

MEMORANDUM

BOLD, BEAUTIFUL, and BOUNTIFUL!"

Date: March 20, 2018

To: Residents – PGS Bronzeville III

From: Management Office – Building Number 00

Re: Online Rent Payments

Great News!! We now offer online rent payments! There is a nominal fee of \$0.50 for each online rent payment transaction. The online rent payment system will **only** accept Automatic Clearing House (ACH) payments. Please Note: The online payment system does not accept credit card payments.

If you are interested in making online rent payments, please follow the steps below to register:

- 1. Log on to our website; www.pgsapt.com
- 2. Click on "**Residents**," at the top of the page.
- 3. You should now be at the "Resident Portal" page.
- 4. Midway on the page, you should see a list of properties and/or addresses. Click on your property name and/or address.
- 5. You should now be at the "Welcome" page.
- 6. At the very bottom of this page click "**Register Now.**" Registration requires you to input your name, address, phone number, and email. You will also need to create a username and password. **Please Note: Your password must be very creative.** It must be at least 8 characters long using a capital letter, and non-capital letter, a number and special character (!,@,#,\$, etc.).
- 7. After you input the required information, click "Register Now."

See the attached handouts for more information on registration, adding payment information, and more.

Please Note: *Insufficient Funds will result in a \$20.00 fee*, which will be charged to your account. Please make sure that the correct amount of funds is in your account before submitting payments. Also, you will still have the option to mail your rent payment to the lockbox.

If you have any questions, please contact your building manager at 773.924. 2100.

Thank you,

Management Office

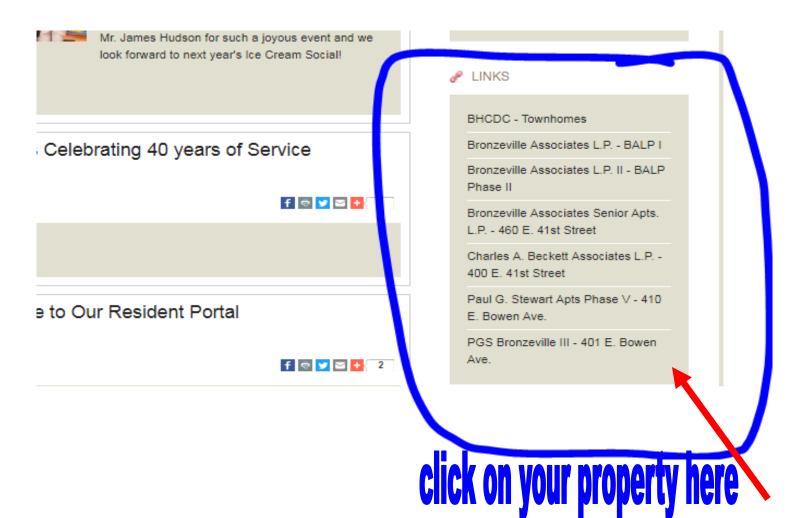






click here





Welcome to

Start living today. Register here or through the leasing office to gain access to resident portal, Begin enjoying amenities and services the e-way anytime -- whether it's paying rent or more.

If you're already registered, just enter your user name and password to sign in.



Register for an Account

Jser Name:	
First Name:	Last Name:
^o assword:	Your building number is located
Confirm Password:	on the 1st page of this handout.
Jnit Number:	Building Number:
Ēmail:	Confirm Email:
	Register Now Cancel

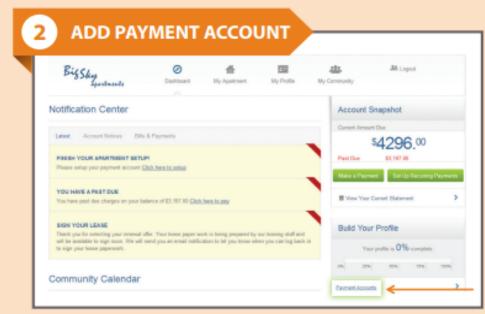
After you register, follow the steps below to set-up your online rent payments!

How To Pay Your Rent Online



Access the login page by visiting:

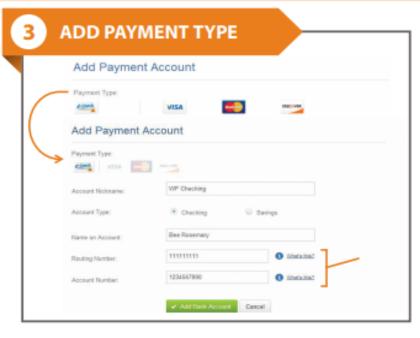
WWW.PGSAPT.COM
Click "Residents"
Then select your property name.



Add your payment account by clicking "Payment Accounts"

From the Dashboard you can:

View notifications, check out the community calendar, submit service requests, make payments and more!



Select the payment type and enter your account information. Be sure to enter your information correctly to avoid returns.

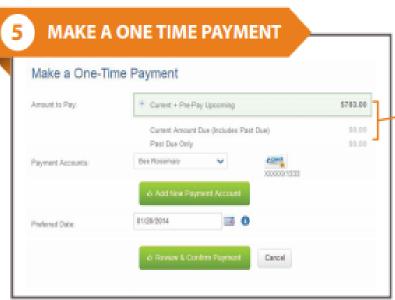




Ensure your rent is paid on time by setting up recurring payments where rent and other expenses are automatically deducted every month.

You can specify:

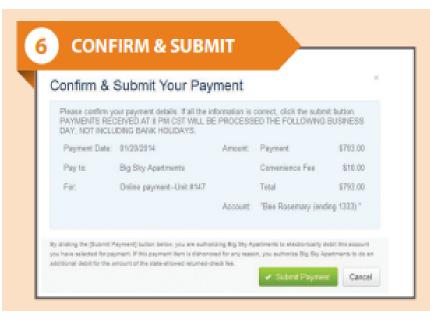
- How often you want to pay
- When payments should start
- How many times to pay



You can also choose to make a one time payment of current charges or both current and upcoming charges.

You can specify:

- Past due charges
- Past due & current charges
- Past due & current charges & pre-pay upcoming charges



Process your payment by clicking:

✓ Submit Payment