

#### To Set up Saved Payment Source

- Log onto your portal with your email address via Laptop (easiest to view full screen)
- Click on ACCOUNT PROFILE
- Find SAVED PAYMENT METHODS - Enter all required Information - SAVE

#### To Set Up AutoPay

- Log onto your portal via Laptop (easiest to view Full Screen)
- Click on SET UP AUTOPAY
- Follow all of the Prompts and enter all required information.
- START date for Autopay needs to be set for the upcoming month on the 1st (In the month of February - set for March 1st)
- Click on FULL BALANCE - this will cover the months prior utility charges and the upcoming monthly rent

#### To Edit AutoPay

- Log onto your portal with your email address via Laptop (easiest to view full screen)
- Click on PAYMENTS
- Find SCHEDULED PAYMENTS - EDIT
- Always START your payment on the 1st of the upcoming month (if in February - set for March 1st)

#### To Delete AutoPay

- Log onto your portal with your email address via Laptop (easiest to view full screen)
- Click on PAYMENTS
- Find SCHEDULED PAYMENTS - DELETE

#### To Delete Saved Payment Method

- Log onto your portal with your email address via Laptop (easiest to view full screen)
- Click on ACCOUNT PROFILE
- Find SAVED PAYMENT METHODS - DELETE

#### To Make One Time Payment

- Log onto your portal with your email address via Laptop (easiest to view full screen)
- Click on PAY NOW
- Follow Prompts for payment type
- Once on the payment screen - you will have a choice to pay Balance or Enter a set amount by entering that into the empty Amount box

## Add Renters Insurance

- Log onto your portal with your email address via Laptop(easiest to view full screen)
- Click INSURANCE
- Add all required information

## Service Fees for each Payment Option

- Credit Card Payments - 3.49 % service fee per payment
- Debit Card Payments - \$9.99 service fee per payment
- ACH (Checking Account) Payments - No Service Fee per payment

\*\* Please remember that Young America has no access to the tenants portal. Only you have access to add, change or delete payment accounts, this includes starting and ending your Automatic Payments. AppFolio is a payment system that can only follow what the tenant has requested - Payments and /or Autopay. There is a \$50 service fee applied for every returned payment by the tenants bank. This is a non-refundable fee per the signed lease agreements.\*\*