit will be credited into your bank account within 48 hours.



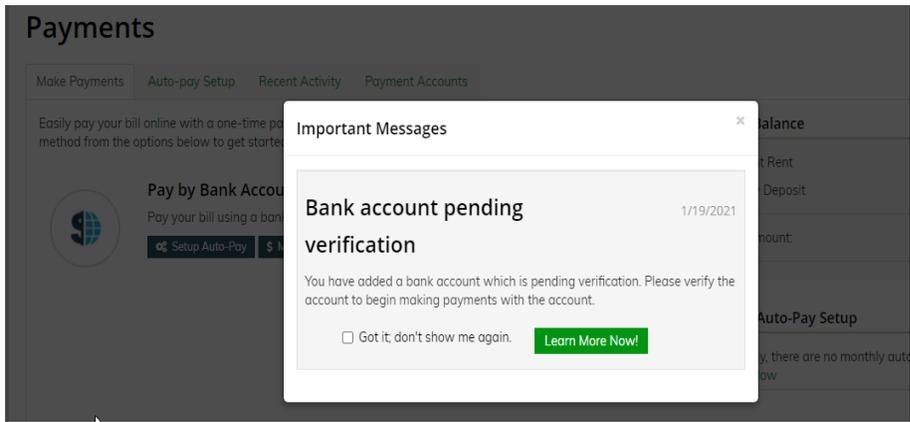
Your account will not be available for payments until you click on the verify link to complete the validation.



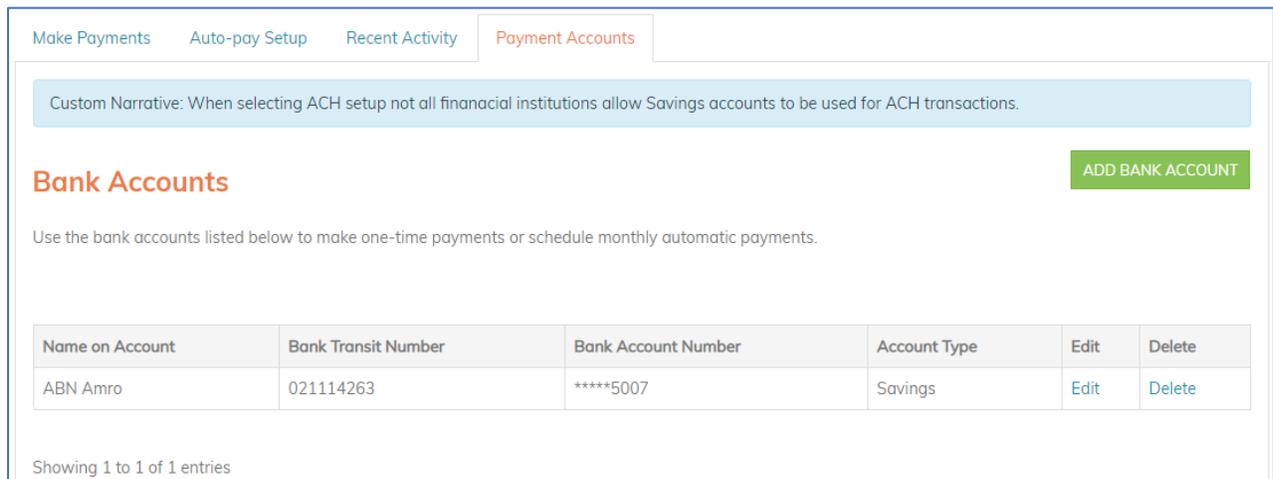
Step 4. Click the "Verify" link to display the screen below. You will enter the validation deposit amount showing in your bank account with the description "bank verify" into the box.



The account will show as pending verification until the process is complete.



Step 5. After successful verification, the bank account will be available for payment and it will appear in Bank Accounts.



Additional Information:

If you change or edit a current bank account, the verification of the account will be required.

You will have 2 attempts to verify a newly added or edited bank account. If you have exhausted 2 attempts, the account will be marked as "Failed".

If you used a debit or credit card during the leasing process, but plan on using a bank account to pay the monthly rent after moving in, be sure you add your new account at least 48 hours prior to the move in.

Contact the leasing office if you have any questions.