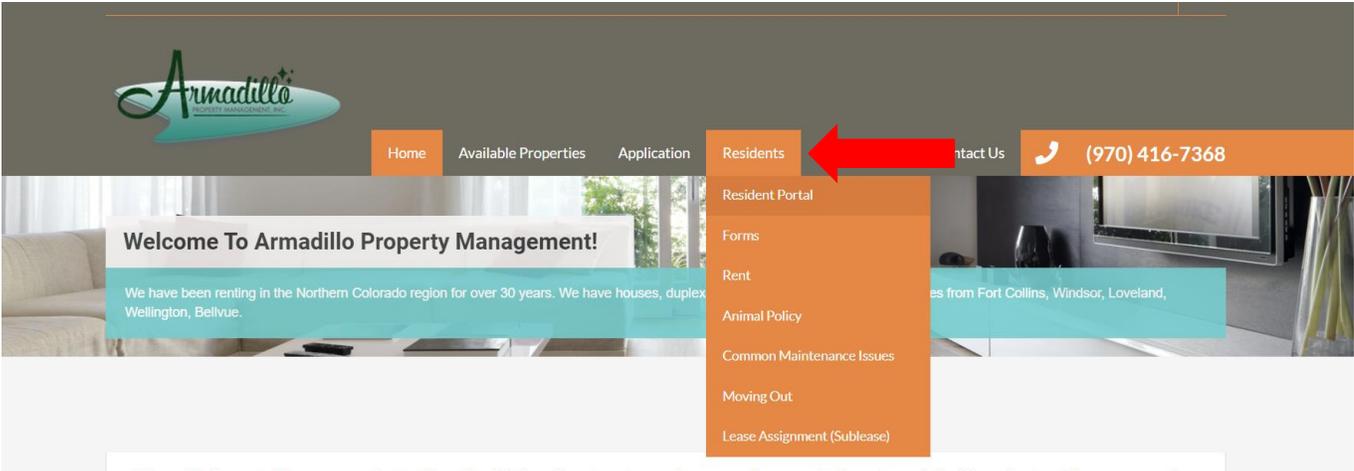
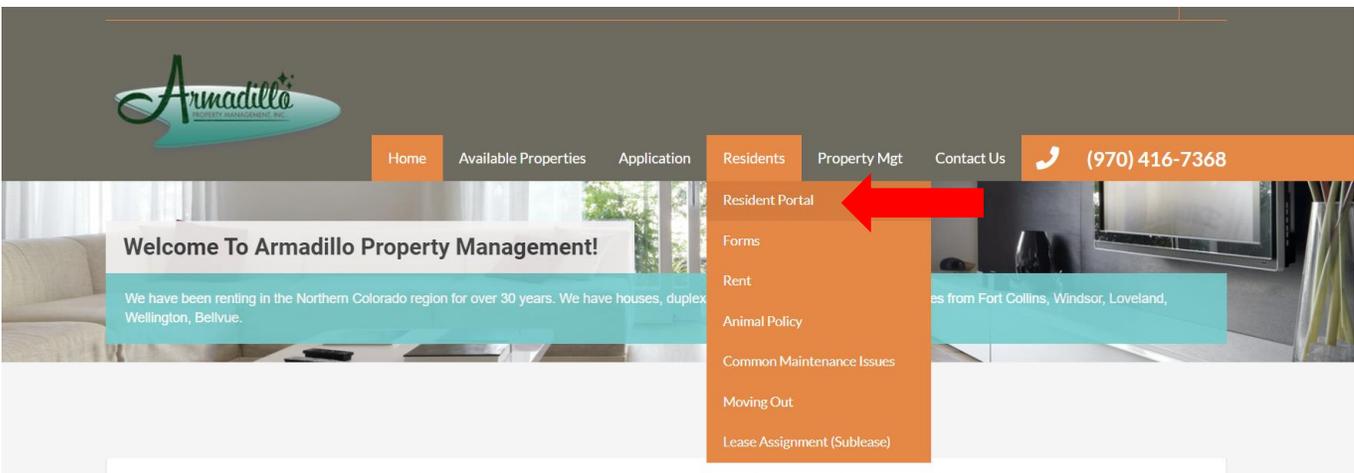


How to Make an Online Payment via The Resident Portal

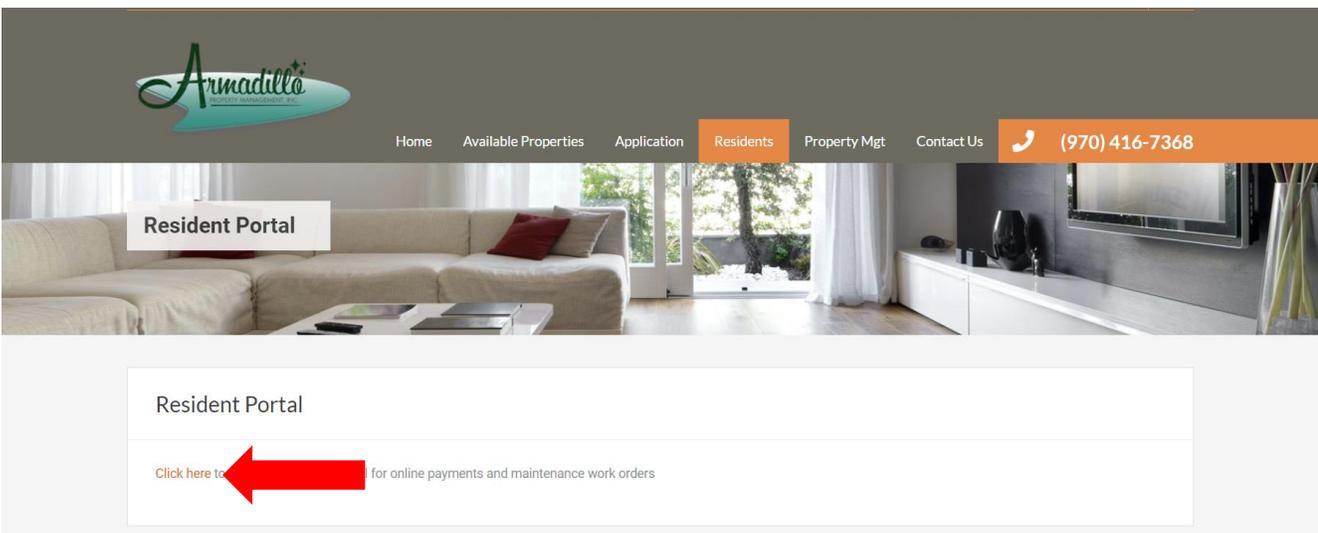
- Go to the Armadillo website, www.rentfortcollins.com
- From the home page, hover over the “Residents” tab as indicated by the red arrow below. Then you should see a drop-down menu appear as shown below.



- Click on “Resident Portal”



- 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.

- 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.

- Click on “Payment Accounts” to set up your method(s) of payment.

Armadillo

PAYMENTS MAINTENANCE REQUEST

Logged in as: [REDACTED]

PAYMENTS

Make Payments Auto-pay Setup Recent Activity **Payment Accounts**

CURRENT BALANCE: **\$0.00** AS OF: 1/22/2021

Missing a payment can be expensive.
Set up auto-pay >

Charge	Amount	Charged on

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

PAYMENTS

Make Payments Auto-pay Setup Recent Activity **Payment Accounts**

BANK ACCOUNTS Add Bank Account

Use 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
[REDACTED]	[REDACTED]	****0471	Checking	Edit	Delete

Showing 1 to 1 of 1 entries

CREDIT CARDS OR DEBIT CARDS Add Credit Card Add Debit Card

Use the credit cards or debit cards listed below to make one-time payments or schedule monthly automatic payments.

- 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

Make Payments Auto-pay Setup Recent Activity **Payment Accounts**

BANK ACCOUNTS Add Bank Account

Use 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
[REDACTED]	[REDACTED]	****0471	Checking	Edit	Delete

Showing 1 to 1 of 1 entries

CREDIT CARDS OR DEBIT CARDS Add Credit Card Add Debit Card

Use the credit cards or debit cards listed below to make one-time payments or schedule monthly automatic payments.

- 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

Make Payments Auto-pay Setup Recent Activity **Payment Accounts**

BANK ACCOUNTS Add Bank Account

Use 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
[REDACTED]	[REDACTED]	****0471	Checking	Edit	Delete

Showing 1 to 1 of 1 entries

CREDIT CARDS OR DEBIT CARDS

Use the credit cards or debit cards listed below to make one-time payments or schedule monthly automatic payments.

Add Credit 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.

PAYMENTS

Make Payments Auto-pay Setup Recent Activity **Payment Accounts**

BANK ACCOUNTS Add Bank Account

Use 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
[REDACTED]	[REDACTED]	****0471	Checking	Edit	Delete

Showing 1 to 1 of 1 entries

CREDIT CARDS OR DEBIT CARDS

Add Credit Card Add Debit Card

Use the credit cards or debit cards listed below to make one-time payments or schedule monthly automatic payments.



- 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.

PAYMENTS

Make Payments **Auto-pay Setup** Recent Activity Payment Accounts

CURRENT BALANCE: \$1,025.00 AS OF: 1/31/2021

Charge	Amount	Charged on
Rent Charges	\$1,025.00	2/1/2021

Missing a payment can be expensive.

Set up auto-pay >

Pay Now



- 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 Details

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---

---Select Payment Account---

Chk *****0471 

Visa XXXX-9474 

Payment Amount

Total Amount

[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!

ONE-TIME PAYMENT

[Payment Options](#) » [Payment Details](#) » [Review Payment](#) » Confirmation

Payment Details

Payment Account	Chk *****0471
Payment Amount	\$1,025.00
Service Fee	\$0.95
Total Amount	\$1,025.95

Service fee is non-refundable.

PLEASE READ THIS ENTIRE AGREEMENT BEFORE PROCEEDING. BY CLICKING ON THE “SUBMIT PAYMENT” BUTTON BELOW, YOU ACCEPT THE TERMS AND CONDITIONS AND YOU AUTHORIZE TO HAVE THE ABOVE AMOUNT WITHDRAWN FROM THE SPECIFIED PAYMENT ACCOUNT. IF YOU DO NOT AUTHORIZE THIS PAYMENT OR ACCEPT THESE TERMS, DO NOT CLICK “SUBMIT PAYMENT” BELOW.

I have read and accept the [Terms and Conditions](#) 

[Back to Payment Details](#) [Submit Payment](#) 

- 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 [REDACTED]

If you would like your rent paid automatically every month, please set up an automatic monthly payment.

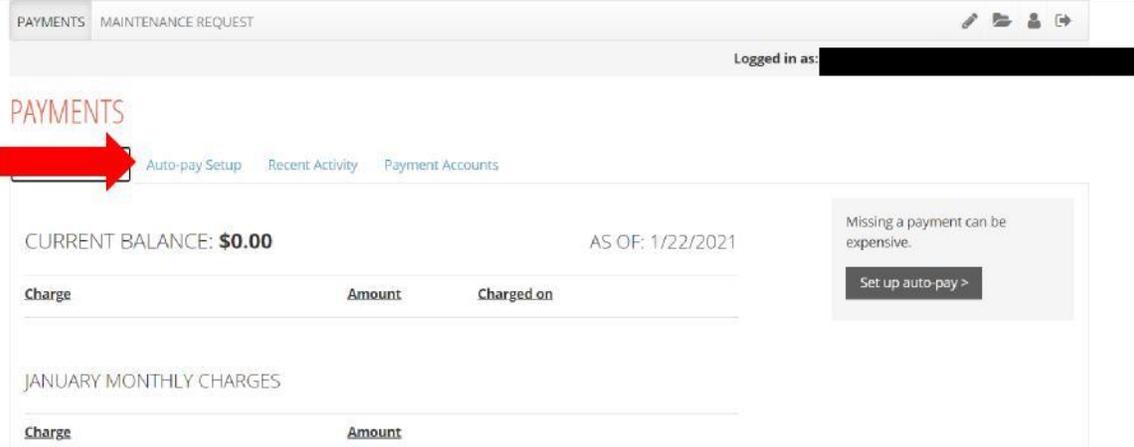
You can access payment details anytime from the Payments page.

Payment Details

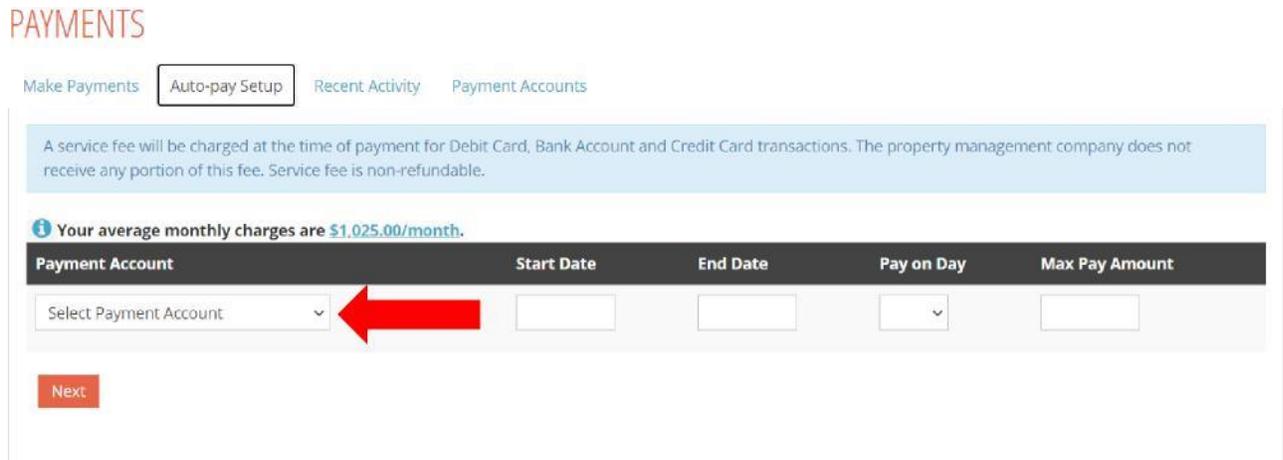
 Print

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

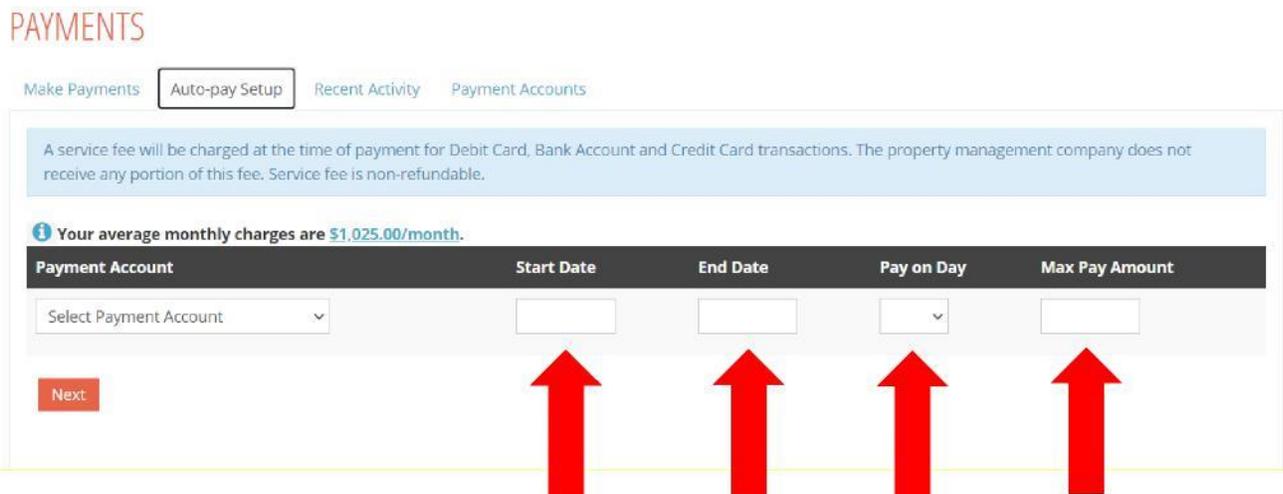
- ****OPTIONAL**** To set up auto-pay, click on the “Auto-pay Setup” tab. By doing this, your payment will be made automatically each month.



- 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.



- 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.



- Once all the fields have been completed, click the “Next” button.

PAYMENTS

Make Payments **Auto-pay Setup** Recent Activity Payment Accounts

A service fee will be charged at the time of payment for Debit Card, Bank Account and Credit Card transactions. The property management company does not receive any portion of this fee. Service fee is non-refundable.

i Your average monthly charges are **\$1,025.00/month**.

Payment Account	Start Date	End Date	Pay on Day	Max Pay Amount
Select Payment Account				

Next 

- 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 transaction will be charged at the time of payment. The property management company does not receive any portion of this fee. Service fee is non-refundable.

You authorize to have the above amount withdrawn from your selected payment account every month under the specified Terms and Conditions and you understand that this authorization will remain in full force and effect until you cancel your authorization. You understand that cancellation of any authorization requires 24 hours to become effective.

I have read and accept the [Terms and Conditions](#) 

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

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 transaction will be charged at the time of payment. The property management company does not receive any portion of this fee. Service fee is non-refundable.

You authorize to have the above amount withdrawn from your selected payment account every month under the specified Terms and Conditions and you understand that this authorization will remain in full force and effect until you cancel your authorization. You understand that cancellation of any authorization requires 24 hours to become effective.

I have read and accept the [Terms and Conditions](#) 

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