

Dear [Tenant Name],

Welcome to your new home! To make managing your tenancy easier, we use an online Resident Portal for rent payments and maintenance requests. Please follow the instructions below to activate your account and set up your payments.

Step 1: Activate Your Account

- You will receive an activation email from [Portal Name/Company].
- Click the "Activate Account" link in that email.
- Create a secure password and log in.

Step 2: Set Up Payment Method

- Once logged in, navigate to the "Payments" or "Payments Settings" tab.
- Select "Add Payment Method."
- Choose between E-Check (ACH), Credit Card, or Debit Card. (Note: Transaction fees may apply for card payments).
- Enter your banking or card details and save.

Step 3: Make a Payment

- **One-Time Payment:** Select "Make a Payment," enter the amount, and confirm.
- **Auto-Pay (Recommended):** Select "Set Up Auto-Pay" to have your rent automatically deducted on the [Day] of each month to avoid late fees.

Important Information

Rent Due Date: Rent is due on the [Date] of every month.

Late Fees: A late fee of [Amount] will be applied if rent is not received by the [Date].

Support: If you have trouble logging in, please contact [Phone Number] or email [Email Address].

Thank you,
[Property Management Name]