

How To Set Up Payment Using AppFolio

Helpful tips prior to setting up payments:

- Activate your AppFolio account
- Download the AppFolio App
- Have either your bank account number and routing number or your credit/debit card number.



1. Go to Payments.
2. Select either 'Make a Payment' or 'Set Up Autopay.'
 - a. 'Make a Payment' allows you to pay your current balance
 - b. The 'Set Up Autopay' allows you to schedule your monthly payments, so your rent will automatically come out of whatever account or credit/debit card you enter.
3. There are two payment options:
 - a. The 'Pay via Card' allows you to enter your credit or debit card information along with the billing address information for that card. There is a 2.99% fee on all credit card charges and a \$9.99 fee per debit card transaction.
 - b. 'Pay via eCheck' allows you to enter your bank account information (account and routing number) for payments that will come directly from your bank account. There is a \$2.49 fee per transaction.
4. Verify Details – Select either 'One-Time Payment' or 'Autopay'
 - a. 'One-Time' Payment means you manually pay your rent.
 - You can choose the date the payment will be made.
 - You can enter in 'A Specific Amount' if you are splitting the rent or pay the 'Full Balance' if you alone are paying the rent.
 - Then select either 'Make This Payment Now' to submit your payment or 'Change Payment Method' to choose a different card or to submit an e-check.
 - b. 'Auto Pay' Payments allow you to schedule your monthly payments.
 - You can choose the name for the payment. This name is what the payment will show up on your bank statements.
 - You choose the date the payment will be made.
 - You can enter in 'A Specific Amount' if you are splitting the rent or pay the 'Full Balance' if you alone are paying the rent.
 - Then select either 'Create Autopay' to submit your payment and set up Autopay or 'Change Payment Method' to choose a different card or to submit an e-check.
5. Confirmation- you will then be redirected to the confirmation page and receive a confirmation email from 'Munson Realty, Inc.' confirming the details of your payment.



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