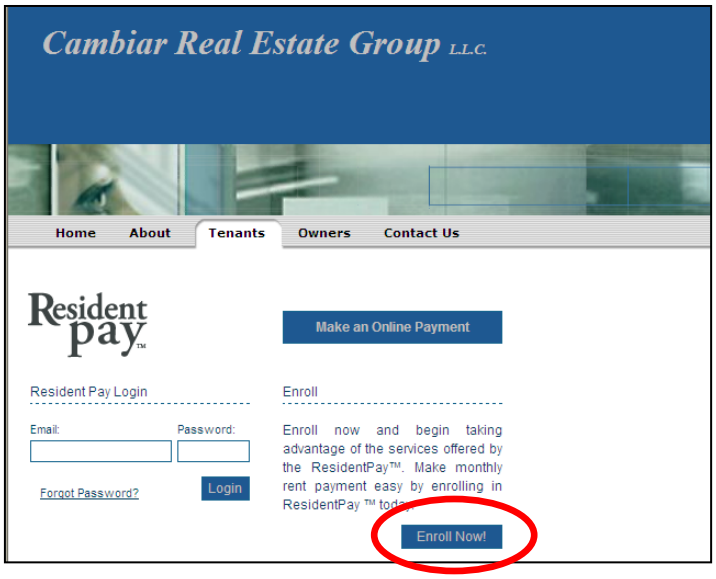
Cambiar Real Estate Group LLC
Property Management

Online Rent Payments

1. **Enrolling**
   a. Go to www.cambiargroup.com
   b. Go to the **Tenants** page
   c. Select **Enroll now**
   d. Enter your First and Last Name, Email Address, Address and Birth Date.
   e. Press **Continue**
   f. Fill in required information then press **Continue**
   g. Your ready to make a payment!



2. **Making a Payment**
   a. Once you have logged in, you are at the main **Tenant Center** screen. From here you can make a payment, set up recurring payments, view ledger, view stored billing information, and view payment history.
   b. Click the **Make a Payment** button
   c. Enter the payment amount and confirm the amount. Press **Continue**
   d. The next screen gives you payment options with the convenience fee associated with each payment method based on the amount you are paying. **There is no fee if paying by e-check.** Notice that if VISA is selected, a note appears stating that you must call an activation number to complete your payment. The maximum payment you can make with VISA is $1,000. To pay amounts greater than $1,000 with a VISA credit card, it is necessary to complete two separate transactions and pay two separate convenience fees. There are no maximum payment limits with any of the other payment options.
   e. Once you select either e-check or a credit card, enter your account information and verify your billing information.
   f. If you do not want your information saved for future payments, uncheck the checkbox at the bottom of the page.
   g. Review payment information. If all is correct, consent to pay the service fee and agree to the Terms and Conditions by selecting the checkboxes. Click the **Finalize Payment** button. If any information is incorrect, select the **Modify Payment** button.
   h. A **Payment Receipt** screen will appear. Print the receipt by clicking the **Print** button.