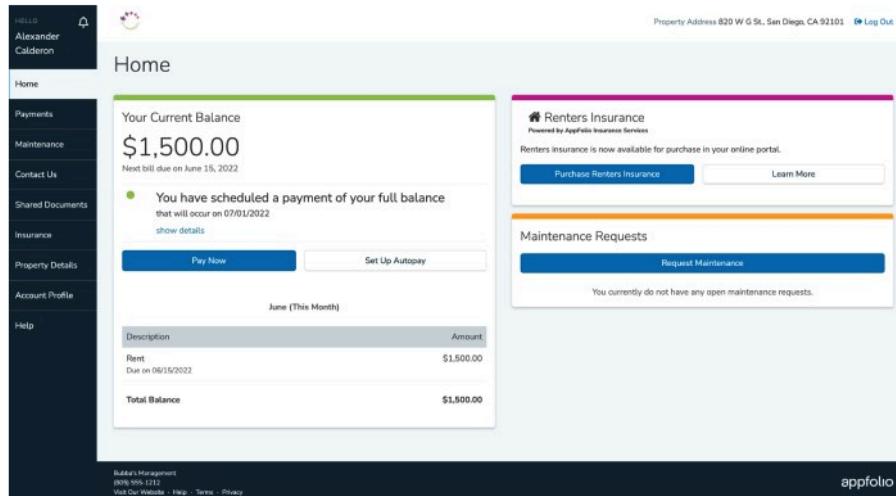
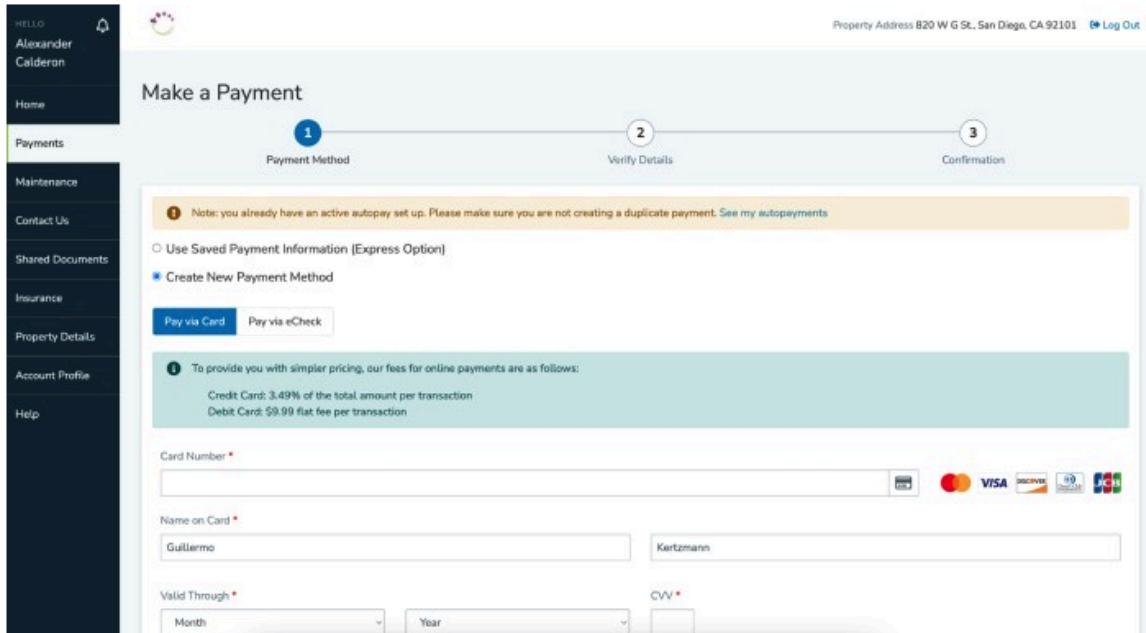


# APPFOLIO AUTO PAY INSTRUCTIONS

- On the **Home** or **Payments** tab, click **Set Up Autopay** to create an automatically recurring payment
- If you have saved payment methods those will be displayed, or you can Create a New Payment Method.
- Select your preferred payment method: **eCheck** (direct withdrawal from bank account), or **Credit / debit card** (Apple Pay or direct). You can then enter the associated payment information and click **Continue**.
- Give the payment a name, select whether you want to pay a fixed amount or your outstanding balance, choose the payment start date.
  - If you choose to pay an outstanding balance, you will also notice a field for maximum limit. You may proceed with the suggested amount or choose a new one.
- Click **Create Autopay**. You will receive a confirmation email when your payment processes. You can review your autopay details on the **Payments** tab of your Online Portal.



The screenshot shows the AppFolio Home page. The main content area displays "Your Current Balance" as \$1,500.00. Below this, a message states: "You have scheduled a payment of your full balance that will occur on 07/01/2022". There are "Pay Now" and "Set Up Autopay" buttons. A table shows a single entry: "Rent Due on 06/15/2022" with an amount of \$1,500.00. The "Total Balance" is also listed as \$1,500.00. To the right, there are sections for "Renters Insurance" and "Maintenance Requests". The bottom of the page includes a footer with contact information and the AppFolio logo.



The screenshot shows the AppFolio Payments page with the title "Make a Payment". The process is divided into three steps: 1. Payment Method, 2. Verify Details, and 3. Confirmation. Step 1 shows a note about an active autopay and options to "Use Saved Payment Information (Express Option)" or "Create New Payment Method". It also lists fees: Credit Card: 3.49% of the total amount per transaction, Debit Card: \$9.99 flat fee per transaction. Step 2 requires entering card details: Card Number, Name on Card (Guillermo Kertzmann), Valid Through, and CVV. Step 3 is not yet visible.