

WEBPAY


USER GUIDE

www.MiddlesexMgmt.com

WHAT YOU NEED TO ENROLL:

- A copy of your most recent Middlesex Management Bill
- A copy of a check or bank statement from your bank account
- A connection to the internet.


GETTING STARTED

Click on the  **pay your rent online!** link, found throughout MiddlesexMgmt.com in the upper right hand corner of the website. From there, click on the **PAY NOW!** link (*this will open the payment site in a new window*). Once on the payment site, you can begin the enrollment process.

ENROLLING

Complete the Enrollment Section of the payment site's login screen using the information found in the upper left hand corner of your tenant statement

FROM THE TOP LEFT CORNER OF YOUR MOST RECENT RENT BILL



STATEMENT OF ACCOUNT
Prepared for account: mm123
Web Access Code: xx7541

Previous Balance	Payment Credit
\$ 1,400.00	\$ 1,400.00

1/1/2005 NEW CH
1/1/2005 NEW CH

ON THE WEBPAY LOGIN/ENROLLMENT SCREEN

Enroll

Web Access Code:

Zip Code :

T&C Code :

To Fill in the T&C Code, click here to view and accept Terms and Conditions

Enrollment signifies your acceptance of the Terms and Conditions.

Web Access Code (WAC):

Enter the code directly as it appears on your statement (note: the WAC is 8 digits made up only of numbers 0-9, no letters).

Zip Code:

Enter the 5 digit zip code exactly as it appears on your statement

T&C Code:

Click on the link to view the Terms and Conditions, which will open in a pop-up window (**if you have pop-up windows blocked you must turn off the blocker to continue**). Once you agree to the Terms and Conditions the T&C Code field will automatically be populated.

Once all of this information is entered, click "Enroll Now".

COMPLETING YOUR ENROLLMENT

To complete the enrollment process you must provide some additional information in the screen below:

Personal Information	
Web Access Code: 000XXXX	
Name on Account:	Your Name
Address Line 1	Your Address
Address Line 2:	
City, State, Zip:	Your City, State ZIP
Account Nickname:	<input type="text"/>
Your email address will be used to log in to the service. You must also choose a password to be used when you log in. Your password must be alphanumeric and at least eight characters in length. It is case-sensitive and must be entered exactly the same way when you log in.	
Log In Information	
Email Address:	<input type="text"/>
Re-enter your Email Address:	<input type="text"/>
Choose a Password:	<input type="text"/>
Re-Enter Password:	<input type="text"/>
Choose a Challenge Question:	What is the name of your hometown? ▾
Challenge Question Response:	<input type="text"/>
Confirm Challenge Question Response:	<input type="text"/>
<input type="button" value="CONTINUE"/> <input type="button" value="CANCEL ENROLLMENT"/>	

You must enter an "Account Nickname" (ex. Apartment Rent)

Your email address will be used to send you notifications and confirmations of payments and will also be your login to the site.

The Challenge Question will be used in case you forget your password

Once you have answered all of the questions, press the Continue button to proceed to the Confirmation screen.

Enrollment Confirmation	
Please verify the information you have entered. If all information is correct, click the "Complete Enrollment" button at the bottom of the page.	
Customer Information	
Email:	youremail@email.com
Challenge Question:	What is the name of your hometown?
Modify	
<input type="button" value="COMPLETE ENROLLMENT"/>	

Review the information, if anything is incorrect, press "Modify" to return and update your information. When everything is correct, press the "COMPLETE ENROLLMENT" button.

CONGRATULATIONS! YOU ARE ENROLLED IN WEBPAY!

SETTING UP YOUR WEBPAY ACCOUNT

Congratulations!

Your user profile has been created and you should print this page for your records.

Customer Information	
Email:	youremail@email.com
Challenge Question:	What is the name of your hometown?

What Would You Like To Do Now?

- Add a Bank Account
- View My Account / Make A Payment
- Exit

Before you can pay your rent, you need to add a bank account to your profile. To do this, click on the option to "Add a Bank Account"

Follow all of the onscreen instructions to enter your bank account information. Once you add your account information you will be asked to review the information that you entered to ensure that it is correct. If it is not correct, you can select "Modify" to return and update your information or you can hit "Continue" to complete the account setup. Once you complete the setup of a bank account, you are ready to pay your rent!

PAYING YOUR RENT

Once you are logged on to the WebPay service you can pay your bill from the Account Summary screen. You can access the Account Summary page from the menu at the left on the site.

Review the Account Summary to see your balance due and click PAY NOW to make a payment today or schedule a one time payment in the future.

ACCOUNT SUMMARY

- PAYMENT HISTORY**
- MANAGE PROFILE**
- TERMS AND CONDITIONS**
- LOG OUT**

Account Summary

Below you will find your account summary table. For each account you have activated for the WebPay service, you can view billing data and pay on the account.

Web Access Code	Account Nickname	Amount Due As Of	Amount Due	Due Date
00060989	ApartmentRent	06/07/2005	\$0.00	06/07/2005

PAYING YOUR RENT (CONT.)

Initiate Payment

To initiate a single payment against this account, proceed below. Payment must be scheduled at least 3 days before due date to allow for processing.

Your Amount Due is as of the date listed below. On the first of every month your monthly rental amount will become due. You can prepay this monthly rental amount at any time (even if your Amount Due is shown to be \$0.00)

Web Access Code	Account Nickname	Amount Due	Due Date
00060989	ApartmentRent	\$0.00	06/07/2005

Customer Name: YOUR NAME **Amount Due As Of:** 06/07/2005

Remittance Information

* Tenant Code:	MM1234
Property Name:	MIDDLESEX MANAGEMENT PROPERTY
Monthly Rent:	\$1,500

* indicates a required field

Payment Amount	Payment Date	
<input type="text" value="\$0.00"/>	<input type="text" value="06/22/2005"/>	<input type="button" value="PAY NOW"/>
Payment Account: <input type="text" value="checking - ACH - ****1561"/>		

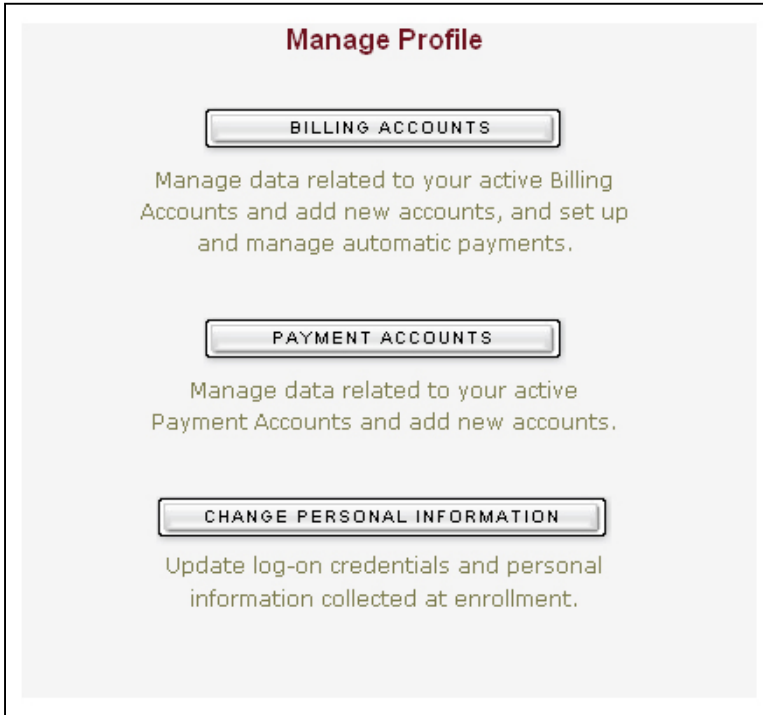
Enter the amount you wish to pay and the date that you want the payment processed.

Choose the payment account: any accounts you already set up will be listed, or you have the option of adding a new account

After pressing the PAY NOW button, you will be given the chance to review the information before submitting the payment. If you need to make changes, press the "Modify" button on the review screen to return and correct any information. Once the information is correct, press "CONFIRM" to process your payment. You will then be given a payment confirmation on screen, and one will be emailed to you as well.

MANAGING YOUR ACCOUNT

To make changes to your account, access the MANAGE PROFILE link from the left menu bar on the payment site.



Manage Profile

BILLING ACCOUNTS

Manage data related to your active Billing Accounts and add new accounts, and set up and manage automatic payments.

PAYMENT ACCOUNTS

Manage data related to your active Payment Accounts and add new accounts.

CHANGE PERSONAL INFORMATION

Update log-on credentials and personal information collected at enrollment.

SETTING UP RECURRING PAYMENTS

With WebPay you can set up payments to be drawn from your account each month on a given date. From the MANAGE PROFILE link (found on the left menu throughout the site) select "Billing Accounts"

Web Access Code	Account Nickname	Automatic Payment	Account Status
00060989	ApartmentRent	Off <input type="button" value="ADD"/>	A <input type="button" value="DEACTIVATE ACCOUNT"/>
<input type="button" value="ENROLL ADDITIONAL ACCOUNT"/>			

Choose to "ADD" an automatic payment

Add Automatic Payment

Set up your WebPay account to make your payments automatically! It's convenient and it's easy. Just select a payment account, a date when you would like the bill paid and a dollar amount to pay.

The payment is automatically scheduled based on the information you enter.

Payment Schedule

01 Other Fixed Date - Enter date of the month.

Payment Amount

Amount Due

Fixed amount each month.

Select Funding

Payment Account:

Select payment duration. You can continue your payments until further notice or you can set an ending date. Payments will not be made after the date you specify.

Payment Duration

Pay Until Further Notice.

Suspend Date. (Payments will not be scheduled after this date)

Remittance Information

* Tenant Code:	MM1234
Property Name:	MIDDLESEX MANAGEMENT PROPERTY
Monthly Rent:	\$1,500

* indicates a required field

Enter the day of the month that you want your payment processed (remember that your rent is due on the 1st of every month)!

Select the payment amount: either the amount due on the payment date or a fixed amount (i.e. your monthly rent).

Choose the account that the payment should be drawn from. The same account will be used for each automatic payment

Enter how long the payments should continue: until further notice or until a specified date in the future.

Once you click CONTINUE you will be given the chance to review the information. Click MODIFY on the review screen to make any changes, or click CONFIRM to set up the automatic payment