



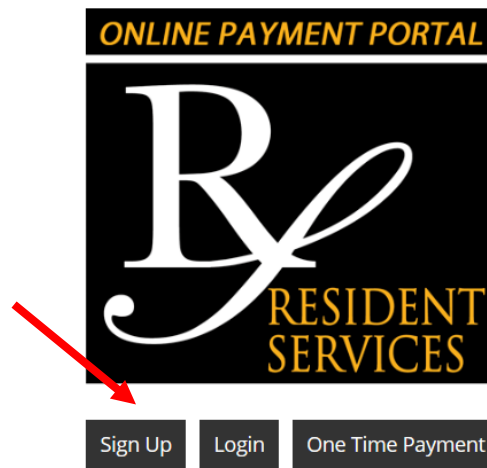
How to use the Online Payment Portal

Please visit our website www.residentservices.com to pay online.

Click the Pay Online button



To register for an online payment account, click Sign Up.



Complete the User Registration fields with your information, click Register

User Registration

Is Business Account:

Username: ✓

First Name:

Last Name:

Secret Question:

Secret Answer:

Confirm Secret Answer:

Address:

Suite/Apt #:

City, State, Zip:

Country:

Phone:

Email Address:


Confirm Email Address:

An email will be sent to the email address used on the registration page with a temporary password. This may take a few minutes.

Click GO TO LOGIN PAGE


User Registration Confirmation

Thank you for registering. You will receive an email confirmation shortly containing your login information.

[GO TO LOGIN PAGE](#) 



Enter your username and the temporary password. Click LOGIN.

Thank you for visiting Resident Services Payment Portal.
Please enter your log in information or create a new account to register with us.
You may make a one time payment without signing in by clicking on the Pay Now button.
A \$1.00 convenience fee will be assessed to all payments

[PAY NOW](#) 

Returning Users:

[Forgot username or password?](#)

[LOGIN](#)  

[Create Account](#)

You will be prompted to create your own password on the following screen. Use the temporary password at "Current Password". Click RESET.

Password Expired

Current Password:

New Password:

Confirm Password:


[CANCEL](#) [RESET](#)  

ⓘ Password must be at least eight characters long and contains upper and lower case characters as well as digits and must not contain your user name.

Once the password has been changed, you will be prompted to login. Click OK

Password Reset Confirmation

Your password has been reset. Please login with your new password.

[OK](#) 

Enter your user name and password and click LOGIN.

Thank you for visiting Resident Services Payment Portal.
Please enter your log in information or create a new account to register with us.
You may make a one time payment without signing in by clicking on the Pay Now button.
A \$1.00 convenience fee will be assessed to all payments

PAY NOW ▶

Returning Users: testuser1

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[Forgot username or password?](#)

LOGIN ▶

[Create Account](#)

Click MAKE A PAYMENT

Welcome, Test [Not You?](#) [Logout](#) ▶

MAKE A PAYMENT **EDIT PAYMENT OPTIONS** **EDIT PROFILE**

Complete the Payment fields and click ADD PAYMENT OPTION.

Make Payment

Pay This Amount: \$1,000.00

Pay To: Resident Services, Inc. Remember this selection

Pay From Account: -- Select -- **ADD PAYMENT OPTION**

Description: _____

Suite/Apt # (REQUIRED) _____

Building Address (REQUIRED) _____

Payment Date: 9/18/2017

[Click here if you would like to make this a recurring payment](#)

CANCEL **CONTINUE** ▶

Enter Bank Account information and click ADD PAYMENT. This will take you back to the payment screen.

Payment Options

+ Add Payment Option

Same as profile

Payment Type: Bank Account

Account Type: Checking

Name On Account: _____

Routing Number: _____

Account Number: _____

Account Nick Name: _____

Address: _____

City: _____

State: -- Select --

Zip: _____

Country: US

RESET **ADD PAYMENT** ▶

Select your bank account and complete the remaining required fields outlined in **RED**. The Description field will appear on your receipt. Click Continue.

Make Payment

The 'Make Payment' form contains the following fields and controls:

- Pay This Amount:** Required (text input)
- Pay To:** Resident Services, Inc. (dropdown menu) with a Remember this selection checkbox.
- Pay From Account:** -- Select -- (dropdown menu) with an ADD PAYMENT OPTION button. A red error message below reads: "From Account selection is required".
- Description:** October 2017 Rent Payment (text input)
- Suite/Apt # (REQUIRED):** 1 (text input)
- Building Address (REQUIRED):** 123 Main St. (text input with a clear 'x' button)
- Payment Date:** 9/18/2017 (calendar icon)
- A link: Click here if you would like to make this a recurring payment (dropdown menu)
- Buttons: CANCEL, CONTINUE (with a right arrow), and a red arrow pointing to the CONTINUE button.

Please Note: The following screens may vary slightly on the Resident Services site.

On the Confirmation screen, review the payment information and authorization agreement. Click AGREE AND SUBMIT.

Confirmation

To process the single payment, verify all information is correct, click on agree and continue.

The Confirmation screen displays the following information:

- Amount:** \$1,000.00
- Payment For:** Rent Payment
- From Account:** Checking
- Authorization Agreement:**
 - I, **Test User**, authorize **First Business Bank Demo** to electronically debit my account for the amount indicated above.
 - I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **First Business Bank Demo** to pay any transaction fees that may be assessed by my financial institution.
 - In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.
 - My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.
 - The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at **608-232-5938**.
- Buttons: CANCEL, AGREE AND SUBMIT (with a right arrow), and a red arrow pointing to the AGREE AND SUBMIT button.

Choose to SAVE an electronic receipt or PRINT a physical receipt for your records. Click CLOSE.

Transaction Receipt

Response: **Success**

Amount: \$1,000.00

Payment For: Rent Payment

Account #: Checking: XXXXXX6789

Transaction Date: 9/18/2017 3:56 PM

Reference Number: T:YHZTBSCHBA1

Authorization Agreement:

I, **Test User**, authorize **First Business Bank Demo** to electronically debit my account for the amount indicated above.


I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **First Business Bank Demo** to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at 608-232-5928

CLOSE SAVE RECEIPT PRINT RECEIPT



All scheduled transactions and past payments will be viewable on the portal for future reference.

Payments made after 7:00 PM Central will be applied the next business day.

Welcome, Test Not You? Logout

MAKE A PAYMENT

EDIT PAYMENT OPTIONS

EDIT PROFILE

Scheduled Transactions

Next Payment Date	Amount	Location	
In 13 Days	\$1,000.00	Rent Payment	<a>Enabled

Transaction History

Transaction...	Amount	Payment Type	Status	Location	Description
Today	\$1,000.00	Checking	Approved	Rent Payment	
Today	\$1.00	Checking	Approved	Rent Payment	
5 Days Ago	\$125.88	Checking	Processed	Invoice Payment	
5 Days Ago	\$65.17	Checking	Processed	Invoice Payment	
5 Days Ago	\$2,500.00	Checking	Processed	Rent Payment	
5 Days Ago	\$1,500.00	Checking	Voided	Rent Payment	
5 Days Ago	\$5,000.00	Checking	Processed	Membership Payment	

FULL TRANSACTION HISTORY



TO EDIT A PAYMENT

To edit scheduled payments, click **Enabled**.

Welcome, Test [Not You?](#) [Logout](#) ▶

[MAKE A PAYMENT](#) [EDIT PAYMENT OPTIONS](#) [EDIT PROFILE](#)

Scheduled Transactions

Next Payment Date	Amount	Location	
In 13 Days	\$1,000.00	Rent Payment	Enabled

Adjust the payment information or check the box to Delete Payment and click SUBMIT to make changes. Please note that any fields outlined in **RED** are required.

Scheduled Transactions

Next Payment Date	Amount	Location	
In 13 Days	\$1,000.00	Rent Payment	Enabled

Amount: **Payment For:** **Select Account:**

Frequency: **Payment Day:** **Start Date:**

Of Payments: **# Payments Made:** **Next Recurrence:**

Infinite Payment Enabled Delete Payment

[CANCEL](#) [SUBMIT](#) ▶

TO CHANGE BANK ACCOUNT INFORMATION

To edit your payment account information, click EDIT PAYMENT OPTIONS.

Welcome, Test [Not You?](#) [Logout](#) ▶

[MAKE A PAYMENT](#) [EDIT PAYMENT OPTIONS](#) [EDIT PROFILE](#)

Click the arrow next to the account to make changes to the current payment accounts.

Payment Options

Checking - Checking Account ending in 6780	▼
Checking: XXXXXX6789 - Checking Account ending in 6789	▼
+ Add Payment Option	▼

Edit the bank account information and click UPDATE or choose to DELETE the account.

Payment Options

Checking - Checking Account ending in 6780

Same as profile

Payment Type:	Bank Account	Address:	401 Charming Drive
Account Type:	Checking		
Name On Account:	Test User	City:	Madison
Routing Number:	075905787	State:	WI
Account Number:	XXXXXX6780	Zip:	53719
Account Nick Name:	Checking	Country:	US

DELETE UPDATE

TO ADD A NEW BANK ACCOUNT

To add a new account for payments to be made, click EDIT PAYMENT OPTIONS.

Welcome, Test [Not You?](#) [Logout](#)

MAKE A PAYMENT EDIT PAYMENT OPTIONS EDIT PROFILE

Click + Add Payment Option.

Payment Options

Checking - Checking Account ending in 6780

Checking: XXXXXX6789 - Checking Account ending in 6789

+ Add Payment Option

Enter account information and click ADD PAYMENT.

Payment Options

Checking - Checking Account ending in 6780

Checking: XXXXXX6789 - Checking Account ending in 6789

+ Add Payment Option

Same as profile

Payment Type:	Bank Account	Address:	
Account Type:	Checking		
Name On Account:		City:	
Routing Number:		State:	-- Select --
Account Number:		Zip:	
Account Nick Name:		Country:	US

RESET ADD PAYMENT