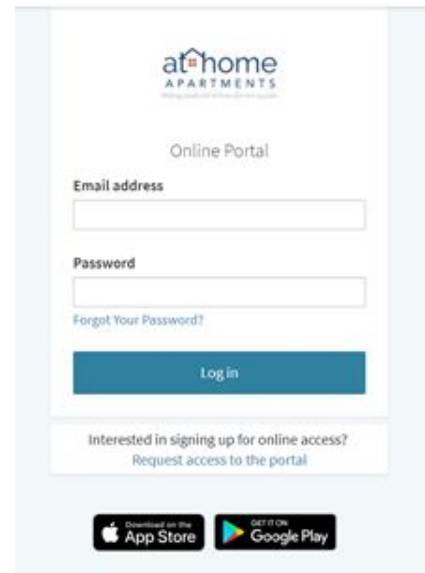
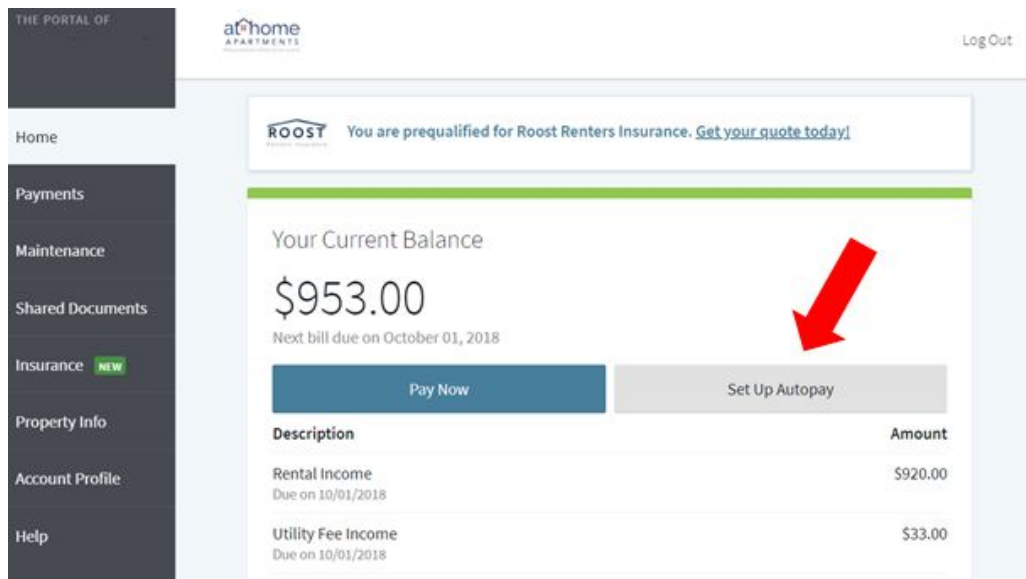


Setting Up Auto-Pay on Your Resident Portal

1. Go to www.athomeaptskc.com
2. Click "For Residents" in the top row
3. Select the correct "Click Here" link for the property you live at
4. That will take you to the resident portal page (pictured right)
Bookmark this page so you can get back to it easily!
5. Use the email you have on file with At Home Apartments and the password you created when you signed your original lease.
 - a. IF YOU FORGOT YOUR PASSWORD contact the office so we can send you a reset link. The reset link unfortunately does not always work when done through the portal. *Keep in mind, if we send you a reset link your original portal, banking information, and any auto-payments will be deleted.*
6. Once you log in you'll select "Set Up Autopay"



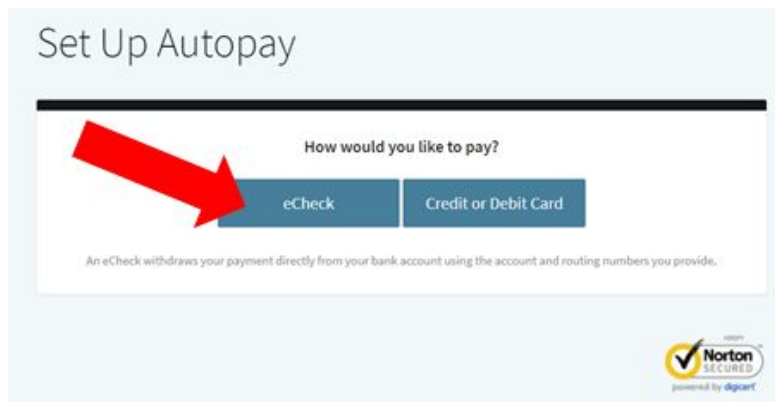
The screenshot shows the login page for the At Home Apartments Online Portal. It features the company logo at the top, followed by the text "Online Portal". Below this are two input fields: "Email address" and "Password". A link for "Forgot Your Password?" is positioned below the password field. A blue "Log in" button is centered below the fields. At the bottom, there is a link for "Interested in signing up for online access? Request access to the portal" and two app store download buttons for the App Store and Google Play.



The screenshot displays the resident portal dashboard. On the left is a dark sidebar with navigation links: Home, Payments, Maintenance, Shared Documents, Insurance (marked with a "NEW" tag), Property Info, Account Profile, and Help. The main content area shows the "at home APARTMENTS" logo and a "Log Out" link. A banner for "ROOST" renters insurance is visible. The primary section displays "Your Current Balance" as "\$953.00" with a "Next bill due on October 01, 2018". Below this are two buttons: "Pay Now" and "Set Up Autopay", with a red arrow pointing to the latter. A table below lists income items:

Description	Amount
Rental Income Due on 10/01/2018	\$920.00
Utility Fee Income Due on 10/01/2018	\$33.00

7. Select eCheck - eCheck is the same as writing a personal check, just online! You'll need your bank account number and routing number which can be found on your checks. (shown below)



The screenshot shows the "Set Up Autopay" page. The heading "Set Up Autopay" is at the top. Below it is a box titled "How would you like to pay?" containing two buttons: "eCheck" and "Credit or Debit Card". A red arrow points to the "eCheck" button. Below the buttons, a note states: "An eCheck withdraws your payment directly from your bank account using the account and routing numbers you provide." The Norton Secured logo is in the bottom right corner.

Setting Up Auto-Pay on Your Resident Portal

- Name your payment and select “Outstanding balance in full, every month”, make the first payment on the 1st of the upcoming month to be sure it’s paid on time.

THE PORTAL OF **at home** APARTMENTS Log Out

Set Up Autopay

Give this payment a name *

Rent

Automatic Payment *

Fixed amount

Outstanding balance in full, every month

Any convenience fees that apply to this charge are instantly rebated

Make the first payment on *

10/01/2018

The first two payments will be made on **October 1, 2018 and November 1, 2018**

You may cancel this payment at any time. Any payments scheduled after your move out date will automatically be canceled.

Use your saved account

*The items in red will vary by account.

- Finding your bank account number and routing numbers on your checks

Nationwide 123

YOUR NAME DATE _____
1234 Main Street
Anywhere, OH 00000

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

044072324 **000123456789** **123**

ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**