

Towers Resident Portal: Making Online Payments

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

Set Your Payment Account

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

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

PAYMENTS

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

3. Add Bank Account

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

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 your lease or the **Recent Activity** tab.

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

End Date - if you are not renewing, enter your lease 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 your Lease or Recent Activity tab and enter the appropriate amount.

Scroll down and click Next to continue.

PAYMENTS

Make Payments **4. Auto-pay Setup** Pending Activity Recent Activity Payment Accounts

5. VARIABLE MONTHLY CHARGES

Description	Auto-Pay Account	Start Date	End Date	Pay On	Payment Percent	Max Payment Amount
Locker Rent	Select Bank Account					0.00
Parking	Select Bank Account					0.00
Residential Rent	Select Bank Account					0.00
Rent Subsidy	Select Bank Account					0.00
Covered Parking	Select Bank Account					0.00
Month to Month Parking	Select Bank Account					0.00
Move In Bonus	Select Bank Account					0.00
Renewal Bonus	Select Bank Account					0.00
Senior Rent Discount	Select Bank Account					0.00

-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 your rent plus all additional charges (parking, lockers, insurance, etc.).

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.

6. Setup Auto-pay **7. \$ 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