

Towers Owner Portal: Making Online Payments

Please note: If you have already signed up for pre-authorized payments, no need to do it again on the Owner Portal.

Set Your Payment Account

1. After logging in, navigate to Payments.
2. Select Payment Accounts.
3. Select Add Bank Account or Add Credit Card

At this point, you'll need to enter your account information (transit, institution, and account numbers) or credit card details.

Setup Auto-Pay

4. From the Payments Screen, select Auto-Pay Setup.

5. In the VARIABLE MONTHLY CHARGES section, Select Bank Account and fill out the appropriate fields in this section.

There will likely be more items in the Description column than you will need. To confirm which items to select and the amount to be paid, refer to the **Recent Activity tab**.

Start Date - Today, or any date before the first payment date.

End Date - If you have no plans to move out, leave the field blank.

Pay On - 1st of the month.

Payment Percent - Enter 100%.

Max Payment amount - Refer to the Recent Activity tab and enter the appropriate amount.

Scroll down and click Next to continue.

-OR-

Make One-Time Payment

6. From the Payments Screen select Auto-Pay Setup.

7. Select your payment account and enter the payment amount. This will be the sum of all fees and charges as applicable.

1. **PAYMENTS** | FAQ | COMMUNICATION | MAINTENANCE REQUEST

PAYMENTS

Make Payments | Auto-pay Setup | Recent Activity | **2. Payment Accounts**

Bank Accounts

Use the bank accounts listed below to make one-time payments or schedule monthly automatic payments.

Name on Account	Bank Transit Number	Bank Account Number	Edit	Delete
No data available in table				

Showing 0 to 0 of 0 entries

3. Add Bank Account

Credit Cards

Use the credit cards listed below to make one-time payments or schedule monthly automatic payments.

Card Type	Card Number	Edit	Delete
No data available in table			

3. Add Credit Card

4. **Auto-pay Setup** | Recent Activity | Payment Accounts

Fixed Scheduled Charges

Unit	Auto-Pay Account	Start Date	End Date	Pay On	Payment Amount
0101	Select Bank Account				

5. Variable Scheduled Charges

Unit	Description	Auto-Pay Account	Start Date	End Date	Pay On	Payment Percent	Max Payment Amount
0101	Hydro Expense	Select Bank Account					0.00
0101	Locker Rent	Select Bank Account					0.00
0101	Parking Charge	Select Bank Account					0.00
0101	Monthly Rent	Select Bank Account					0.00
0101	Condo Fee	Bank Account	29/11/2018		1st	100.00%	N/A
0101	Condo Fee	Select Bank Account					0.00
0101	Cable Recovery - Condo	Select Bank Account					0.00
0101	Reserve Fund - Condo	Bank Account	29/11/2018		1st	100.00%	N/A

Make Payments | Auto-pay Setup | Pending Activity | Recent Activity | Payment Accounts

Easily pay your bill online with a one-time payment or set up automatic recurring payments. Select your payment method from the options below to get started.

PAY BY BANK ACCOUNT

Pay your bill using a bank account.

Setup Auto Pay | **6. \$ Make One-Time Payment** > Learn More

7. ENTER PAYMENT DETAILS

Select Payment Account: ---Select Bank Account---

Payment Amount: 0.00

Next

Having trouble getting set up? Contact Mike at mambrose@towersrealty.ca or 204-295-3172