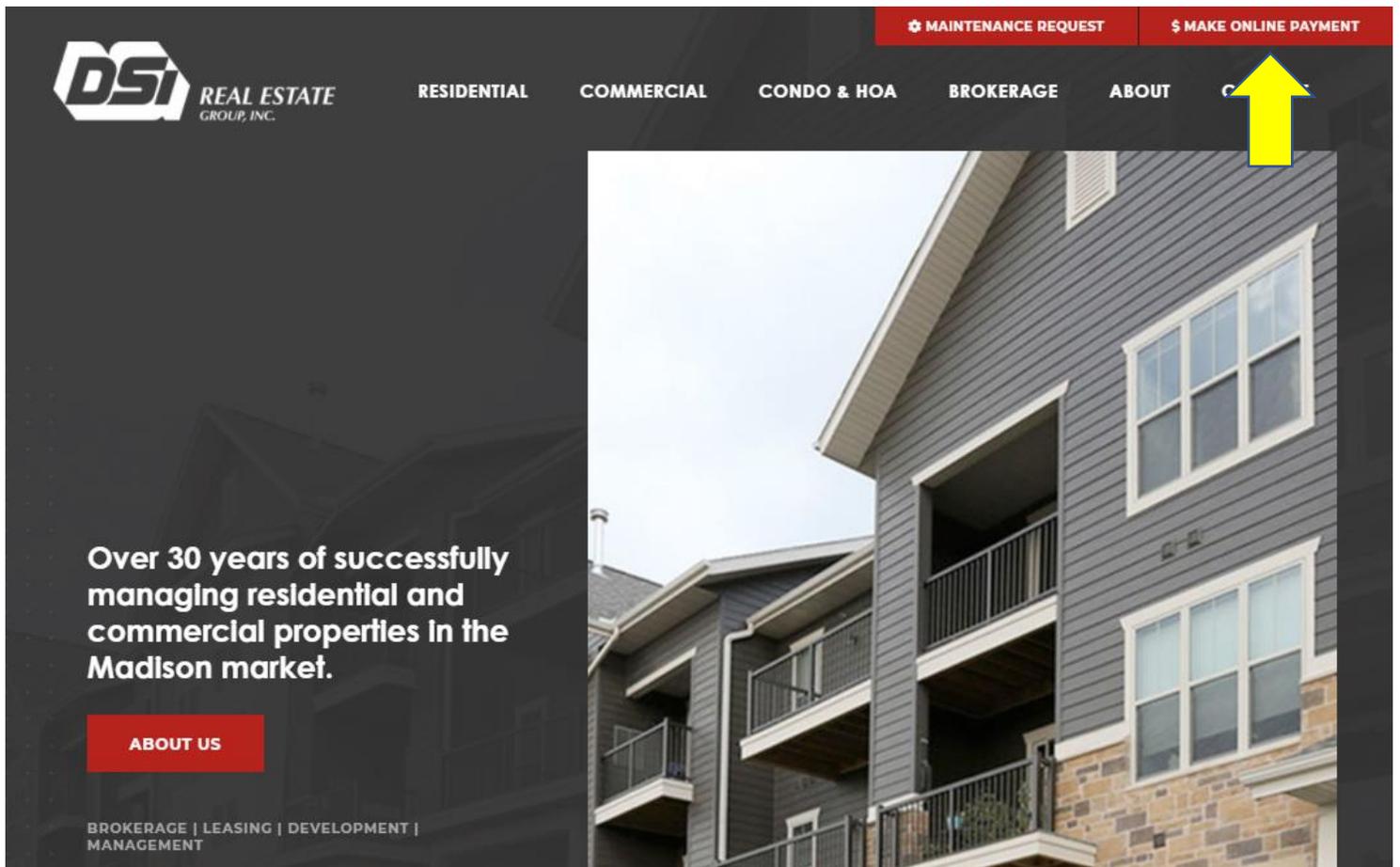


## How to Create an Online Payment Account

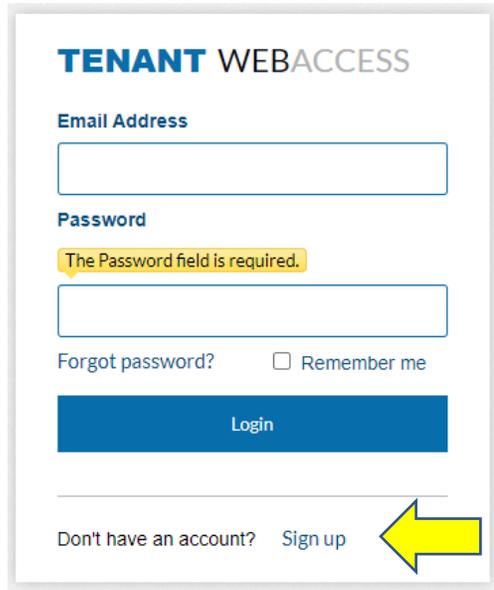
To set up your online payment account for your Annual HOA dues, or Monthly Haven payments, please follow the instructions below.

1. Go to the DSI Real Estate Group Website: <https://www.dsirealestate.com/>
2. Once you are on the home page, click “\$ Make Online Payment” in the upper right-hand corner.



## How to Create an Online Payment Account

- When you reach the Tenant WebAccess Screen, click “Sign Up” in the bottom right corner of the White login box.



**TENANT WEBACCESS**

**Email Address**

**Password**

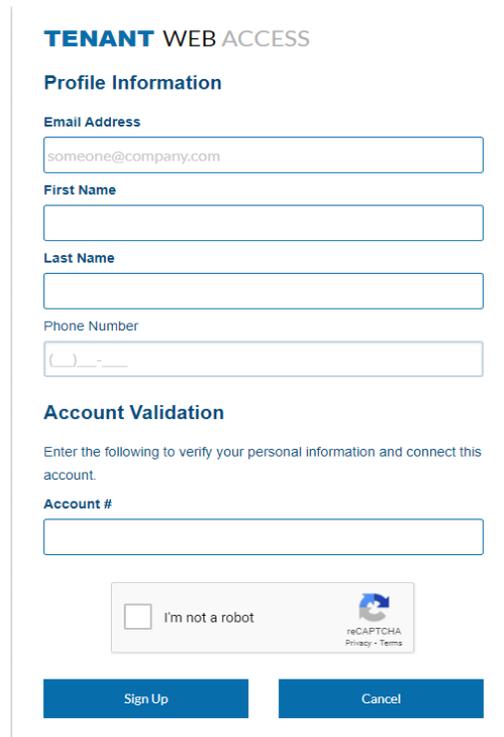
The Password field is required.

Forgot password?  Remember me

Login

Don't have an account? [Sign up](#)

- Enter the information requested for your online profile. The Account Number, is the number provided within the Welcome Letter.



**TENANT WEB ACCESS**

**Profile Information**

**Email Address**

**First Name**

**Last Name**

Phone Number

**Account Validation**

Enter the following to verify your personal information and connect this account.

**Account #**

I'm not a robot

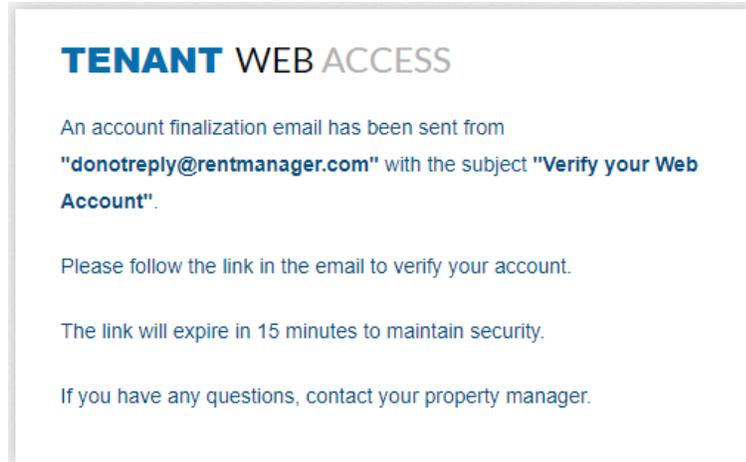
reCAPTCHA  
Privacy - Terms

Sign Up Cancel

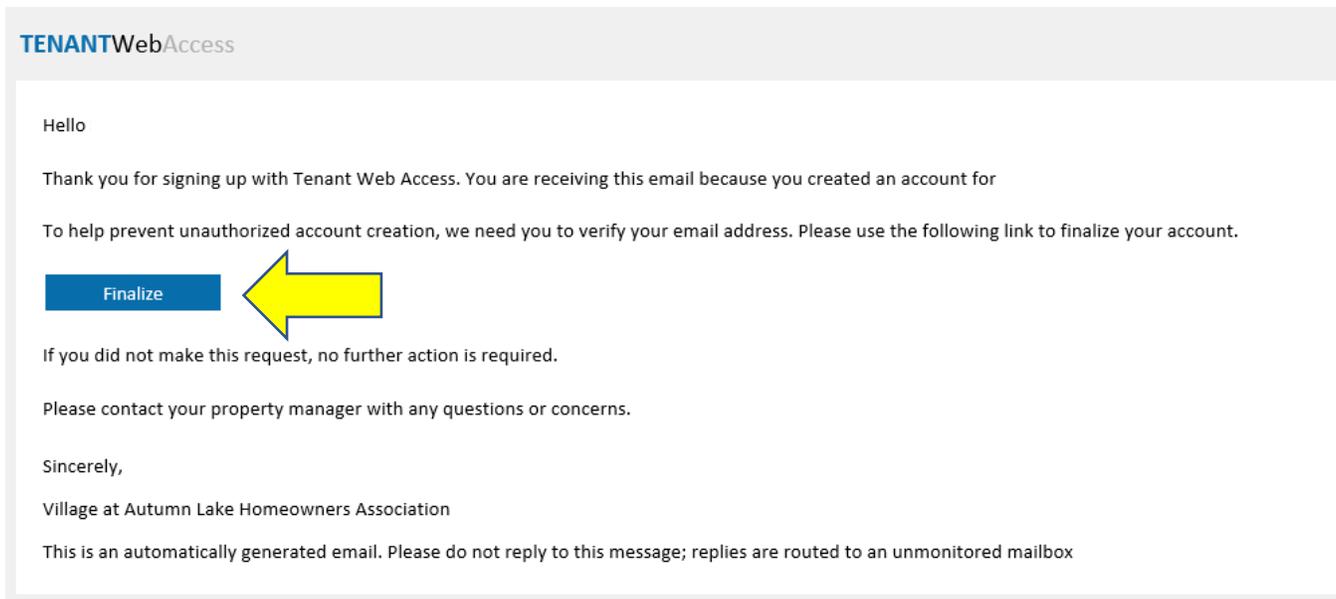
## How to Create an Online Payment Account

5. After clicking "Sign Up" – check your email for verification email from [donotreply@rentmanager.com](mailto:donotreply@rentmanager.com).

\*If you do not receive an email, please check your spam folder.



6. Click "Finalize" within the email you received.



# How to Create an Online Payment Account

7. Create a Password for your account & click “Verify”

### TENANT WEB ACCESS

Please create a password to finalize account creation for

Password ?

Confirm Password

Verify

8. You now have access to the online portal and can set up your payment account, view past statement, open charges etc.

### TENANT WEBACCESS

Dashboard Charges Transactions Make a Payment Service Issues Leases Notes

## Dashboard

An electronic payment account is required to make online payments.

#### Welcome,

Wednesday, August 18th, 2021  
Village at Autumn Lake Homeowners Association

Unit

Manager

Phone

Address

#### Charges

Open Charges	\$0.00
Open Credits	\$0.00
Balance Due	\$0.00

[View Charges](#) [Make a Payment](#)

#### Notes

No Notes

#### Leases

Unit

Start

End

OrigStart

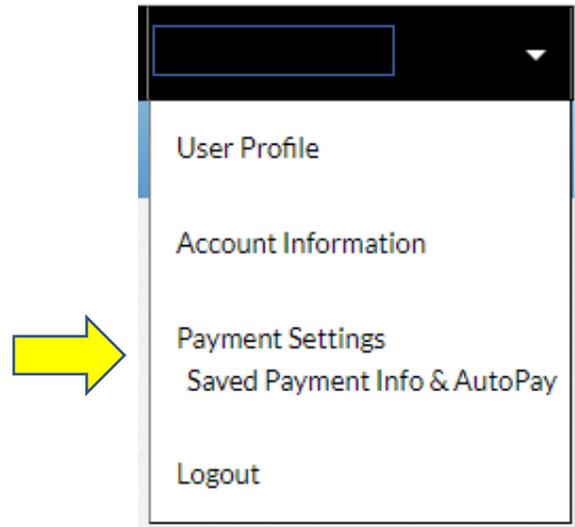
#### Messages

Please be aware there is a convenience fee for any Credit/Debit card payments. There is NO convenience fee for payments by E-Check (accounting/routing number).

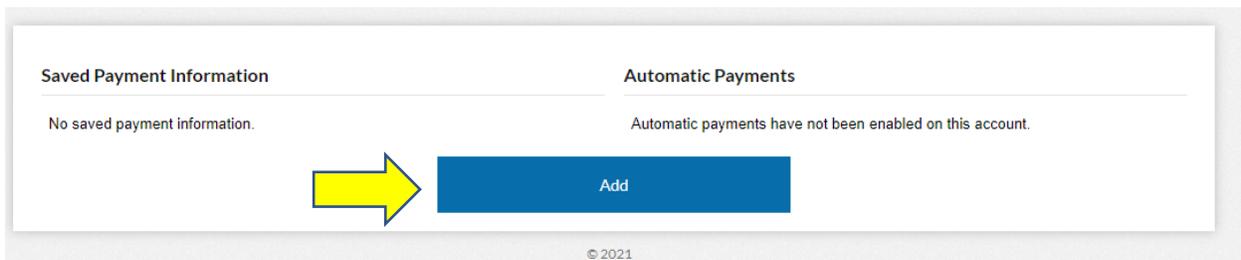
Entering a work order? Please make sure to indicate if it is OK for maintenance to enter and if you have any pets they should be aware of!

## How to Create an Online Payment Account

9. To add your payment account, Hover over your name in the Upper Right-Hand Corner of the Screen, and click “**Payment Settings**”



10. Click “Add” to add a payment option or set up Auto-Pay for your account.



# How to Create an Online Payment Account

11. Enter Payment Method & Set Auto-Pay settings as desired. Once complete, click “Save.”

The screenshot shows a web form for setting up an online payment account. It is divided into two main sections: "Payment Method" and "Automatic Payments".

**Payment Method:**

- Account Type: ACH - Checking (dropdown menu)
- Account Number: [Empty text box]
- Confirm Account Number: [Empty text box]
- Routing Number: [Empty text box]
- Information icon (i) is present next to the Routing Number field.

**Billing Address:**

- First Name: [Empty text box]
- Last Name: [Empty text box]
- Street: [Empty text box]
- City: [Empty text box]
- State: Alabama (dropdown menu)
- Zip Code: [Empty text box]

**Automatic Payments:**

- Consider scheduling your payment at least one day in advance of its due date.
- Your saved payment information must be valid and current in order for your payments to succeed.
- Enable your automatic payment
- Day of Month: 1 (dropdown menu)
- Payment Type: Total Balance Due (dropdown menu)
- Max Amount: No maximum set (text box)
- A convenience fee may be added to your payment amount.
- I agree to the terms and conditions:
- \*Please be advised that attempted chargebacks for Non-Fraudulent transactions through the PayLease system will be subject to criminal investigation and these individuals will be prosecuted to the fullest extent of the law.
- \*\* E-check Transactions: In the event that the bank for the account used above returns this transaction for Insufficient Funds, I will be assessed a \$25.00 NSF Fee from PayLease.

At the bottom of the form, there is a link for "Zego Privacy Policy", a blue "Save" button, and a blue "Cancel" button.

12. You have completed your Account Set-Up! 😊

13. To Logout, hover over your name in the upper right-hand corner and click “Logout.”

