

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 for user Alexander Calderon. The left sidebar contains navigation links: Home, Payments, Maintenance, Contact Us, Shared Documents, Insurance, Property Details, Account Profile, and Help. The main content area is titled 'Home' and displays the 'Your Current Balance' as \$1,500.00, with the next bill due on June 15, 2022. A notification states that a full balance payment is scheduled for 07/01/2022, with buttons for 'Pay Now' and 'Set Up Autopay'. Below this is a table for the current month's charges:

Description	Amount
Rent Due on 06/15/2022	\$1,500.00
Total Balance	\$1,500.00

Additional sections on the right include 'Renters Insurance' (with a 'Purchase Renters Insurance' button) and 'Maintenance Requests' (with a 'Request Maintenance' button). The footer includes 'Bulb's Management (800) 505-1212' and the Appfolio logo.

The screenshot shows the 'Make a Payment' page in the Appfolio portal. The left sidebar is identical to the previous screenshot. The main content area features a three-step process: 1. Payment Method, 2. Verify Details, and 3. Confirmation. A note at the top states: 'Note: you already have an active autopay set up. Please make sure you are not creating a duplicate payment. See my autopayments.' Below this, users can choose to 'Use Saved Payment Information (Express Option)' or 'Create New Payment Method'. The 'Pay via Card' option is selected, showing a list of supported card types: AMEX, MASTERCARD, VISA, DISCOVER, and APPLE PAY. A fee schedule is provided: 'Credit Card: 3.49% of the total amount per transaction' and 'Debit Card: \$9.99 flat fee per transaction'. The payment form includes fields for 'Card Number', 'Name on Card' (Guillermo Kertzmann), 'Valid Through' (Month and Year), and 'CVV'.