

Dear Resident,

We are excited to announce that we have upgraded our online rent payment portal to provide you with a more secure and user-friendly experience. Effective [Insert Date], all rent payments should be made through the new system.

To help you transition, please follow these simple steps to set up your account:

**Step 1: Access the Portal**

Visit our new website at: [Insert URL Link]

**Step 2: Create Your Account**

Click on the "Sign Up" or "Register" button. You will need your account number [Insert Account Number] and the email address we have on file.

**Step 3: Verify Your Identity**

Check your email for a verification link. Click the link to confirm your account and set your new password.

**Step 4: Set Up Payment Methods**

Once logged in, navigate to the "Payment Methods" tab. You can link your bank account (ACH) or add a credit/debit card. Note: If you had recurring payments on the old system, you must set them up again here.

**Step 5: Make a Payment**

Go to the "Dashboard" to view your current balance and click "Pay Now" to complete your transaction.

**Important Reminders:**

- The old portal will be disabled on [Insert Date].
- Automatic payments from the previous system will NOT transfer over.
- Please ensure your first payment is completed by [Insert Due Date] to avoid late fees.

If you encounter any issues or have questions, please contact the management office at [Insert Phone Number] or email us at [Insert Email Address].

Best regards,

Property Management Team  
[Insert Company Name]