

## Tenant Rent Payment Instructions

(Para Espanol: Halba Maricela 847-996-3200 ext. 103)

Riverside Offers 3 Payment Options:

1. **ACH**
2. **Rent Money**
3. **Credit Card**

Note: Riverside **does not** except cash payment, checks, or money orders for Rent payments

### Log into your Tenant Portal and Select “Make Payment”

#### 1. ACH Payments (Online Payment from your Bank Account)

- ✓ You will need your **Bank Account Number** and **Bank Routing Number** for this option
- ✓ Select **“Recurring Payment”** or **“One Time Payment”**
- ✓ Select **“E-Check”**
- ✓ **Enter the amount** you would like to pay
- ✓ Confirm or **re-enter the amount** you would like to pay
- ✓ Enter your **bank account** and **routing number**
  - **IMPORTANT NOTE: TRIPLE CHECK** that the bank account number and routing number are correct. Your payment will “bounce” if these numbers are not accurate. If this happens a charge of \$50.00 will be applied to your ledger.
- ✓ Click **“Make Payment”**
- ✓ **Complete**

#### 2. Rent Money (In-Person Payment available at 100’s of Locations including Wal-Mart)

- ✓ Select **“One Time Payment”**
- ✓ Select **“Rent Money”**
- ✓ **Enter the amount** you would like to pay
- ✓ Confirm or **re-enter the amount** you would like to pay
- ✓ Select **“Create Voucher ID”**
- ✓ You have generated a page that looks like 3 stop signs or 3 honeycombs with you name payment amount, and **“Account Number/Unique ID”** located in a grey rectangle in the middle of the page (typically 5-9 numbers long)
- ✓ **Print this page** or **take a picture** of it. The **Account Number/Unique ID** is unique to you and only you and will be needed to process your payment at a Rent Money location (Wal-Mart)
- ✓ **Go to the Money Center at Wal-Mart** (or other approved Rent Money locations)
- ✓ Ask to **“Make a Payment to Rent Money”**
- ✓ Present them with the **Unique ID** that was printed or screenshot and **apply payment**
- ✓ **Complete**

#### 3. Credit Card (Credit Card Payment)

- ✓ Select **“One Time Payment”**
- ✓ Select **“Visa, Discover, Master Card”**
- ✓ **Enter the amount** you would like to pay
- ✓ Confirm or **re-enter the amount** you would like to pay
- ✓ Enter your **credit card number**
  - **IMPORTANT NOTE: TRIPLE CHECK** that the credit card numbers are correct. Your payment will “bounce” if these numbers are not accurate. If this happens a charge of \$50.00 will be applied to your ledger.
- ✓ Click **“Make Payment”**
- ✓ **Complete**