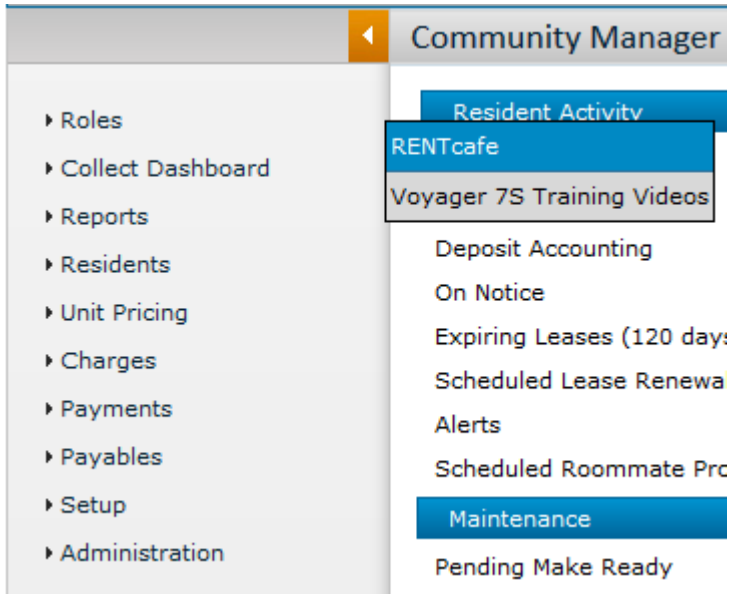
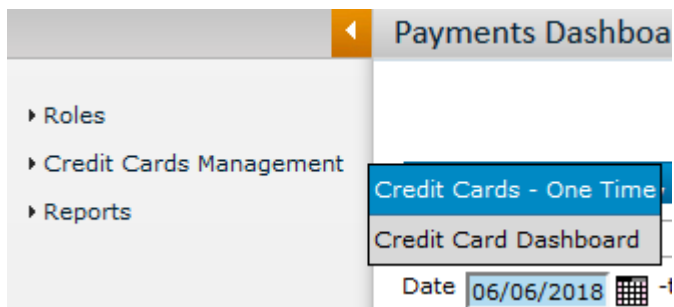


How to take a Credit or Debit Card for an Application Fee

1. On your side menu, click Roles -> RentCafe.



2. On your side menu select Credit Cards > Credit Cards - One Time. The Credit Card Receipt window should appear. If it does not, please check your Pop Up Blocker settings or contact Yardi Support.



- Enter your Property, click on Payer to find your Applicant and set Display Type to Standard Receipt. If you have not charged an application fee, please stop here. You will need to charge an application fee before moving forward.

Credit Card Receipt

Property Squire's Court

Unit Status=Applicant

Payer Roger Smith

Date Received

Display Type

Payer Name

- Click Enter Detail. On the right side, you will choose your Preferred Payment Type (Credit or Debit) and Total Amount to charge. Once you have done this, make sure your charge is selected down below and click Save.

Credit Card Receipt

Property Squire's Court

Unit Status=Applicant

Payer Roger Smith

Date Received

Display Type

Payer Name

Preferred Payment Type

Existing Cards

Total Amount

Post Month

Exclude Service Fee?

Service Fee Will be charged when a card is selected/entered.

Notes


Total Amount 40.00

	Pay	Cash Account	Merchant	Charge Code	Acct	Date	Charge	Prior Paid	Ref	Description	Chg
<input checked="" type="checkbox"/>	40.00	1121-000-000	SQUIREWO	appfee	5923-000-t	06/06/2018	40.00	0.00	:Applic Unit : C10857	Screening Fee	726591
<input type="checkbox"/>	0.00	1121-000-000	SQUIREWO	prepay	5122-000-t			0	Any	Prepay	
<input type="checkbox"/>	0.00	1121-000-000	SQUIREWO	prepay	5122-000-t			0	Any	Prepay	

5. Your browser should take you to the Card Services Screen. Complete the fields as necessary to enter a credit card and select the I have read & agree to the terms & conditions check box. Click Submit and the Print Confirmation screen appears. You can print this as a receipt for your applicant if they would like a copy.


YARDI CARD SERVICES


Card Details

CARD INFORMATION  Card Number * <input type="text"/> Name on the Card * <input type="text"/> Exp Date * <input type="text"/> Month <input type="text"/> Year <input type="text"/> CWV Code * <input type="text"/>	BILLING ADDRESS Country <input type="text" value="United States"/> Address Line 1 <input type="text"/> Address Line 2 <input type="text"/> City <input type="text"/> State <input type="text" value="State"/> Zip <input type="text"/>
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I have read & agree to the terms & conditions.

Fields marked with (*) are required.


powered by digicert


COMPLIANT

The information on this form is collected to process a payment card transaction. It will be stored on our secure servers in Texas. For information about this collection or how to obtain access to or correct your personal information you may contact our privacy officer at privacy@yardi.com.

Payment Details
Roger Smith
Amount: \$ 40.00
Payment Total: \$ 40.00

Payment To
SQUIRES COURT
Tel: 503-450-0248
Email: yardisupport@cresapts.com

The payment will show on your statement as "Property Payment-Rent".

That completes the process! The payment should show up on the resident's ledger immediately after posting. If you have any questions about this process, please reach out to us at yardisupport@cresapts.com.