

## **How to Sign Up for Electronic Rent Payments**

I have created an Avail account with your property listed. Once you provide me with the name, phone number, and email you would like associated with your property for payment / set up, a notification will be provided to you via email or text message to finalize ½ of the account set-up.

You can set up your account from the button in the email “Accept Payment Invitation” or the link provided in the text message.

### **Email Option**

- When you click the button, it will take you to your property page (assure your address listed is correctly assigned).
  - Since you already provided me your name and email, those should also already be listed under your account
  - Please review and correct if necessary
- Create a password
- Check “I’m not a robot” box click “Pay Rent Online” button
- It will prompt you to verify your phone number via a code - enter said code (4 digits)
- This should complete your account set up!
- From here, it should take you to your account page at which point you can add your bank account, set up auto payments, and even select the option of “Credit Boost” which will allow you to boost your credit score by making online rent payments timely

### **Text Message Option**

- By clicking the link in the text message, you will be brought to the Avail website where your address should be listed (assure the address listed is correctly assigned).
- Click the blue arrow at the bottom right of the page
- From there you can add a payment source, make payments, and turn on autopay (skipping these steps for now is fine while you continue setting up your account). Continue clicking the blue arrows at the bottom right of the page until you are brought to the sign in page.
- You will now be prompted to create a password
- It will ask you to verify your phone number affiliated with the account by typing in a 4 digit password
- At this point, your account should be created so click “Continue” and it will send you to your homepage