CO UnionWest Resident Portal Guide: Pay Rent

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.



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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!

Field	Enter (this information must be used to register the account)
Name:	First Name and Last Name on your account
Unit	Unit Number you are currently living in
Email:	Email used on your account

Locate the invitation email received from Active Building.	Select the Click Here to Get Started button.	Proceed through the registration form fields.		
10:21 ← II II II II Welcome to Campus Advantage	10:21 ← Welcome to Campus Advantage Inbox	CAMPUS ADVANTAGE Select your unit · Select - ·		
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		Birthday * Month * Day * Year * Any comments?*		

PORTAL REGISTRATION (WITHOUT INVITATION EMAIL) No Welcome email? No problem! Visit https://unionweststudenthousing.activebuilding.com to begin! Field **Enter** (this information must be used to register the account) Name: First Name and Last Name on your account Unit Unit Number you are currently living in Email used on your account Email: Select the New User? Get Use above information for the fields Select Menu \rightarrow Residents \rightarrow Pay **Started Now** button. Rent button. and click the **Continue** button. 0 () (512) 555-1212 LEASE **f v s** MORAN MANOR NOW Need an account? Moving in? HOME Enter your information exactly as it appears on your leasing documents. OU APARTMENTS Select Your Unit \sim LOOR PLANS New user? Get started now First name Last name MENITIES отоѕ Email Address SPOTS Continue **Return to Log In** Password REDENTS Remember my email PAY RENT MAINTENANCE RENT TRACK RENTERS INSURANCE FOR PARENTS 1 (S) Helpful Link $^{}$ ActiveBuilding ABOUT US

PORTAL LOCATION AND SIGN-IN

Already registered? Log-in!

Access the Resident Portal at the property website anytime! -----**f v s** LEASE NOW MORAN MANOR WHAT **ENLIGHTENED** LIVING LOOKS LIKE Luxury Student Apartments 🚳 Ne Questions? Wednesday, Aug 21st - 3:24 pm EXPERIENCE ORLANDO'S FINEST **OFF-CAMPUS APARTMENTS** ◀ ۲

Select Menu \rightarrow Residents \rightarrow Pay Rept button
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OUR APARTMENTS
FLOOR PLANS
AMENITIES
рнотоѕ
нотяротя
RESIDENTS PAY RENT MAINTENANCE
RENT TRACK
RENTERS INSURANCE
FOR PARENTS ABOUT US

Enter credentials and select the Log In button



ADD PAYMENT ACCOUNTS (PAGE 1 OF 2)

A payment account must be added before payments can be made.

Select the Menu icon.



-----0 ~ X MORAN MANOR Sally Student Anno MARKETPLACE 圓 Amenities m Events Attach a file MY SERVICES Messages Service Requ sts My Packag Make A Payment ◄ ۲

Then the Make a Payment option.

Select the Add New Payment Account button.

Menu		•
Make a One	me Payment	
Current Amount Due (Inclue	it due)	
🕹 Add New I	Payment Account	
VISA 🥌	echeck)	
Payment Amount	\$810.00	~
Payment Date 2	08/21/2019	1
Proceed to	o Confirmation	
owered by RealPage		

ADD PAYMENT ACCOUNT (PAGE 2 OF 2)

After a payment account is setup, proceed to either the <u>MAKE A ONE-TIME PAYMENT</u> or <u>SET UP RECURRING PAYMENTS</u> process.

Select any of the	payment types.
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	•••	
	Payment Center	
	Menu 🔽	
	Add Payment Account	
	Please select a Payment Type:	
E	Powered by RealPage	
©	Active Building Active Building, LLC. Terms under which this service is provided to you. Read our Privacy policy .	
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	•••
Pa	ayment Center
Menu	
Add P	ayment Account
Please select a Paym	nent Type:
Account Nickname:	
 Checking Name on Account: 	Savings
Checking Name on Account: First Name	Savings
Checking Same on Account: First Name Routing Number: 2	Savings
Checking Arme on Account: First Name Routing Number: 2 Account Number: 2	Savings
Checking Arren on Account: First Name Routing Number: 2 Account Number: 2 Re-enter Acct Number:	Savings

Then select the Add Bank Account button.

Billing Address Line1	:	
Billing Address Line2	1 	
City:		
Zip/Postal Code:		
Country:		
United States of Am State:	herica	
Select State		*
E-Mail Address:		
Date Of Birth:		
MM/DD/YYYY		
-	Add Bank Account	
	Cancel	

MAKE A ONE-TIME PAYMENT All payment types accepted! Transaction Fee based on payment type: Type Fee MERICAN EXCREMENT DISCOVER 2.95% (of the Transaction Amount)* VISA echeck \$1.95 (up to) * Visa transactions will have a fee equal to 2.95% of resident's installment amount. Review/edit and click the Proceed Select the Menu \rightarrow Make a **Click the Submit Payment** to Confirmation button. **Payment** option. button. -----Payment Center Payment Center ~ X MORAN MANOR ~ Menu Menu * Sally Student **Confirm & Submit Your Payment** Make a One-Time Payment Current Amount Due (Includes past due) MARKETPLACE Payment Date: 08/21/2019 \$810.00 \$810.00 Payment Amount: Amenities Payment Method BeeRosemary ~ ResidentDirect \$1.95 check XXXXXX2345 Service Fee: 🛗 Events Total: \$811.95 Payment Amount \$810.00 ~ 🗞 Attach a fi + \$1.95 Service Fee ou agree to be bound by By clicking on Submit Payn MY SERVICES ResidentDirect Terms and Payment Date ? 08/21/2019 Policy Messages Submit Payment Cancel POWERED BY 🖉 Service Requests RESIDENTDIRECT Learn More Powered by RealPage For consumer questions, complaints, fraud or suspected fraud, please My Packas click here Powered by RealPage ActiveBuilding Make A Payment ۲ ◀ ۲ 4 ◀

SET UP RECURRING PAYMENTS (PAGE 1 OF 2) All payment types accepted! Transaction Fee based on payment type: Type Fee DISCOVER MEDICAN EXPRES 2.95% (of the Transaction Amount)* VISA echeck) \$1.95 (up to) * Visa transactions will have a fee equal to 2.95% of resident's installment amount. Select the Menu \rightarrow Make a Then, the more options drop down. Select the Recurring Payments Payment option. option. -----..... ≡ Payment Center ~ X MORAN MANOR **Payment Center** Menu ~ Menu Sally Student Account History Make a One-Time Payment **Pay Rent Online** Current Amount Due (Includes past due) MARKETPLACE **Recurring Payments** \$810.00 Saved Payment Accounts Amenities Payment Method BeeRosemary \sim cohece) XXXXXX2345 Make a One-Time Payment 🛗 Events Current Amount Due (Includes past due) Payment Amount \$810.00 ~ 🗞 Attach a fi + \$1.95 Service Fee \$810.00 MY SERVICES Payment Method BeeRosemary Payment Date 2 08/21/2019 \sim check) XXXXXX2345 Messages Payment Amount \$810.00 ~ + \$1.95 Service Fee POWERED BY × Service Requests **RESIDENT**DIRECT[®] Learn More Payment Date 2 08/21/2019 For consumer questions, complaints, fraud or suspected fraud, please My Packa click here Powered by RealPage POWERED BY Make A Payment RESIDENTDIRECT Learn More ۲ ۲ 4 ◀

SET UP RECURRING PAYMENTS (PAGE 2 OF 2)

Set it and forget it! Flexible! Customize the Amount, Frequency, Payment Date, Occurrence and more! Edit or delete anytime!





Review setup and then click the **Submit** button.

Center	
r Recurring Pay	yment
Installn	ment + Pet
	LIV+
	\$900.00
	\$1.95
8	8/29/2019
	Monthly
	Indefinite
of First Payment in i reduled on a weeken to be bound by the Fees and f	Indefinite of the of or bank <u>Privacy</u>
bmit	

EXPLORE MORE!

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!

