Welcome to UnionWest!

We use Active Building, a modern Resident Portal, with features like the ability to pay rent and other charges online using a checking account, savings account, or credit card, and view balances online! The Resident Portal can be used on any web browser or via the Active Building App for Android or Apple devices.

Contents

PORTAL REGISTRATION (WITH INVITATION EMAIL) ................................................................. 2
PORTAL REGISTRATION (WITHOUT INVITATION EMAIL) ...................................................... 3
PORTAL LOCATION AND SIGN-IN ......................................................................................... 4
ADD PAYMENT ACCOUNTS (PAGE 1 OF 2) ........................................................................... 5
MAKE A ONE-TIME PAYMENT ................................................................................................. 7
SET UP RECURRING PAYMENTS (PAGE 1 OF 2) ................................................................. 8
SET UP RECURRING PAYMENTS (PAGE 2 OF 2) ................................................................... 9
EXPLORE MORE! ..................................................................................................................... 10
PORTAL REGISTRATION (WITH INVITATION EMAIL)

Use the received Welcome email to register before using the resident portal.
Unable to locate the invitation email? See the PORTAL REGISTRATION (SELF REGISTRATION) section below!

<table>
<thead>
<tr>
<th>Field</th>
<th>Enter (this information must be used to register the account)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>First Name and Last Name on your account</td>
</tr>
<tr>
<td>Unit</td>
<td>Unit Number you are currently living in</td>
</tr>
<tr>
<td>Email:</td>
<td>Email used on your account</td>
</tr>
</tbody>
</table>

Locate the invitation email received from Active Building.

Select the Click Here to Get Started button.

Proceed through the registration form fields.
PORTAL REGISTRATION (WITHOUT INVITATION EMAIL)

No Welcome email? No problem!
Visit https://unionweststudenthousing.activebuilding.com to begin!

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Select **Menu → Residents → Pay Rent** button.

Select the **New User? Get Started Now** button.

Use above information for the fields and click the **Continue** button.
PORTAL LOCATION AND SIGN-IN

Already registered? Log-in!

Access the Resident Portal at the property website anytime!

Select Menu → Residents → Pay Rent button.

Enter credentials and select the Log In button.
A payment account must be added before payments can be made.

Select the **Menu** icon. Then the **Make a Payment** option. Select the **Add New Payment Account** button.
ADD PAYMENT ACCOUNT (PAGE 2 OF 2)
After a payment account is setup, proceed to either the **MAKE A ONE-TIME PAYMENT** or **SET UP RECURRING PAYMENTS** process.

Select any of the payment types.

Complete the **Add Payment Account** form fields.

Then select the **Add Bank Account** button.
MAKE A ONE-TIME PAYMENT
All payment types accepted! Transaction Fee based on payment type:

<table>
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<tr>
<th>Type</th>
<th>Fee</th>
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<tbody>
<tr>
<td>VISA</td>
<td>2.95% (of the Transaction Amount)*</td>
</tr>
<tr>
<td>echeck</td>
<td>$1.95 (up to)</td>
</tr>
</tbody>
</table>

* Visa transactions will have a fee equal to 2.95% of resident’s installment amount.

Select the **Menu → Make a Payment** option.

Review/edit and click the **Proceed to Confirmation** button.

Click the **Submit Payment** button.
SET UP RECURRING PAYMENTS (PAGE 1 OF 2)

All payment types accepted! Transaction Fee based on payment type:

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* Visa transactions will have a fee equal to 2.95% of resident’s installment amount.

Select the **Menu → Make a Payment** option. Then, the more options drop down. Select the **Recurring Payments** option.
Set it and forget it! Flexible! Customize the **Amount, Frequency, Payment Date, Occurrence** and more! Edit or delete anytime!

Select the **Schedule a New Recurring Payment** option.

Customize the form and then select the **Proceed to Confirmation** button.

Review setup and then click the **Submit** button.
The Active Building resident portal offers great features and is a quick and easy way to access management and the community! Sure, you can pay, but please stay and play!

- **Notifications when your package arrives!**
- **Get involved with the Community Wall!**
- **No need for checks! Pay online!**
- **Submit work orders on your schedule!**
- **Runs on encryption technologies!**