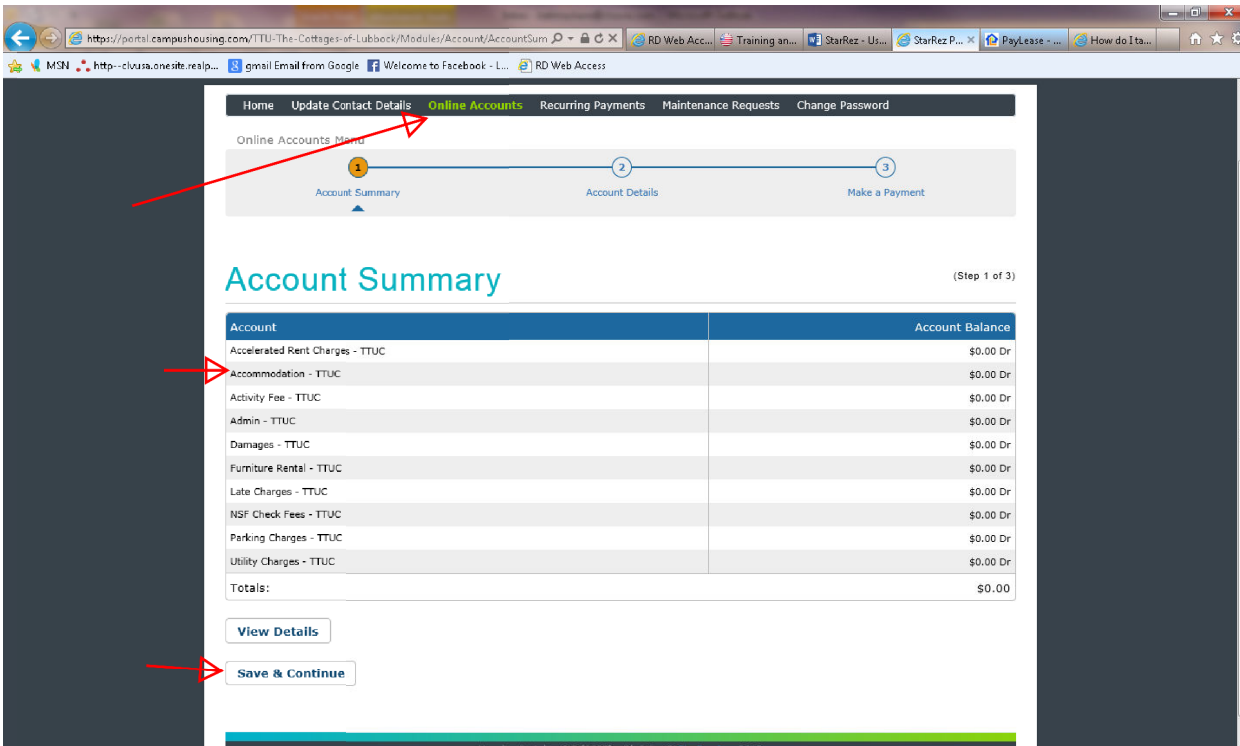


Online Accounts and Making a ONE-TIME Payment:

1. To view your account summary, simply click on “Online Accounts” at the top of the main page. Once there, you’ll see your account summary page. Click “Save and Continue” to proceed to account details and then finally making a one –time payment. ***Please note: your rental installment amount is listed under accommodation.***

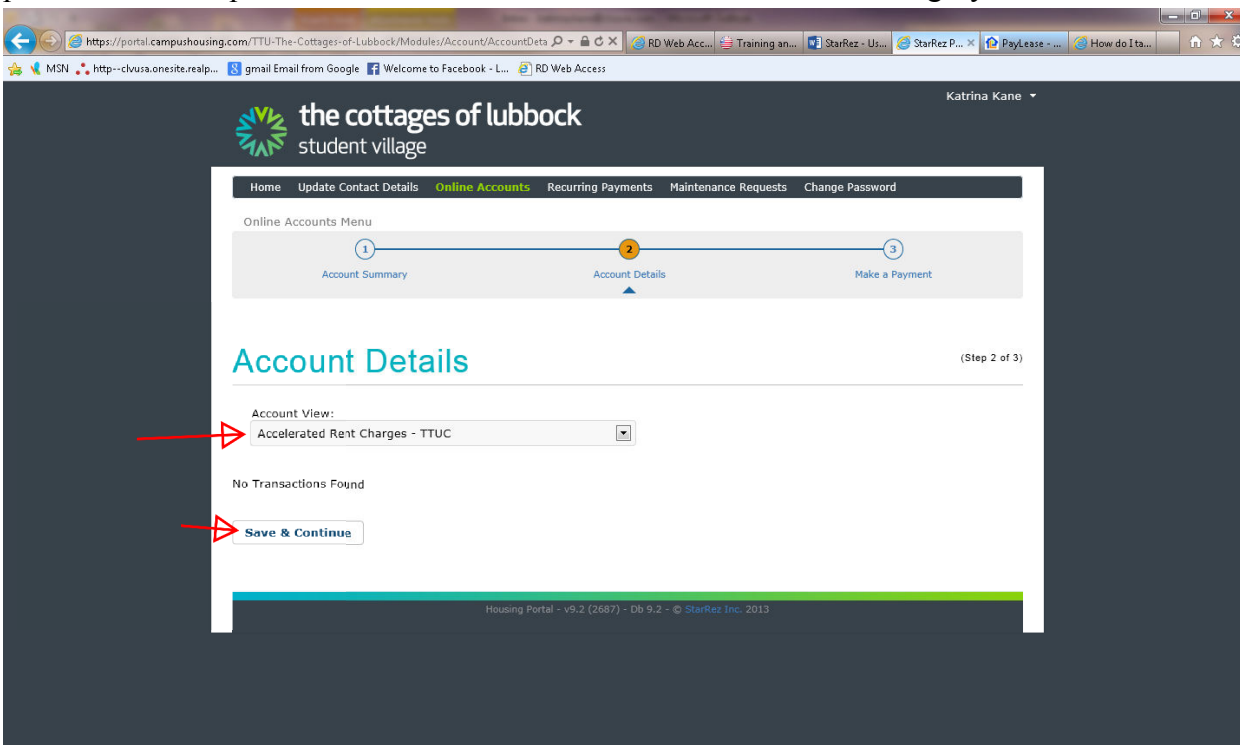


The screenshot shows the 'Account Summary' page (Step 1 of 3). At the top, there is a navigation bar with 'Online Accounts' highlighted. Below it is an 'Online Accounts Menu' with three steps: 1. Account Summary, 2. Account Details, and 3. Make a Payment. The main content area is titled 'Account Summary' and contains a table with the following data:

Account	Account Balance
Accelerated Rent Charges - TTUC	\$0.00 Dr
Accommodation - TTUC	\$0.00 Dr
Activity Fee - TTUC	\$0.00 Dr
Admin - TTUC	\$0.00 Dr
Damages - TTUC	\$0.00 Dr
Furniture Rental - TTUC	\$0.00 Dr
Late Charges - TTUC	\$0.00 Dr
NSF Check Fees - TTUC	\$0.00 Dr
Parking Charges - TTUC	\$0.00 Dr
Utility Charges - TTUC	\$0.00 Dr
Totals:	\$0.00

Below the table, there is a 'View Details' button and a 'Save & Continue' button, both highlighted with red arrows.

2. **Account Details:** Here you can find out more information regarding any of the charges on your account. Simply pull down the drop down menu under “Account View” to select the category for more details.



The screenshot shows the 'Account Details' page (Step 2 of 3). At the top, there is a navigation bar with 'Online Accounts' highlighted. Below it is an 'Online Accounts Menu' with three steps: 1. Account Summary, 2. Account Details, and 3. Make a Payment. The main content area is titled 'Account Details' and contains an 'Account View:' dropdown menu with 'Accelerated Rent Charges - TTUC' selected. Below the dropdown, it says 'No Transactions Found'. A 'Save & Continue' button is highlighted with a red arrow.

Click “Save and Continue” to proceed.

3. At the make a payment screen you will see a screen very similar to the “Account Summary” page. However, here you can select how much money you would like to pay for each category. For example, if your rent is \$499 plus you have \$45 for furniture package and \$25 for parking, you will need to pay those amounts in the appropriate category. Once finished, click “Make Payment.”

Account	Outstanding	Amount
Accelerated Rent Charges - TTUC	0.00	<input type="text"/>
Accommodation - TTUC	0.00	499
Activity Fee - TTUC	0.00	<input type="text"/>
Admin - TTUC	0.00	<input type="text"/>
Damages - TTUC	0.00	<input type="text"/>
Furniture Rental - TTUC	0.00	45
Late Charges - TTUC	0.00	<input type="text"/>
NSF Check Fees - TTUC	0.00	<input type="text"/>
Parking Charges - TTUC	0.00	25
Utility Charges - TTUC	0.00	<input type="text"/>
Total Amount	0.00	569

You will be directed to our Payments Provider. Convenience fees may apply.

[Make Payment](#)

Please note: when you click make a payment, you will be transferred to another secure website to make the payment. Please continue through that process until you are returned to your portal.

4. Making the payment: Once you click make a payment, you will be allowed to use credit/debit cards, or your bank account. To utilize your credit/debit card, you will be charged a transaction fee. To utilize your bank account through an ACH transfer, there is no charge.

campus living villages

Please enter the amount you would like to pay

Account Information

Account: 569 Name: Katrina Kane

Payment Amount

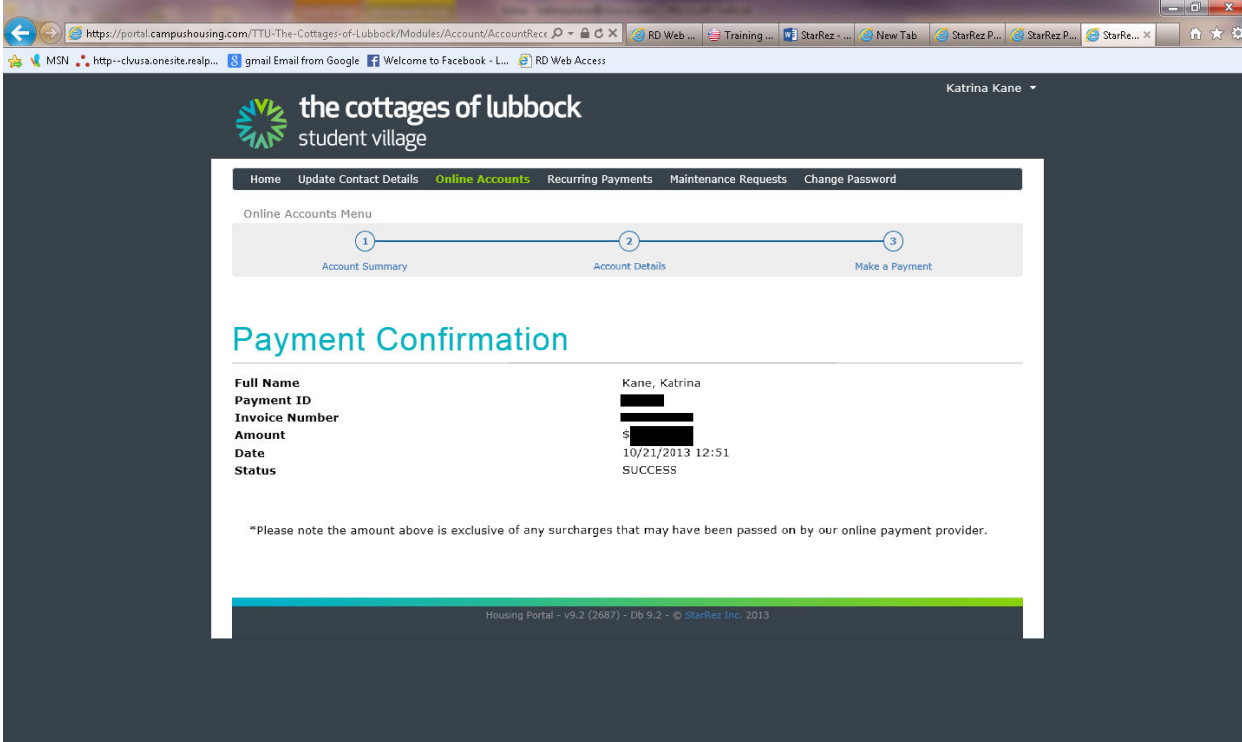
Amount: \$ 569 .00 (USD)

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

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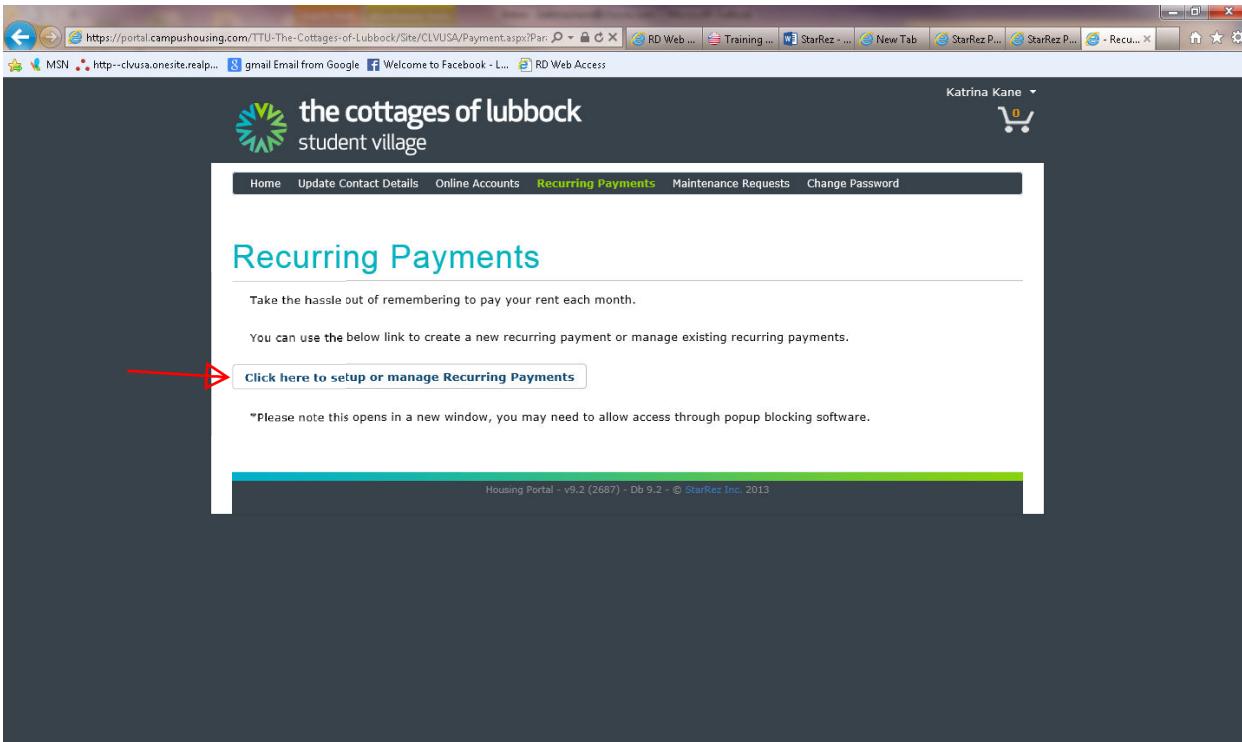
Select continue to import your data for your card or account.

- Once you have completed your payment, you will be transferred back to the portal. ***Please make sure you wait until you are transferred back to your confirmation screen!* Please be sure retain a copy of your confirmation page for your records.**

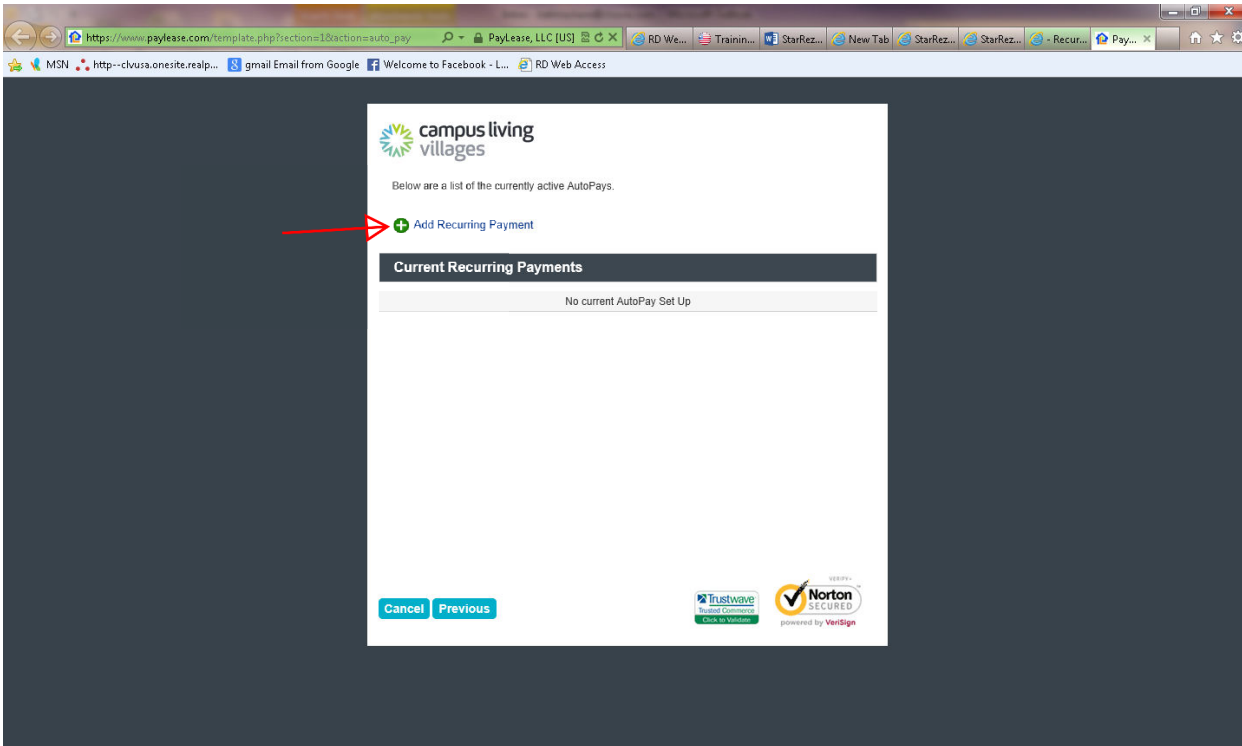


Recurring Payments

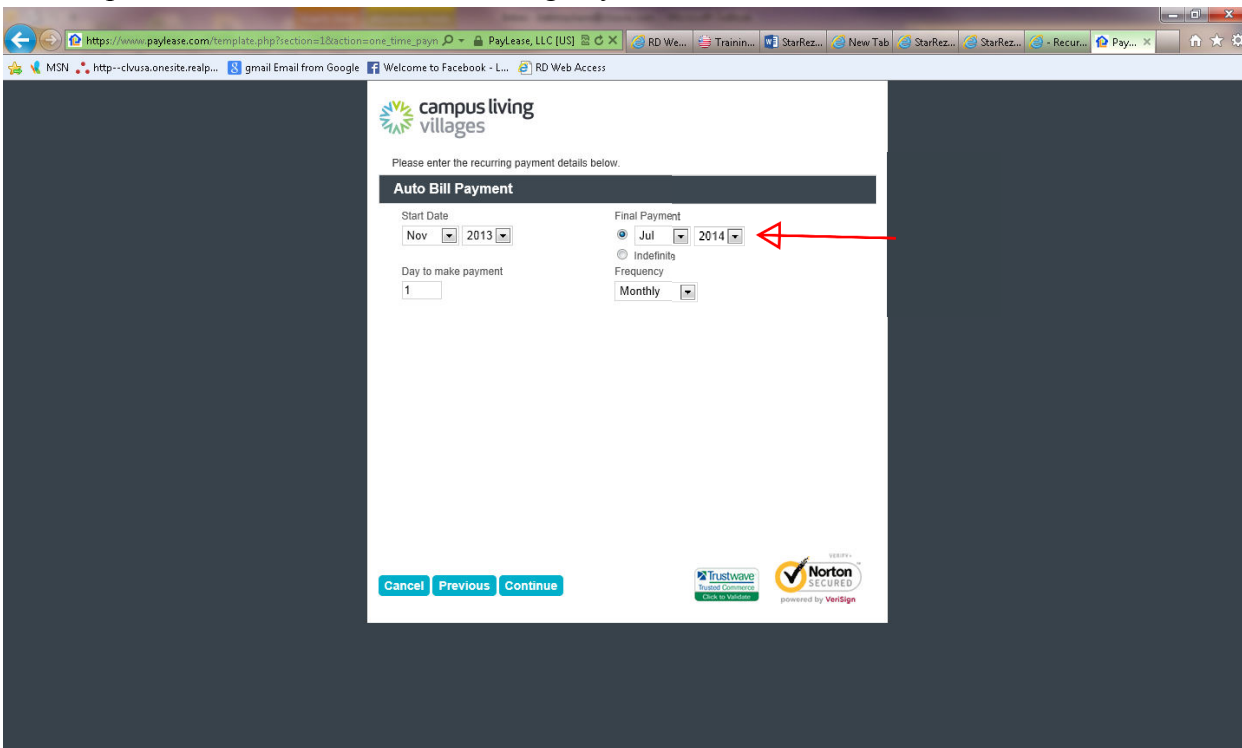
- You can set up recurring payments by clicking “Recurring Payments” from the top menu.



2. Select “Click here to setup or manage Recurring Payments”

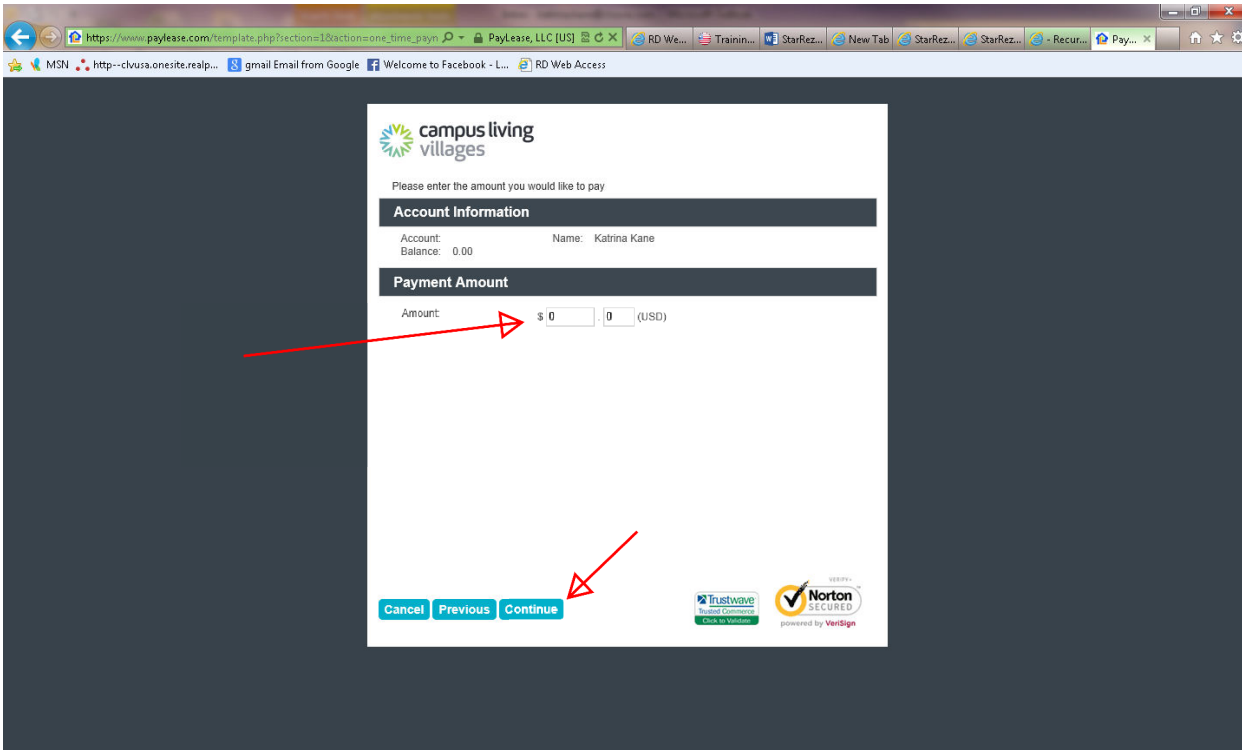


3. To set up an account, click “Add Recurring Payment”



Here, insert the information regarding your payment. Please make note of the final payment option. Most leases with us end July 31st and therefore the last payment is due July 1st. If you renew your lease, please go in and add a new payment for your new leasing year.

4. Then put in the total amount you wish to pay each month. If you are unsure what your monthly payment is, please look at the account summary page, or contact the office for assistance.



Continue through the process providing your account information. To utilize your credit/debit card, you will be charged a transaction fee. To utilize your bank account through an ACH transfer, there is no charge.