



AUTOPAY

THE EASY WAY TO PAY RENT!



STEP 1:

Go to <http://www.DixonLeasing.com/tenantportal>



STEP 2:

WELCOME TO RESIDENT SERVICES

Email

Password

Sign In

[Forgot password?](#)
[Click here to register.](#)
[Resend Email Verification Email?](#)

MAKE PAYMENTS
Pay online, check the status of your payments and review your payment history.

MAINTENANCE REQUESTS
Submit online maintenance requests.

TECHNICAL SUPPORT
For technical support please email alex.foxwell@dixon.com.au or call (415) 212.480.2626

Available on the App Store

ANDROID APP ON Google play

USER REGISTRATION

Personal Details

First Name*

Last Name*

Registration Code*

OR

Phone Number

• **If you are already registered**

Proceed to sign in with your email/password and proceed to Step 4.

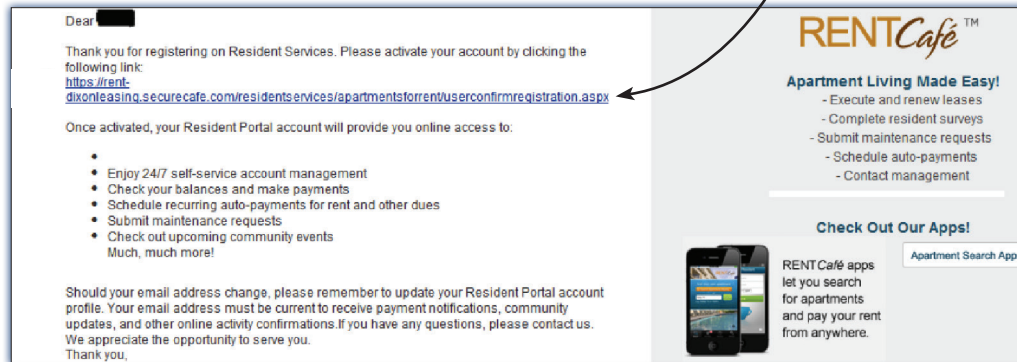
• **If you are a new user**

Press "Click here to register" and complete the necessary fields.

• The "Registration Code" required during registration is your tenant number beginning with "t000xxxx". If you cannot locate this number, please call 212.480.2626 and we will be happy to provide it to you.

STEP 3:

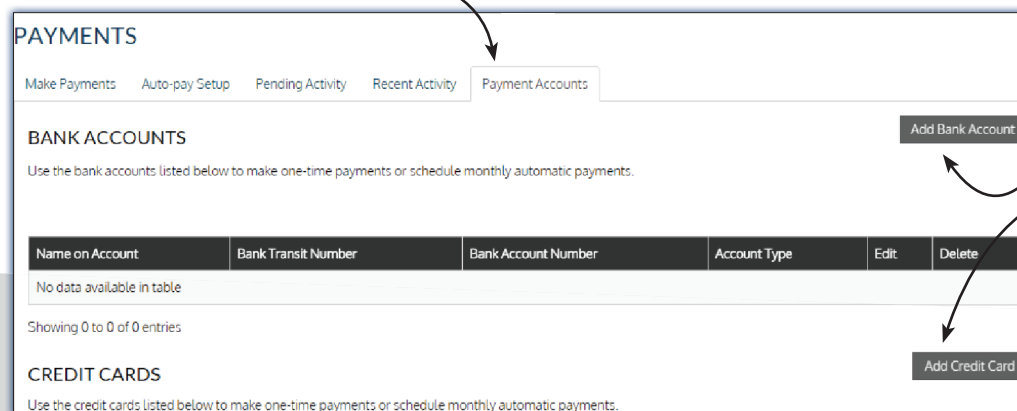
Once you have finished the registration process, you will receive an email from us at the email address provided during registration. Click on the activation link in the email to confirm your address.



STEP 4:

You are now presented with your online tenant account. To continue with the Auto-pay setup:

Click "Payment Accounts"



Depending on which account you wish your rent to be paid from,

Click "Add Bank Account"
or
Click "Add Credit Card"

WHY ACTIVATE YOUR ONLINE ACCOUNT?

The tenant portal is more than just a place to make payments. By activating your online account, you'll get full access to all of your account information, any time, day or night.

MAINTENANCE REQUESTS

Submit simple maintenance requests and track their progress.

ACCOUNT HISTORY

Review previous rent payments, fees, or credits associated with your account.

STAY CONNECTED

Contact your property manager or check for updates or news from our office.

STEP 5:

- Select "Auto-pay Setup" to automatically deduct rent from your account on your choice of date between the 1st and the 5th of each month. Note—you should leave the "End Date" blank to ensure payments continue through the duration of your lease.

PAYMENTS

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

i Your average monthly charges are \$1,125.00/month.

Payment Account	Start Date	End Date	Pay on Day
Select Payment Account ▼	9/1/2015		▼ 1st 2nd

Next

Auto-pay Setup

Your First Payment will be on: 9/1/2015

Payment Account	Start Date	End Date	Pay on Day
MC XXXX [REDACTED]	9/1/2015		1st

You authorize to have the above amount withdrawn from your selected payment account every month under the specified Terms and Conditions until you cancel your authorization.

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

Cancel Set Up Auto-Pay

- You can also make a one-time payment using the "Make a One-time Payment" option.

PAYMENTS

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

Current Outstanding Charges → Make a One-time Payment

Date	Description	Amount
9/1/2015	Rent (09/2015)	\$1,125.00
	Account Balance:	\$1,125.00