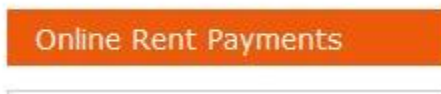


How to use the online rent payment system

This tutorial will show you how to use the online system to pay your rent.

First, open your web browser of choice and go to <http://www.stpha.org>.

You will see an orange button near the top of the page that says 'online rent payments'.



Click on it and you will be taken to the payment screen.

Welcome to the Electronic Payment System

Please enter your User ID and Password and click Log In.

[Forgot Your User ID?](#)

[Forgot Your Password?](#)

[Register](#)

The first time you use the system you will need to set up an account. To do this, first click on

 [Register](#)

the 'register' link.

This will take you to the registration screen. There you will be asked for information like your name and address. You will also need to create a username and password.

My Contact Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Company	<input type="text"/> (Optional)
Address 1	<input type="text"/>
Address 2	<input type="text"/> (Optional)
City	<input type="text"/>
State	<input type="text" value="Select"/>
Zip Code	<input type="text"/> (Optional)
Phone Number	<input type="text"/>
Email Address	<input type="text"/>

This is the first part of the screen. When you have filled in all the blanks scroll down and you will see this screen.

User Registration

User ID	<input type="text"/>
Password	<input type="text"/>
Re-Enter Password	<input type="text"/>
Security Question	<input type="text" value="Select"/>
Answer	<input type="text"/>
Security Question	<input type="text" value="Select"/>
Answer	<input type="text"/>
Security Question	<input type="text" value="Select"/>
Answer	<input type="text"/>

You can choose anything you want for a user ID and password. It is a good idea to choose something you will remember and that is also secure. (Using numbers and capital letters is good. Avoid choosing something like 'password' or abc123. You also want to avoid using your name or birthdate.) Click the 'submit' button when you are finished.



Your account is now set up and you are ready to pay your rent.

Look at the tabs at the top of the page you are now on and click on the one labeled “Make a



payment”. This will take you to the payment screen. You will need the account number from your rent statement and the routing number and account number from your checking account to complete the process.

Make a Payment

My Payment

Rental Payment

Account Number

Payment Information

Frequency One Time

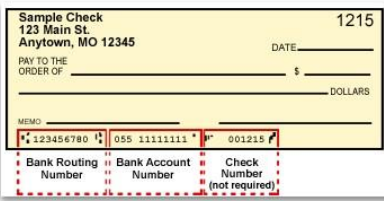
Payment Amount

Payment Date Pay now

You will find your nine digit account number at the top of your rent statement.

Fill in your rent amount and scroll down.

Payment Method



Sample Check 1215
123 Main St.
Anytown, MO 12345 DATE _____
PAY TO THE ORDER OF _____ \$ _____
_____ DOLLARS
MEMO _____
123456780 055 11111111 001215
Bank Routing Number Bank Account Number Check Number (not required)

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings
 This is a business account
 Save this payment account for future use

Email Address

Fill in the routing and account numbers. The picture shows where to find those numbers on a check.

Check 'save this payment account for future use' if you plan to use it every month.

You will now be asked to re-enter your password.

 **Re-enter your Password**



Click 'continue'.

You will now be taken to another page. Review your payment information and if everything is correct, check the box at the bottom of the page.

E

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above. This authorization is valid for this transaction only. In the event that a payment is returned for insufficient funds, I understand that a returned item fee will be charged to my Public Housing Agency account. PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS

I accept the Terms and Conditions

[Back](#)

You will now be taken to a confirmation page you can print for your records. When you are



finished with that you can click the 'exit' button at the top of the page to logout.

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **PHAPHA000001406**

That's all there is to it. Your rent is now paid.