

RenaissanceRentals.com

...IT'S HOME

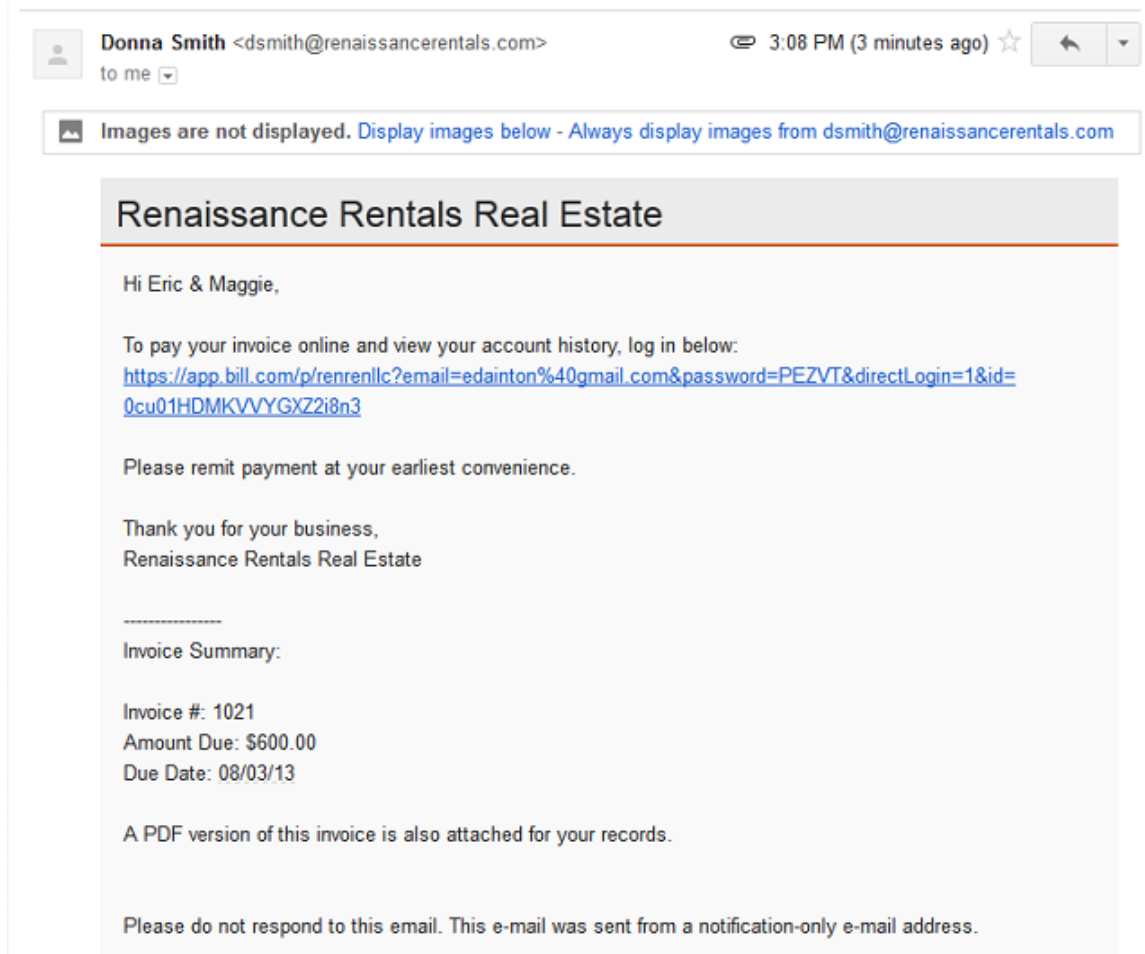
Setting up your Account and Paying Rent Online

Below you will find step by step instructions on how to set up your online payment account and make payments to Renaissance Rentals. If you have any questions, feel free to [contact us](#).

Setting Up Your Account

STEP 1 – The invite - In order to make payments using the online pay site, you must first get an invite from us via email. * *If you have not received this invite via email yet, please [contact us](#).*

Below is what the Invite will likely look like. It will be sent from Donna Smith at dmsith@renaissancerentals.com (check your spam folder if it's not showing up in your main email)



Donna Smith <dsmith@renaissancerentals.com> 3:08 PM (3 minutes ago) ☆

to me ▾

Images are not displayed. [Display images below](#) - Always display images from dsmith@renaissancerentals.com

Renaissance Rentals Real Estate

Hi Eric & Maggie,

To pay your invoice online and view your account history, log in below:
<https://app.bill.com/p/renrenllc?email=edainton%40gmail.com&password=PEZVT&directLogin=1&id=0cu01HDMKVYGYZ2i8n3>

Please remit payment at your earliest convenience.

Thank you for your business,
Renaissance Rentals Real Estate

Invoice Summary:

Invoice #: 1021
Amount Due: \$600.00
Due Date: 08/03/13

A PDF version of this invoice is also attached for your records.

Please do not respond to this email. This e-mail was sent from a notification-only e-mail address.

In the email, you will want to *click the link to log-in*

STEP 2 – Create a password – After clicking the link from your email, you will be directed to the payment website (see screen shot below) and will be asked to *create a password* with at least 8 characters, including a number or symbol.

You will also need to *click the checkbox*, agreeing to the terms or service. Then *click the green Update* button to proceed.

The screenshot shows the Renaissance Rentals Real Estate website interface. At the top, the header includes the company name, navigation links for Home and Bills, and a user profile for Eric & Maqqie. Below the header is a secondary navigation bar with links for Bank Accounts, Profile (highlighted), and Auto Pay. The main content area is titled "Update Your Password" and contains a blue informational box with a warning icon and text: "For security reasons, please enter a new password with at least 8 characters and one number or symbol. Please agree to the terms of service." Below this are two input fields for "Password" and "Verify Password", both masked with dots. A checkbox is checked, with the text "I agree to the General Terms of Service". A green "Update" button is located at the bottom right of the form. The footer contains links for Terms of Service and Privacy Policy, copyright information for Bill.com (© 2007-2013), and the Bill.com logo.

After clicking the Update button, you will be directed to the main overview page for your account (more details on that are in the next section.)

Logging in next time

When you log-in in the future, there are a couple ways you can do so.

- You can save the original email Donna sends you with the link in it.
- You can also bookmark that website link from the email Donna sent you
- You can log-in by going to our website RenaissanceRentals.com/pay

Making Payments

STEP 1 – Navigating the Overview Screen – After logging in, you will automatically be directed to your account overview page as shown below

The screenshot displays the account overview for Renaissance Rentals Real Estate. The header includes the company name, navigation links for Home and Bills, and the user name Eric & Maggie. The main content is divided into three sections: Summary, Your Messages, and Bills.

Summary

Current Balance	\$600.00
Total Scheduled Payments	\$0.00
Open Balance	\$600.00

Buttons: [Pay Outstanding Bills](#) [Auto Pay your bills](#)

Your Messages

Write a message to customer...

Bills

Outstanding Bills	1
Unpaid Bills	1
Partially Paid Bills	0
Bills Scheduled to be Paid	0

Footer: Terms of Service | Privacy Policy
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In the **Summary** section you will see the **Open balance** on your account. If this number is greater than \$0, it means there is money due on your account.

In the Summary section, you will also see the green button to ***Pay Outstanding Bills***. When you are ready to make a payment, this is the button you will press.

To the right of the **Pay Outstanding bills** button, there is a link to ***Auto Pay your bills***. If there will only be one person paying on your account, you can set up an automatic recurring payment.

** If there are multiple people making payments on your account (IE. If you have roommates and you each pay separately), the auto-pay function will not work.*

The **Bills** section, located under the **Summary** section, lets you know how many invoices are unpaid or partially paid. You can click those links to view any outstanding bills.

Finally, in the top right section, there is a **Notes** or **Messages** section. If you would like to send us a message regarding your account, please email your leasing manager or [contact us here](#).

STEP 2 –STEP 2 – Prepare to make your initial payment – After clicking the *Pay Outstanding Bills* button, you will be directed to one of two pages as shown below.

Notes +

Pay From:

Bank Account ▼

Choose Account: Add Bank Account

Pay On: 06/24/13 📅

Amount Due: \$600.00

Credits To Apply: \$0.00

Total Payment: 600

📄 [Download Invoice](#)

i This bill has not been paid.

A A A
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Renaissance Rentals Real Estate
3321 S Cheekwood Ln
Bloomington, IN 47401
812-330-1123

INVOICE

Invoice # 1021
Invoice Date 06/21/13
Amount Due \$600.00

Bill To:
F 1810-7 Dainton/Cole
UNITED STATES

Due Date
08/03/13

Item	Description	Quantity	Price	Amount
Security Deposit	Invoice for Security Deposit	1	\$600.00	\$600.00

Subtotal: \$600.00

**If there is only one outstanding invoice on your account, your screen will look like the above image*

Renaissance Rentals Real Estate

[Home](#)
Bills

▶ Eric & Maggie
 Renaissance Rentals Real Estate

Pay
View Bills
View Payments

Select the bills you want to pay in full, then click Pay. To view details or make partial payments, click the Invoice Number.

Select: [All | None]

Invoice #	Due Date	Bill Amount	Previous Payments	Payment Amount	Payment Status	Pay in Full
9138	09/03/13	\$205.00	\$0.00	\$205.00	Unpaid	<input type="checkbox"/>
9140	09/03/13	\$30.00	\$0.00	\$30.00	Unpaid	<input type="checkbox"/>

Pay From:

Bank Account ▼

Choose Account: Add Bank Account

Pay On: 09/17/13 📅

Amount Due: \$0.00

Credits To Apply: \$0.00 of \$0.00

Total Payment: \$0.00

Terms of Service | Privacy Policy

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**If there are 2 or more outstanding invoices on your account, your screen will look like the above image*

STEP 3 – Adding your bank Account – Click the **Add Bank Account** green button to add your checking account. After clicking this button, you will see the below screen

Bank Account Information

Name on Account

Routing Number (9 digits)

Confirm Routing Number (9 digits)

Account Number (4-17 digits)

Confirm Account Number (4-17 digits)

Memo Signature

328

Routing # is Account # is
surrounded by usually left of

Private? ?

Billing Address and Phone

Billing Address

City

Country UNITED STATES

State Please Select

Zip

Your Phone Number ?

I agree to the [Bill Payment Terms of Service](#)

Useful Tips

- Fill in all of the fields
- **VERY IMPORTANT** - If more than one person will be making payments on your account (specifically if you have roommates and each of you pay separately), make sure to **click the Private? Checkbox**. If you choose not to check this box, anyone else making payments on your account, could use your bank account to make a payment. **Play it safe and click the Private check box.**
- Billing address is your Renaissance Rentals address

Remember to **check the box**, agreeing to the Bill Payment Terms of Service and **click the green Save button**.

STEP 4a –Make your Payment when you have 1 outstanding invoice – If you have one outstanding invoice on your account and you have already added your bank account, below is what your screen will look like

Notes +

Pay From:

Bank Account

Choose Account: The Tyler's Turn Homeowners' Association Inc. *****7802

Pay On: 09/17/13

Amount Due: **\$3.00**

Credits To Apply: **\$0.00**

Total Payment:

Pay

[Download Invoice](#)

i This bill has not been paid.

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Meadowcreek LLC
3321 S Cheekwood Lane
Bloomington, IN 47401
812-330-1123

INVOICE

Invoice # 103198
Invoice Date 09/13/13
Amount Due **\$3.00**

Bill To:
Dainton
3321 S. Cheekwood Ln
Bloomington, IN 47401
UNITED STATES

Due Date	09/13/13
----------	----------

Item	Description	Quantity	Price	Amount
Reimbursable	miso fee for TEST		\$3.00	\$3.00

miso fee for TEST

Subtotal: \$3.00
Sales Tax (0%): \$0.00
Total: \$3.00
Payments: \$0.00
Amount Due: **\$3.00**

Useful Tips

- Make sure your bank account is selected in the **Choose Account** drop down option (it should be selected by default)
- Choose your **Pay On** date. This is the date your funds will be transferred (remember, rent is due on the 1st each month).
- The **Amount Due** number shown is the total amount due on the invoice.
- In the **Total Payment** field, enter the amount you would like to pay. You can choose to pay any amount you like. For example, if you have a roommate, and you are only paying a partial amount, enter the partial amount you would like to pay here.

Finally, **click the green Pay button** and you are done!

STEP 4b –Make your Payment when you have 2 or more outstanding invoices– If you have 2 or more outstanding invoices on your account and you have added your bank account, below is what your screen will look like.

Select the bills you want to pay in full, then click Pay. To view details or make partial payments, click the Invoice Number.

Select: [All | None]

Invoice #	Due Date	Bill Amount	Previous Payments	Payment Amount	Payment Status	Pay in Full
9138	09/03/13	\$205.00	\$0.00	\$205.00	Unpaid	<input type="checkbox"/>
9140	09/03/13	\$30.00	\$0.00	\$30.00	Unpaid	<input type="checkbox"/>

Pay From: <input type="text" value="Bank Account"/>	Choose Account: <input type="text" value="The Tyler's Turn Homeowners' association, inc *****7802"/>	Amount Due: \$0.00	<input type="button" value="Pay"/>
	Pay On: <input type="text" value="09/17/13"/>	Credits To Apply: \$0.00 of \$0.00	
		Total Payment: \$0.00	

Useful tips – see 4a regarding choosing account & Pay on date tips

- If you will be paying all outstanding invoices in full, you can check the check boxes in the far right **Pay in full** column, then click the green **Pay** button
- If you would like additional details regarding any of the invoices or you would like to make a partial payment on any of the invoices, you can click on the **Invoice #**, shown in the first column at the left of the page. After clicking the **Invoice #**, you will be directed to the below screen

Bill # 9138

Notes

Pay From: <input type="text" value="Bank Account"/>	Choose Account: <input type="text" value="The Tyler's Turn Homeowners' association, inc *****7802"/>	Amount Due: \$205.00	<input type="button" value="Pay"/>
	Pay On: <input type="text" value="09/17/13"/>	Credits To Apply: \$0.00	
		Total Payment: <input type="text" value="205"/>	

i This bill has not been paid.

Page of 1

Renaissance Rentals Real Estate 3321 S Cheekwood Ln Bloomington, IN 47401 812-330-1123	<h2 style="margin: 0;">INVOICE</h2>	Invoice # 9138 Invoice Date 09/03/13 Amount Due \$205.00										
Bill To: XF 1810-7 Dainton/Cole 3321 S Cheekwood Ln. Bloomington, IN 47401 UNITED STATES												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Due Date</th> <td style="width: 15%;">09/03/13</td> </tr> </table>			Due Date	09/03/13								
Due Date	09/03/13											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Quantity</th> <th style="width: 15%;">Price</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Rent</td> <td>test</td> <td></td> <td style="text-align: right;">\$205.00</td> <td style="text-align: right;">\$205.00</td> </tr> </tbody> </table>			Item	Description	Quantity	Price	Amount	Rent	test		\$205.00	\$205.00
Item	Description	Quantity	Price	Amount								
Rent	test		\$205.00	\$205.00								

You can make a partial payment the same way that was noted in STEP 4a. If you are making partial or full payments on more than one invoice, make sure to select and pay on each one individually.

If you have any questions, please [contact us](#).