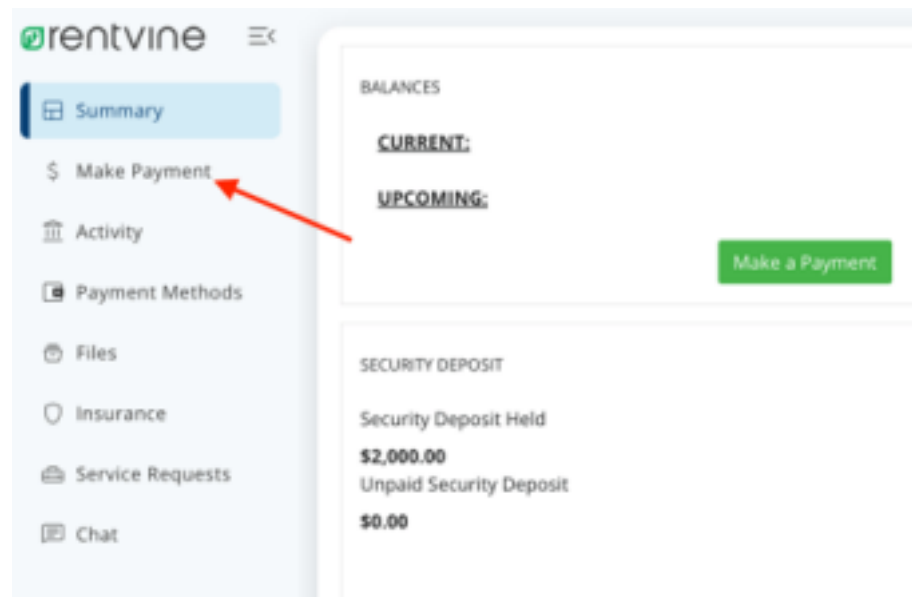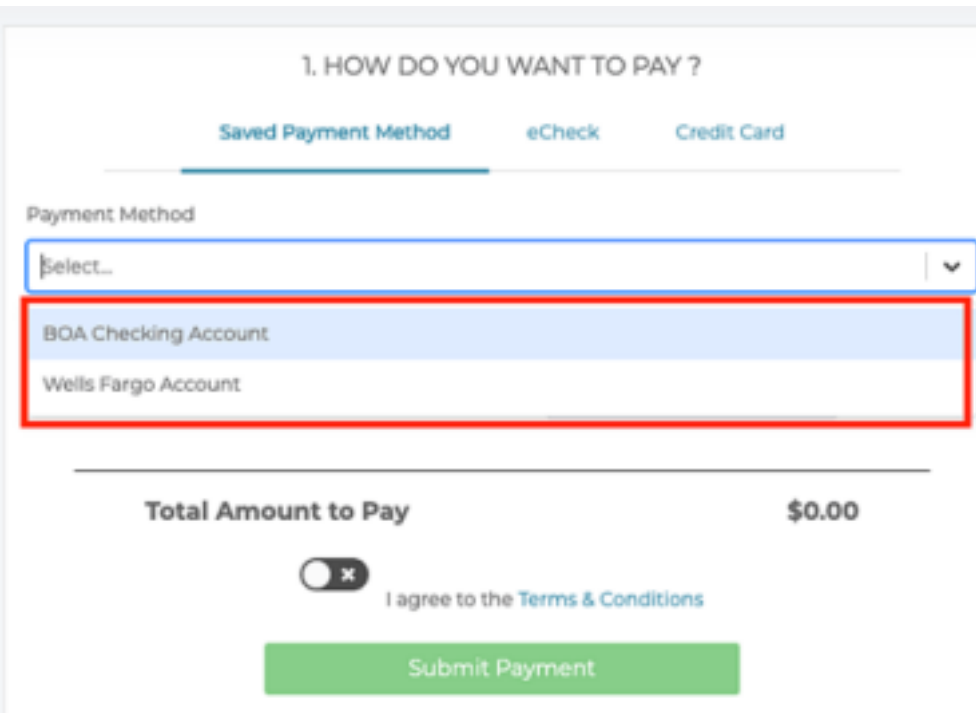# How to Make a Tenant Payment through the Portal

1. On the left side of your portal, click on **Make Payment** OR click the large green **Make a Payment** button on the portal dashboard.

2. In the Make Payment screen, you will first select how you would like to make the payment: Saved Payment Method, eCheck, or Credit Card.

a. If you select **Saved Payment Method**, follow these steps:

i. You will first need to select which saved method you would like to use to submit the payment. If you have no payment methods saved, you will first need to go to the Payment Methods tab on the left, and save one

ii. After selecting the payment method, enter the **Amount To Pay**

iii. Read through the Terms & Conditions, and then switch toggle button "On" (green)

iv. Click **Submit Payment**. *Please note that if your selected saved payment method is a credit/debit card, there will be a 4% fee added to your payment

b. If you select **eCheck**, follow these steps:

i. Enter the **Name On Account**

ii. Select either Checking or Savings for **Account Type**

iii. Enter the 9-digit **Routing Number**

iv. Enter the **Account Number**

v. Re-enter the account number for **Confirmation**

vi. Enter the **Amount To Pay**

vii. Read through the Terms & Conditions, and then switch toggle button "On" (green)

viii. Click **Submit Payment**

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