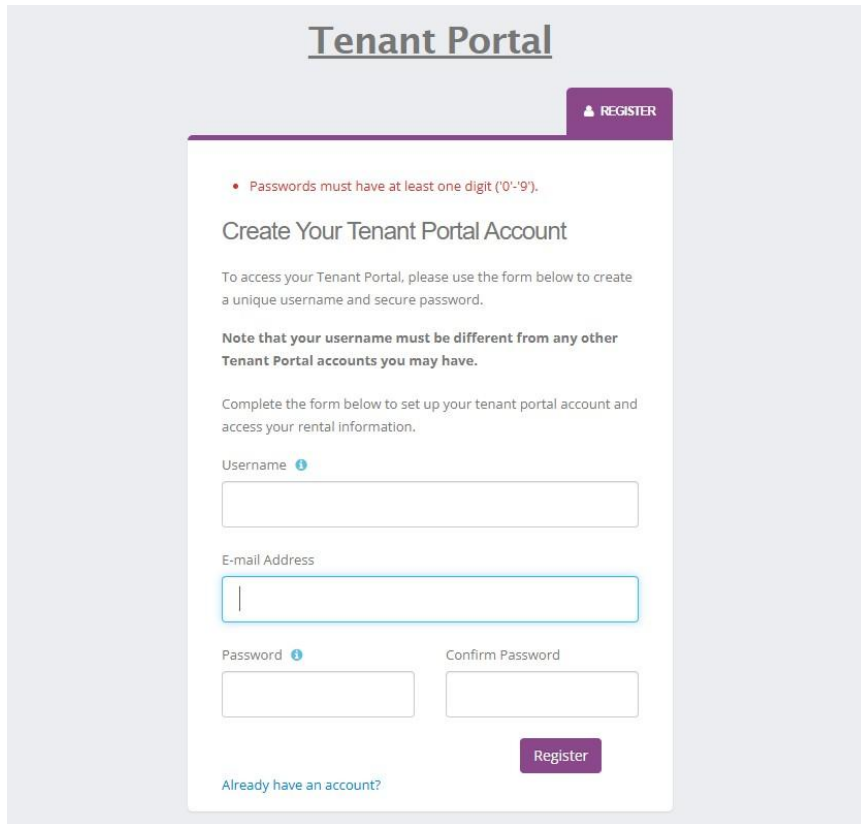


Guide for Making Payments in the Tenant Portal

Use the Tenant Portal link that was emailed to you to go to the Registration Page.



The screenshot shows the 'Tenant Portal' registration page. At the top, the title 'Tenant Portal' is underlined. A purple 'REGISTER' button with a small icon is in the top right corner. Below the title, a red error message states: 'Passwords must have at least one digit ('0'-'9')'. The main heading is 'Create Your Tenant Portal Account'. Below this, a paragraph explains that users must create a unique username and secure password. A note specifies that the username must be different from any other Tenant Portal accounts. Further instructions state to complete the form to set up the account and access rental information. The form includes fields for 'Username', 'E-mail Address', 'Password', and 'Confirm Password'. Each field has a small information icon. A purple 'Register' button is at the bottom right of the form. A link 'Already have an account?' is at the bottom left.

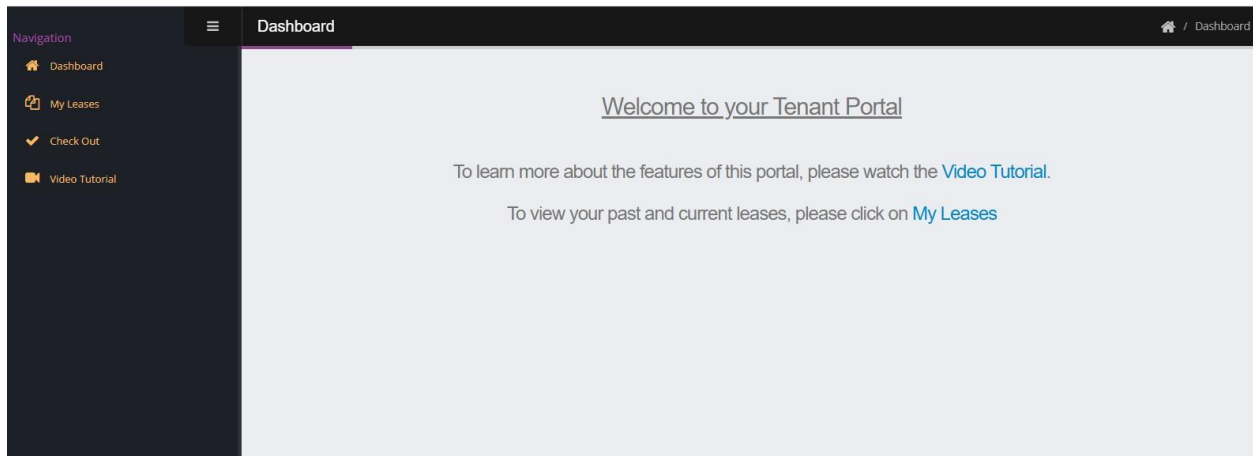
Create your **User Name**.

Enter your **Email address**. Be sure to use the same email address on which you received the Tenant Portal link.

Create your **Password**. If you have trouble logging in, use “Forgot Password” and Jersey Cape Realty can help you reset it.

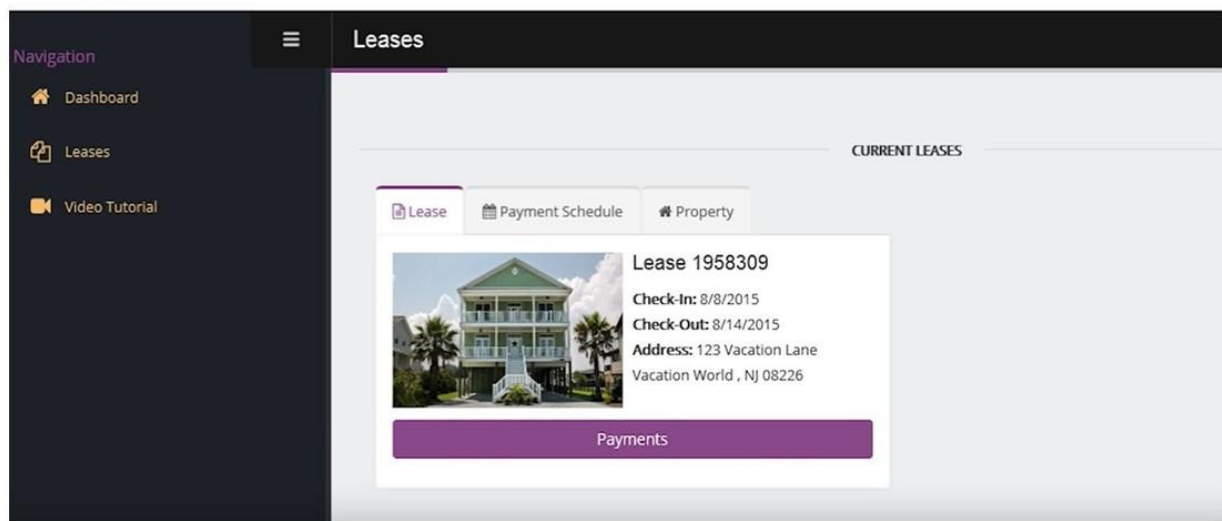
Save your credentials in a safe place for future use.

Once you are logged in, you will arrive at the **Tenant Portal Dashboard**.



From here, you may view the **Video Tutorial** about the Tenant Portal.

You may also view any leases, current or past, by clicking on **My Leases**. Below is a sample of what you will see.

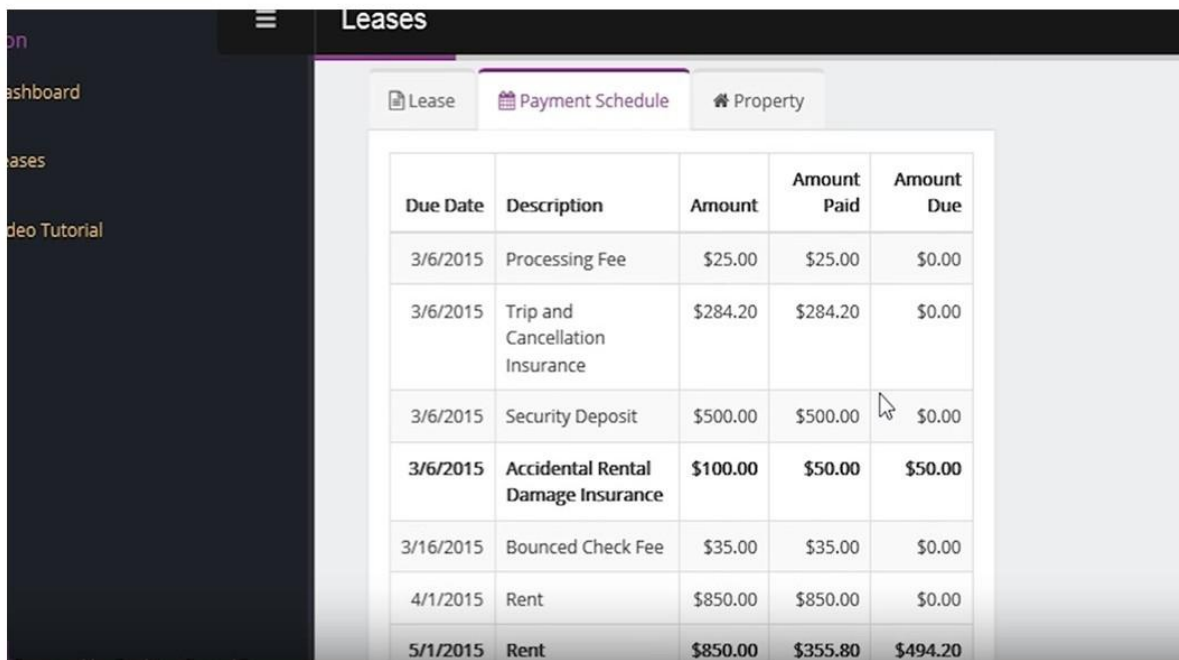


To make a payment, choose the lease on which you would like to pay and click the **Payments Tab** at the bottom of the lease.

Under the Payments Schedule, payments are arranged according to the payment due dates on your lease.

Payments in bold have not yet been paid.

Select ONLY the payments you wish to make now.



Due Date	Description	Amount	Amount Paid	Amount Due
3/6/2015	Processing Fee	\$25.00	\$25.00	\$0.00
3/6/2015	Trip and Cancellation Insurance	\$284.20	\$284.20	\$0.00
3/6/2015	Security Deposit	\$500.00	\$500.00	\$0.00
3/6/2015	Accidental Rental Damage Insurance	\$100.00	\$50.00	\$50.00
3/16/2015	Bounced Check Fee	\$35.00	\$35.00	\$0.00
4/1/2015	Rent	\$850.00	\$850.00	\$0.00
5/1/2015	Rent	\$850.00	\$355.80	\$494.20

At the bottom of the page, **choose** the payment type: **Credit Card** or **E-check**

Please note: Security deposits cannot be paid on credit cards.

Credit card payments will incur a 3% third party vendor fee.

E-check payments cannot be accepted within 30 days of check-in.

On the next screen:

Enter your credit card information or banking information for E-check.

Hit **Submit** at the bottom of the screen

You will receive a **receipt** via email.

Your Tenant Portal Payments will change to reflect your payment once completed. You may need to refresh your screen.

If you do not receive a receipt or the payment information doesn't update in your Tenant Portal, please contact the Jersey Cape Realty Rental Team, at Rentals@JerseyCapeRealty.com or call 609-884-5800.