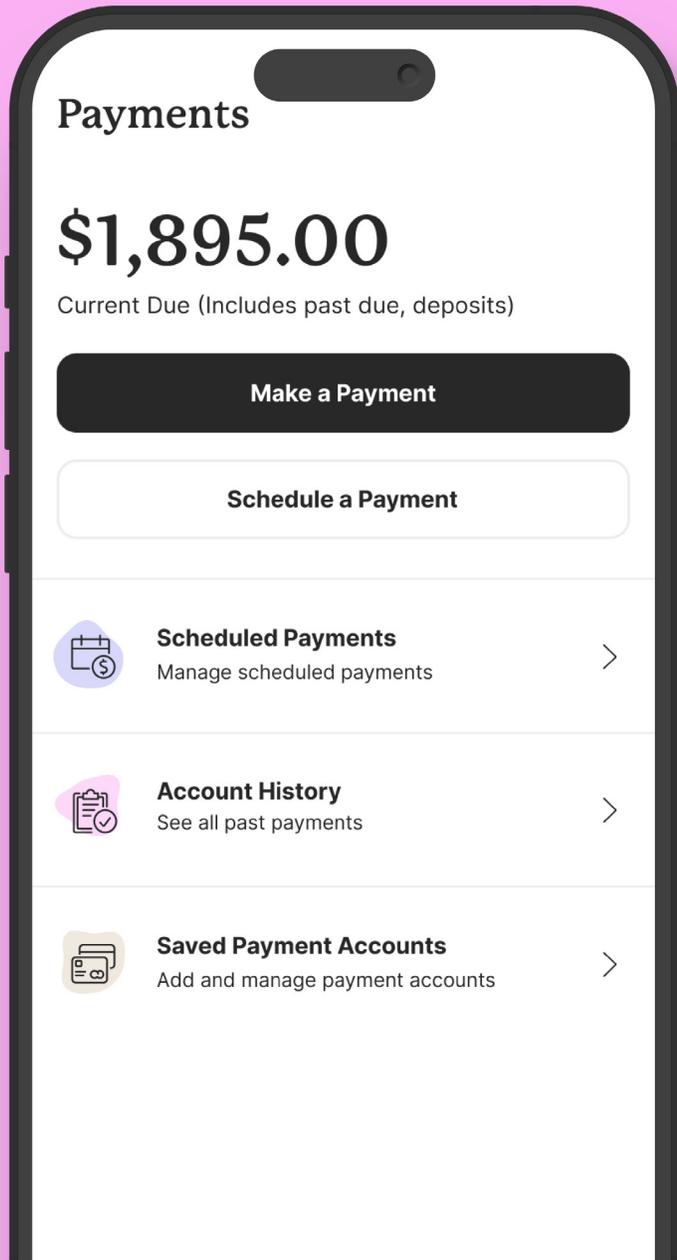


# LOFT

## How to pay with LOFT™



Register for LOFT



Add A New Payment Account



Schedule Automatic Payments

### Register for LOFT

1. Open invitation email (Welcome to Property Name)
2. Click on the link
3. Complete the form

### Can't Find Your Invitation Email?

1. Go to the property's LOFT URL:  
<https://login.loftliving.com/start>
2. Fill out the form
3. Click **Continue**

### Adding A New Payment Account

1. Login to LOFT
2. Select **Payments**
3. Select **Saved Payment Accounts**
4. Click **Add a new Payment Account**
5. Select **Payment Type**
6. Fill out the information needed and click **Add Card or eCheck** with routing and account number

## Setting Up Scheduled Payments

1. Log in to the portal
2. Click **Go To Payment Center**
3. Select **Schedule a New Payment**
4. Select **Payment Method**
5. Select **Amount to Pay**
6. Select the **Frequency**
7. Select the **Date of the First Payment**  

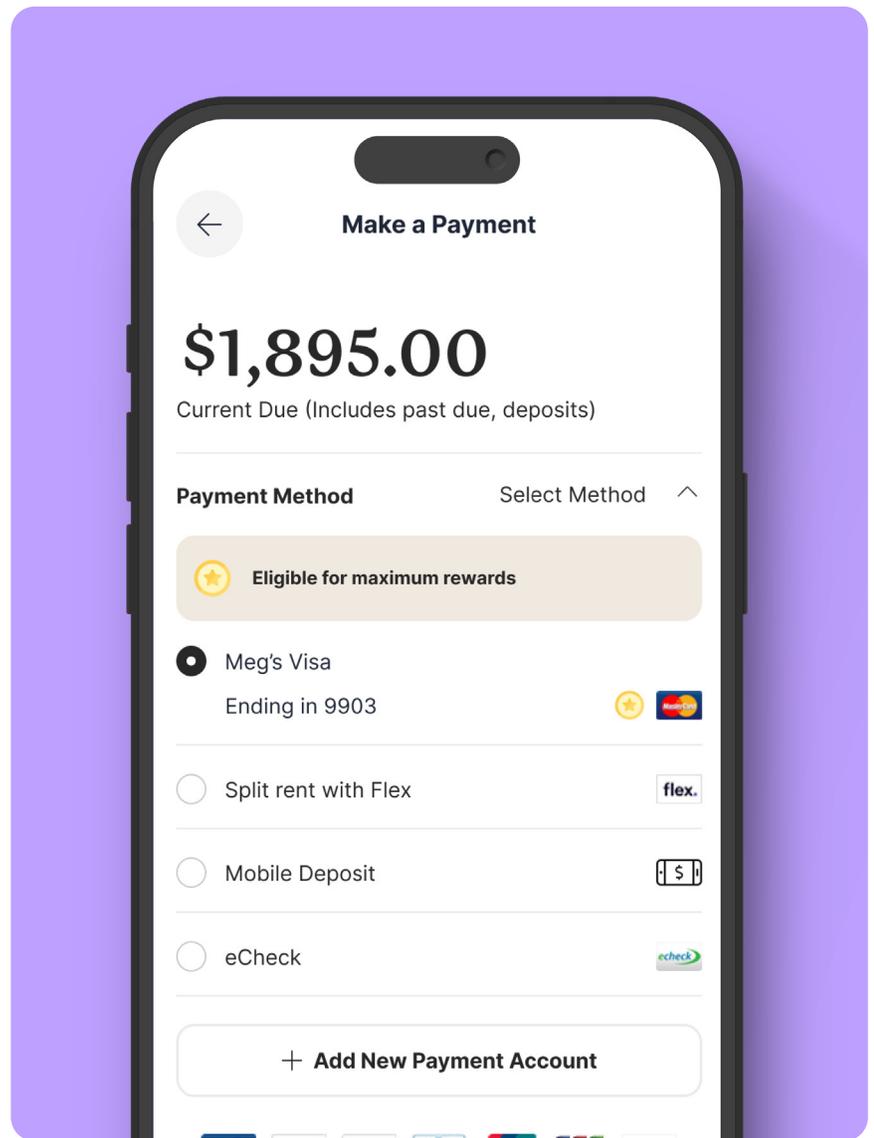
Note: This is the date that your payment will process. In the event this falls on a banking holiday or weekend and you are paying from a bank account, the payment will process on the next banking business day. If the first payment is indicated to fall on the 30th of the month, each future payment will fall on the last day of the month.
8. Select the **Number of Occurrences**
9. Enter a **Payment Nickname**  

Note: Adding a nickname for this account setup will allow you to easily distinguish this saved account from other saved accounts you may enter.
10. Select **Proceed to Confirmation**
11. Review and Submit Payment
12. Check and acknowledge the two statements

## How To Make A One-Time Payment

1. Login to LOFT
2. Go to **Dashboard > Payment Center**
3. For first-time logins, click **Select a Payment Method**, then **Add New Payment Account**  

Note: Enter your card number or checking and routing number for bank accounts
4. Fill out the One-Time Payment form
5. Select your option for amount to pay
6. If paying by credit card, enter your security code
7. Proceed to confirmation
8. Review details and click **Submit Payment**



## Download the LOFT Living App!



NOTE: Payment options and applicable fees may vary.

Learn more at [loftliving.com](https://loftliving.com)