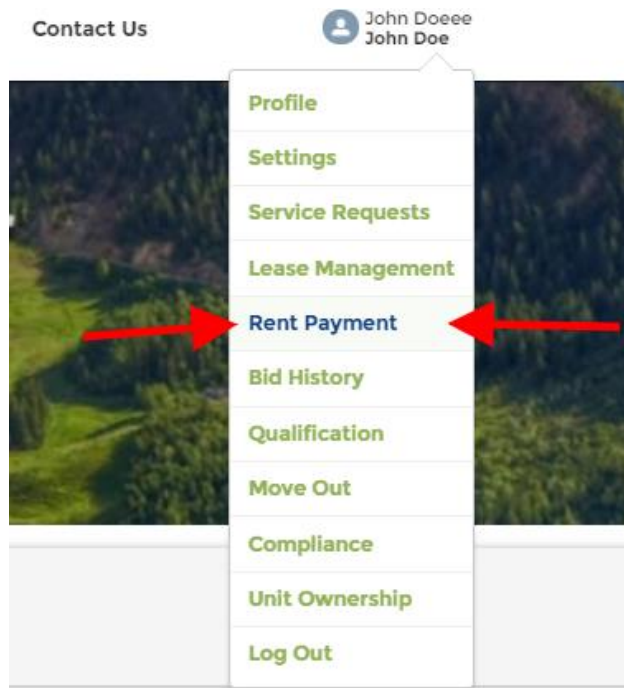
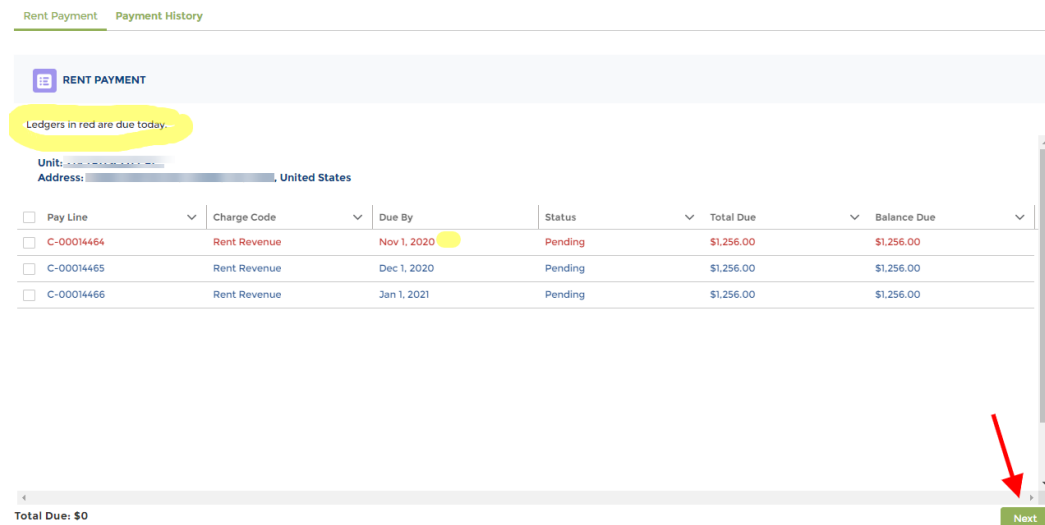


# How to make a rent payment online (ONLY FOR APCHA MANAGED RENTALS)

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”



- 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.

Payee\* [Redacted]

Address: [Redacted] ←

Mailing address/PO Box must match address used for this payment with the financial institution. To change the address, [Click Here](#)

PAY LINE	CHARGE CODE	DUE BY	CHARGE TYPE	LINE TOTAL
C-00014464	Rent Revenue	2020-11-01	Payment	\$1,256.00

Amount Due \$1,256.00

Pay Other Amount [Input Field]

Use Credits (\$ 0 available) \$0.00

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Sub-Total \$1,256.00

Service Fee\* \$0.00

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Outstanding Amount \$ 0.00

Total \$1,256.00

Choose Payment Method [Electronic Check]

\*Account Holder Name  
John Doe ←

\*Routing Number [Input Field] ←

\*Account Number [Input Field] ←

Back Checkout