How to Make an Online Payment via The Resident Portal

- Go to the Armadillo website, <u>www.rentfortcollins.com</u>
- From the home page, hover over the "Residents" tab as indicated by the red arrow below. Then you should see a drop-down menu appear as shown below.

Armadillo			
	Home Available Properties Application	Residents	ntact Us 🤳 (970) 416-7368
		Resident Portal	
Welcome To Armadil	lo Property Management!	Forms	
We have been renting in the Northe	m Colorado region for over 30 years. We have houses, dupl		es from Fort Collins, Windsor, Loveland,
Wellington, Bellvue.			
		Common Maintenance Issues	
		Moving Out	
		Lease Assignment (Sublease)	

• Click on "Resident Portal"

Arumadilla									
		Available Properties	Application		Property Mgt	Contact Us	2	(970) 416-7368	
				Resident Port	tal			in the second	
Welcome To Armadillo P	roperty	Management!							
We have been renting in the Northern Cold	orado region	for over 30 years. We have	ve houses, duplex			es from Fort C	ollins, Win	dsor, Loveland,	
Wellington, Bellvue.									
				Moving Out					

• You should now see the screen below. Click on "Click here" to go to the resident portal.



• You should now see the screen below. If you have already registered, enter your email address and password in the blanks, then click "Sign In".



• If you have not registered, click where it says "Click here to register" and follow the instructions.

Armadilló	
WELCOME TO RESIDENT SERVICES	
Email	MAKE PAYMENTS Pay online, check the status of your payments and review your payment history.
Password	MAINTENANCE REQUESTS Submit online maintenance requests.
Sign In Forgot password? Click here to register. Send Verification Email	For technical support please email Armadillo@rentfortcollins.com or call (970) 482- 9293.
	App Store

• Once you are logged in, you should see the screen below. Notice there are two tabs: "Payments" and "Maintenance Requests." The "Payments" tab is gray indicating you are currently on the "Payments" tab.

PAYMENTS MAINTENANCE REQUEST		<i>d</i>
	Logg	ed in as:
PAYMENTS		
Make Payments Auto-pay Setup Recent Activity Payment Account	unts	

• Click on "Payment Accounts" to set up your method(s) of payment.

PAYMENTS MAINTEI	ANCE REQUEST		ø 🐂 🛔
		Logged in a	as:
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TAINLINIS			
Make Payments /	ito-pay Setup Recent Activity Payment A		
Make Payments /	uto-pay Setup Recent Activity Payment A		Missing a narmont can be

- You should now see the screen below.
 - You have three options for method of payment: bank account, credit card or debit card.

Use the	bank accounts listed bel	ow to make one-time nauments or				
		over to make one diffe payments of	schedule monthly automatic payments.			
						1
Name	e on Account	Bank Transit Number	Bank Account Number	Account Type	Edit	Delete

- To pay with your bank account information, click the orange "Add Bank Account" button.
 - You will need your bank routing number and account number
 - There will be a \$.95 charge per transaction

PAYMENTS

lake Payments Auto-pay	Setup Recent Activity Payment	ACCOUNTS			
BANK ACCOUNTS				Ad	ld Bank Account
Jse the bank accounts listed	below to make one-time payments or	schedule monthly automatic payments.			
Name on Account	Bank Transit Number	Bank Account Number	Account Type	Edit	Delete
Name on Account	Bank Transit Number	Bank Account Number	Account Type Checking	Edit Edit	Delete
Name on Account Showing 1 to 1 of 1 entries	Bank Transit Number	Bank Account Number	Account Type Checking	Edit	Delete Delete
Name on Account Showing 1 to 1 of 1 entries CREDIT CARDS OR I	Bank Transit Number	Bank Account Number	Account Type Checking Add Cr	Edit Edit edit Card	Delete Delete Add Debit Card

- To pay with a credit card, click the orange "Add Credit Card" button.
 - There will be a charge of 2.5% of the transaction (per transaction)
- To pay with a debit card, click the orange "Add Debit Card" button.
 - There will be a charge of \$3.95 per transaction

PAYMENTS

PAYMENTS

NK ACCOUNTS				Ad	d Bank Account
e the bank accounts listed	I below to make one-time payments or	schedule monthly automatic payments.			
				10000	
Name on Account	Bank Transit Number	Bank Account Number	Account Type	Edit	Delete
		オオオオオハイフリ	Checking	Edit	Delete
		0471			
nowing 1 to 1 of 1 entries		0471			
nowing 1 to 1 of 1 entries	DEBIT CARDS		Add Cr	edit Card	Add Debit Card

• Now that your method(s) of payment has been entered, you're all set to make a payment! Click on the "Make Payments" tab.

				Ad	dd Bank A
Use the bank accounts listed	d below to make one-time payments or	schedule monthly automatic payments.			
				15	
Name on Account	Bank Transit Number	Bank Account Number	Account Type	Edit	Delet
Name on Account	Bank Transit Number	Bank Account Number	Account Type Checking	Edit.	Delet Delet

• When you have a balance due, you will See the screen below. Click on the green "Pay Now" button. You are making a one-time payment.

	025.00		AS OF 1/31/2021	Missing a payment can be expensive
	020.00		10 01. 10112021	erpensiter
Charge	Amount	Charged on		Set up auto-pay >
Rent Charges	\$1,025.00	2/1/2021		

• You should now see the screen below. Click in the "Select Payment Account" box.

				Add Credit Card	Add Debit Card	Add Bank Account
Description	Total Amount	Paid	Unpaid	Payment Amount		
Rent Charges	\$1,025.00	\$0.00	\$1,025.00	1,025.00		
			Total	\$1,025.00		
Enter Payment Detail	S					
Select Payment Account	Select Payment Account 🗸					
Payment Amount	\$1,025.00					
Total Amount	\$1,025.00					
	Next					

• You should now see a dropdown menu of the account options you have set up. (In the example below, the tenant has set up two payment methods: bank account information and a debit card)

- Select the account you would like to pay with
- Click "Next"

				Add Credit Card Add Debit Card Add Bank Account
Description	Total Amount	Paid	Unpaid	Payment Amount
Rent Charges	\$1,025.00	\$0.00	\$1,025.00	1,025.00
			Total	\$1,025.00
Enter Payment Details				
Select Payment Account	Select Payment Account	~		
Payment Amount	Select Payment Account Chk ***	**0471		
Total Amount	Visa XXXX-9474			
	Next			

- You should now see the screen below.
 - Click the blue link "Terms and Conditions" to review.
 - Click the box indicating you have read and accept the Terms and Conditions
 - Click "Submit Payment" Don't walk away yet, you're not done!

Payment Options » Payment Details » Review Payment » C	Confirmation	
ayment Details		
Payment Account	Chk *****0471	
Payment Amount	\$1,025.00	
Service Fee	\$0.95	
Total Amount	\$1,025.95	
Service fee is non-refundable.		
EASE READ THIS ENTIRE AGREEMENT BEFORE PROCEEDING. BY CLICK	ING ON THE "SUBMIT PAYMENT" BUTTON BELC	N, YOU ACCEPT THE TERMS AND CONDITIONS AND YOU AUTHORIZE TO HAVE TH R ACCEPT THESE TERMS, DO NOT CLICK "SUBMIT PAYMENT" BELOW.
I have read and accept the Terms and Conditions		

• Make sure you see this screen indicating your payment was successfully processed. Once you see this screen, YOU'RE DONE! You should receive a confirmation email to the email address you entered to register.

ONE-TIME PAYMENT

Payment Options » Payment Details » Review Payment » Confirmation

Your payment was successful! A confirmation email has been sent to If you would like your rent paid automatically every month, please set up an automatic monthly payment. You can access payment details anytime from the Payments page.

Payment Details	🖨 Print
Confirmation Number:	
Payment Date:	1/31/2021 9:34 AM (MST)
Payment Account:	Chk *****0471
Payment Amount:	\$1,025.95

• **OPTIONAL*** To set up auto-pay, click on the "Auto-pay Setup" tab. By doing this, your payment will be made automatically each month.

AYMENTS MAINTENANCE R	EQUEST		/ b & b
		Logged in	n as:
AYMENTS			
Auto-pay	Setup Recent Activity Payment Accou	nts	
	\$0.00	AS OF 1/22/2021	Missing a payment can be
CONNENT DALANCE		A3 OF. 1/22/2021	expensive.
	Amount	Charged on	Set up auto-pay >
harge			
harge			
charge ANUARY MONTHLY (CHARGES		

• You should now see the screen below. Click on "Select Payment Account" and select which account/credit card/debit card you'd like the automatic payment to come from.

e Payments Auto-pay Setup Recent	Activity Payment Accounts			
A service fee will be charged at the time of p receive any portion of this fee. Service fee is	ayment for Debit Card, Bank Account a non-refundable.	nd Credit Card transactio	ns. The property manag	gement company does not
Your average monthly charges are <u>\$1,02</u> Payment Account	5.00/month. Start Date	End Date	Pay on Day	Max Pay Amount
Select Payment Account 🔹 🗸			~	
Nevt				

- Now fill in the remaining fields.
 - Please make a note of the "End Date" so you don't miss a payment and get charged late fees!
 - Also, notice it's asking for a "Max Pay Amount." If an amount is due greater than this amount, your payment may not go through and you could be subject to late fees.

Your average monthly charges are \$1,025.00/month. yment Account Start Date Pay on Day Max Pay Amount elect Payment Account	ceive any portion of this fee. Service fee is non-refundable.				
Your average monthly charges are \$1,025.00/month. ment Account Start Date End Date Pay on Day Max Pay Amount elect Payment Account					
yment Account Start Date End Date Pay on Day Max Pay Amount elect Payment Account	Your average monthly charges are \$1,025,00/month				
elect Payment Account	yment Account	Start Date	End Date	Pay on Day	Max Pay Amount
	elect Payment Account			×	
		-			

• Once all the fields have been completed, click the "Next" button.

A service fee will be charged	at the time of payment	for Debit Card, Bank Account ar	nd Credit Card transactio	ns. The property mana	gement company does no
receive any portion of this fee	e. Service fee is non-refu	undable.			
1) Your average monthly ch	arges are <u>\$1,025.00/m</u>	onth.			
Payment Account		Start Date	End Date	Pay on Day	Max Pay Amount
				~	

• You should now see the pop-up screen below. If all the information is correct, click on the "Terms and Conditions" link to review.

Auto-pay Setup				
Your first payment is scheduled	for 2/1/2021			
Payment Account	Start Date	End Date	Pay on Day	Max Payment Amount
	2/1/2021	6/1/2021	1st	\$1,025.00
A service fee of \$0.95 per transacti does not receive any portion of thi	on will be charged at s fee. Service fee is n	the time of pa on-refundable	ayment. The pro e.	perty management company
You authorize to have the above a specified Terms and Conditions ar you cancel your authorization. You effective.	mount withdrawn fro d you understand th i understand that car	om your select at this authori ncellation of ar	ed payment acco zation will remai ny authorization	ount every month under the n in full force and effect until requires 24 hours to become
□ I have read and accept the <u>Term</u> ;	s and Conditions			Cancel Set Up Auto-Pay

 Now click inside the box to indicate you have read and accept the Terms and Conditions, and click the "Set up Auto-Pay" button.



Congratulations, you did it! If you have questions, please feel free to call the office at 970-482-9293.