

Make Payment - Online

1. Log-in to www.PaymentServiceNetwork.com
2. Click **Register**
3. Enter **Payee Account ID #RT13716** (Diagram A)
4. Click **Register** in the Search Result bar (Diagram B)
5. **Enter First and Last Name as it appears on your Lease, select search**
6. Enter required information, select continue
7. Choose Payment Option One or Two and follow instructions (see below)

Make Payment - Phone

1. Have your leasing information available (Name, Apt #, Lease Start Date etc).
2. Have your banking (Checking or Credit Card) information available.
3. Call Toll Free 877-390-7368.
4. Provide the PSN CSR with Your Account ID# **RT13716**

Diagram A

Search for a PSN Account ID by:

Find By Account Id

Account ID:

Business Name

Street Address

Find Cancel

Diagram B

Search Result: 1 found.

Please select an action below.

	Account ID	Business Name	Address	City	State
Register	Make Payment	RT111	PSN DEMO - Multi-family Housing	2901 International Lane Suite 200	Madison WI

Payment Option One

Set Up Recurring Billing

Payment* will automatically be withdrawn from your checking/savings account or charged to your credit/debit card as you specify.

- 1) Click on Set Up Recurring Billing
- 2) Enter Required Information
*Select "Activate Recurring Billing".
Your billing will start on the "Start Date" you specified.*
- 3) Click Save
- 4) Verify and Click Accept

Congratulations! You are now set up for worry-free billing. Your transaction(s) will take place on the month(s) and/or day(s) that you have designated.

Payment Option Two

Set-up/Schedule Payment Information (Make One-Time Payment)

- 1) Click Set-Up/Schedule Payment
- 2) Enter Required Info. and click Save
**Choose Save Only for quicker processing in the future if you wish not to make a payment at this moment*
- 3) Click Continue Payment Process to proceed to the payment verification page.
**Click Make Changes if you see needed change(s)*
- 4) Verify info. and Submit payment

For future payments, log-in with your email address and password to make payments each month with your information pre-cued and ready to go. Simply log-on, select "Your Profile," login and select "Make Payment."