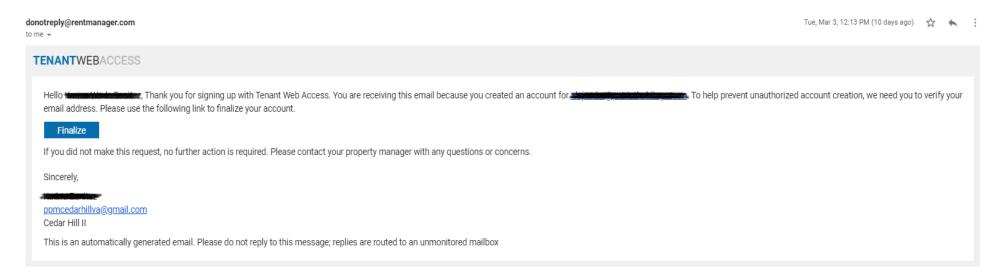


## Instructions to Make Payments Through the Tenant Web Access

- 1. Log on Tenant Web Access by clicking the following link: <a href="https://patriot.twa.rentmanager.com/">https://patriot.twa.rentmanager.com/</a> or click on Tenant Login on the upper right corner of the community website.
- 2. There are 2 ways to set up or access your account, which are as follows:
  - a. To set up the account yourself, you will need your **account number** and the email you provided to the leasing staff on your Resident Information Form. Please ask the rental office for your account number.
  - b. If you have received an e-mail from our office to set up your payment account, it would look as follows:



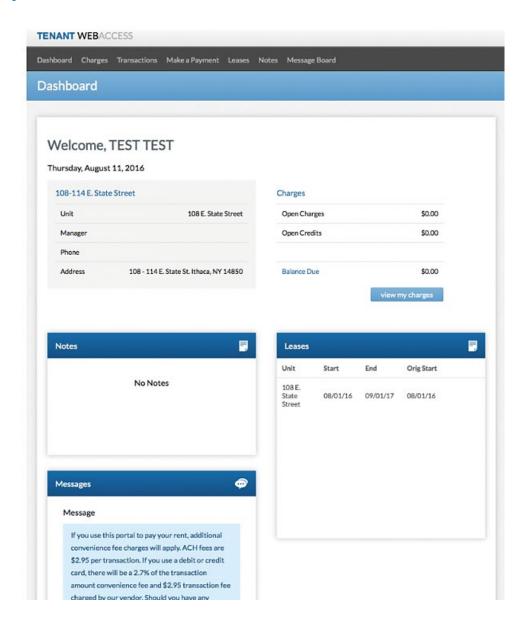
Click on the <u>"Finalize"</u> button in the email and create a password. You should then receive the following message and login screen.





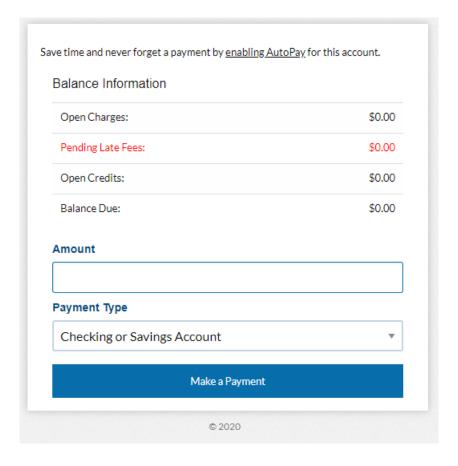


## 3. Once you have logged into your account it will look like this:



\*Note: Please be sure to read the "Message" section regarding the fees that will be charged to your account for each payment. We do not accept Discover or American Express.

4. Click on the MAKE A PAYMENT tab to process your payment. If you are pre-paying on your account, the Open Charge will be zero but it is still ok to make your payment.



- 5. While logged into Tenant Web Access, click the tabs at the top of the page to:
  - View your open charges
  - Display your transaction history
  - Make a payment
  - Change your password and update personal information

If you have any questions about Tenant Web Access, please do not hesitate to call our office.