



We are so excited to tell you that...we have a NEW Resident Portal made for you. It's not only connecting you with our office and your neighbors, but will make many of your usual tasks easier and quicker!

Getting started with Resident Portal and online rent payment is easy. To create your account, please ensure that your email is on file with your property manager. Be on the lookout for the email invite and then follow the prompts to register and login to the portal.

We want to make paying rent as simple and convenient as possible for you. RealPage® Payments Services, LLC (RPPS) gives you the option to pay rent and other charges securely online with a credit card. We are proud to now accept the following online payment options:

A. ACH

B. Credit Card

C. Debit Card

Once you have logged into the portal, you can:

A central illustration of a green building with a white door and windows. Three blue callout boxes are positioned around it: one to the left, one below, and one to the right. The background includes stylized trees, a bird, and clouds.

**SUBMIT SERVICE
AND MAINTENANCE
REQUESTS**

**PAY
RENT
ONLINE**

**SET UP A RECURRING
PAYMENT
SO YOUR RENT WILL BE
AUTOMATICALLY PAID
EVERY MONTH
YOU WON'T HAVE TO
WORRY ABOUT
LATE FEES!**

If you have any questions or concerns regarding your online rent payment, please call this toll free telephone number **1-855-473-7729** or email **RealPagePaymentsServices@RealPage.com**

How To Pay Your Rent Online

1 LOGIN

Welcome to Big Sky Apartments

Start living today. Register here or through the leasing office to gain access to resident portal, Begin enjoying amenities and services the e-way anytime -- whether it's paying rent, requesting service or more.

Just enter your user name and password to sign-in.

User Name:

Password:

New Resident? [Register Now](#) | Forgot Password? [Click Here](#)

Access the login page by visiting:
www.propertyresidentportal.com

2 ADD PAYMENT ACCOUNT

The dashboard includes a Notification Center with messages like 'FINISH YOUR APARTMENT SETUP!', 'YOU HAVE A PAST DUE', and 'SIGN YOUR LEASE'. It also features an Account Snapshot showing a current amount due of \$4296.00 and a past due amount of \$3,197.00. A 'Payment Accounts' link is highlighted with an orange arrow at the bottom of the dashboard.

Add your payment account by clicking "Payment Accounts"

From the Dashboard you can:

View notifications, check out the community calendar, submit service requests, make payments and more!

3 ADD PAYMENT TYPE

Add Payment Account

Payment Type: e-check VISA MasterCard DISCOVER

Add Payment Account

Payment Type: e-check VISA MasterCard DISCOVER

Account Nickname:

Account Type: Checking Savings

Name on Account:

Routing Number: [What's this?](#)

Account Number: [What's this?](#)

Select the payment type and enter your account information. Be sure to enter your information correctly to avoid returns.

4 SET UP RECURRING PAYMENTS

Set up Recurring Payments

Payment Nickname:

Recurring Amount:

- Total Amount (Not to Exceed)
- Fixed Amount
- Current Balance
- Percentage of the Balance due % [What's this?](#)

Payment Accounts:

 XXXXXX1333

Frequency:

Ensure your rent is paid on time by setting up recurring payments where rent and other expenses are automatically deducted every month.

You can specify :

- How often you want to pay
- When payments should start
- How many times to pay

5 MAKE A ONE TIME PAYMENT

Make a One-Time Payment

Amount to Pay:

- Current + Pre-Pay Upcoming **\$783.00**
- Current Amount Due (Includes Past Due) **\$0.00**
- Past Due Only **\$0.00**

Payment Accounts:

 XXXXXX1333

Preferred Date:  

You can also choose to make a one time payment of current charges or both current and upcoming charges.

You can specify:

- Past due charges
- Past due & current charges
- Past due & current charges & pre-pay upcoming charges

6 CONFIRM & SUBMIT

Confirm & Submit Your Payment

Please confirm your payment details. If all the information is correct, click the submit button. PAYMENTS RECEIVED AT 8 PM CST WILL BE PROCESSED THE FOLLOWING BUSINESS DAY, NOT INCLUDING BANK HOLIDAYS.

Payment Date:	01/20/2014	Amount:	Payment	\$783.00
Pay to:	Big Sky Apartments	Convenience Fee:		\$10.00
For:	Online payment--Unit #147	Total:		\$793.00
Account:	"Bee Rosemary (ending 1333) "			

By clicking the [Submit Payment] button below, you are authorizing Big Sky Apartments to electronically debit this account you have selected for payment. If this payment item is dishonored for any reason, you authorize Big Sky Apartments to do an additional debit for the amount of the state-allowed returned-check fee.

Process your payment by clicking:



PAY ONLINE WITH YOUR DEBIT OR CREDIT CARD

We want to make paying rent as simple and convenient as possible for you. ResidentDirect gives you the option to pay rent and other charges securely online with a credit card. We are proud to now accept the following online payment options:

- Credit Card   
- Debit Card

How to Pay Online

It's easy to pay online - simply login to our portal by visiting

Once you are logged into the portal, you will:

1. Select your payment option
2. Enter your account information
3. Pay rent for that month, or you can choose recurring payments and your rent payment will be automatically paid every month, so you don't have to worry about late fees!

It's that fast, simple and completely secure. If you ever need to cancel a payment, it's easy but remember it must be done on the same day the payment is made. Simply, contact customer support between 8 a.m. - 4:30 p.m. CST or email RealPagePaymentsServices@RealPage.com.

Questions or Concerns?

If you have any questions, please call this toll free telephone number: **1-855-473-7729** or email RealPagePaymentsServices@RealPage.com.

RealPage Payment Services LLC is a licensed money services business.
www.realpage.com/payments-services



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