

How To Pay Your Rent Online

1 LOGIN

Access the login page

Click on your community's "Resident Login" or "Resident Portal" link which can be found on your community's website and www.hkassistedliving.com/resident-portal. If you are a new user, click Register Now. The user name is the email address you provided at lease signing.

2 ADD PAYMENT ACCOUNT

Add your payment account by clicking "Payment Accounts"

From the Dashboard you can:

View notifications, check out the community calendar, submit service requests, make payments and more!

3 ADD PAYMENT TYPE

Select the payment type and enter your account information. Be sure to enter your information correctly to avoid returns.

Please note: Paying with a MasterCard will add a convenience fee of 2.95% of the **transaction** amount, while paying with a Visa will add a convenience fee of 2.95% of the monthly **rent** amount.

You will incur a convenience fee on both credit and debit cards. You can avoid the debit card fee by using the associated bank account's routing number and account number.

4 SET UP RECURRING PAYMENTS


Set up Recurring Payments

Payment Nickname:

Recurring Amount:

- Total Amount (Not to Exceed)
- Fixed Amount
- Current Balance
- Percentage of the Balance due % [What's this?](#)

Payment Accounts:

 XXXXXX1333

Frequency:

Ensure your rent is paid on time by setting up recurring payments where rent and other expenses are automatically deducted every month.

You can specify :

- How often you want to pay
- When payments should start
- How many times to pay


5 MAKE A ONE TIME PAYMENT



Make a One-Time Payment

Amount to Pay:

- Current + Pre-Pay Upcoming **\$783.00**
- Current Amount Due (Includes Past Due) **\$0.00**
- Past Due Only **\$0.00**

Payment Accounts:

 XXXXXX1333

Preferred Date:  

You can also choose to make a one time payment of current charges or both current and upcoming charges.

You can specify:

- Past due charges
- Past due & current charges
- Past due & current charges & pre-pay upcoming charges

6 CONFIRM & SUBMIT

Confirm & Submit Your Payment

Please confirm your payment details. If all the information is correct, click the submit button. PAYMENTS RECEIVED AT 8 PM CST WILL BE PROCESSED THE FOLLOWING BUSINESS DAY, NOT INCLUDING BANK HOLIDAYS.

| | | | | |
|---------------|-------------------------------|------------------|---------|----------|
| Payment Date: | 01/20/2014 | Amount: | Payment | \$783.00 |
| Pay to: | Big Sky Apartments | Convenience Fee: | | \$10.00 |
| For: | Online payment--Unit #147 | Total: | | \$793.00 |
| Account: | "Bee Rosemary (ending 1333) " | | | |

By clicking the [Submit Payment] button below, you are authorizing Big Sky Apartments to electronically debit this account you have selected for payment. If this payment item is dishonored for any reason, you authorize Big Sky Apartments to do an additional debit for the amount of the state-allowed returned-check fee.

Process your payment by clicking: