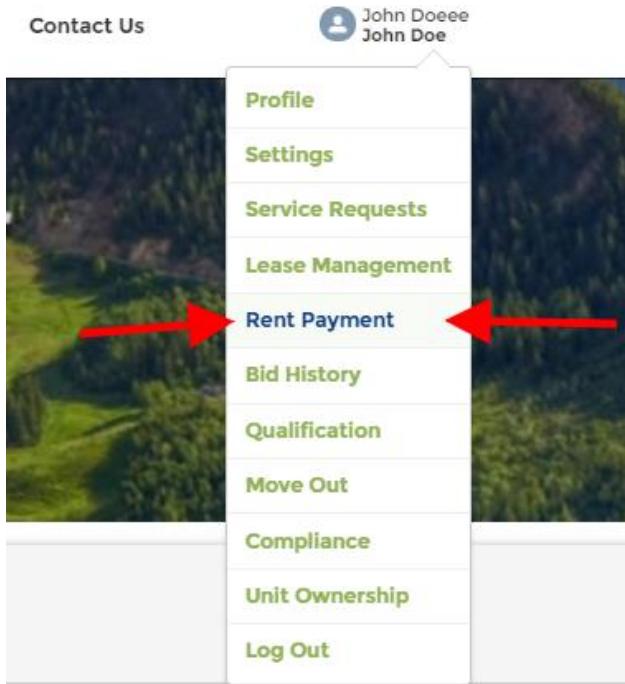


How to make a rent payment online

(ONLY FOR APCHA MANAGED RENTALS)

1. Once logged into Hometrek, in the top right corner click on the person icon.
2. Go down to “rent payment” in the drop-down menu that appears



3. When you are on the rent payment screen any ledgers in RED are past due. Any outstanding balances must be paid before applying any payments to future ledgers. Click the checkbox to the left of the rent line you are paying, then click “next”

The image shows the 'RENT PAYMENT' screen. At the top, it says 'Ledgers in red are due today.' Below that, there are fields for 'Unit' and 'Address'. A table lists rent lines with columns for Pay Line, Charge Code, Due By, Status, Total Due, and Balance Due. The first row shows a ledger for 'C-00014464' with a due date of 'Nov 1, 2020' and a status of 'Pending'. A red box highlights this row. At the bottom, it says 'Total Due: \$0' and has a 'Next' button.

Pay Line	Charge Code	Due By	Status	Total Due	Balance Due
<input type="checkbox"/> C-00014464	Rent Revenue	Nov 1, 2020	Pending	\$1,256.00	\$1,256.00
<input type="checkbox"/> C-00014465	Rent Revenue	Dec 1, 2020	Pending	\$1,256.00	\$1,256.00
<input type="checkbox"/> C-00014466	Rent Revenue	Jan 1, 2021	Pending	\$1,256.00	\$1,256.00

4. Once you are on the payment screen you can only pay with an Electronic check. NOT CREDIT or DEBIT CARDS. Please make sure your billing address matches the address we have on file for you. If you need to update your address see, How to [HERE](#). Once you have made sure your billing address is correct please provide your Routing # and Account # in the fields shown below. Click “checkout” to complete payment.

The screenshot shows a payment interface with the following fields and details:

- Payee:** [Input field]
- Address:** [Input field] (highlighted with a red arrow)
- Mailing address/PO Box must match address used for this payment with the financial institution. To change the address, Click [Here](#).
- PAY LINE** C-00014464 **CHARGE CODE** Rent Revenue **DUE BY** 2020-11-01 **CHARGE TYPE** Payment **LINE TOTAL** \$1,256.00
- Amount Due** \$1,256.00 **Pay Other Amount**
- Use Credits (\$ 0 available) \$0.00
- Sub-Total** \$1,256.00 **Service Fee*** \$0.00
- Outstanding Amount** \$ 0.00 **Total** \$1,256.00
- Choose Payment Method**
- * Account Holder Name** (highlighted with a red arrow)
- * Routing Number** *** Account Number** (highlighted with a red arrow)
- Back** **Checkout**