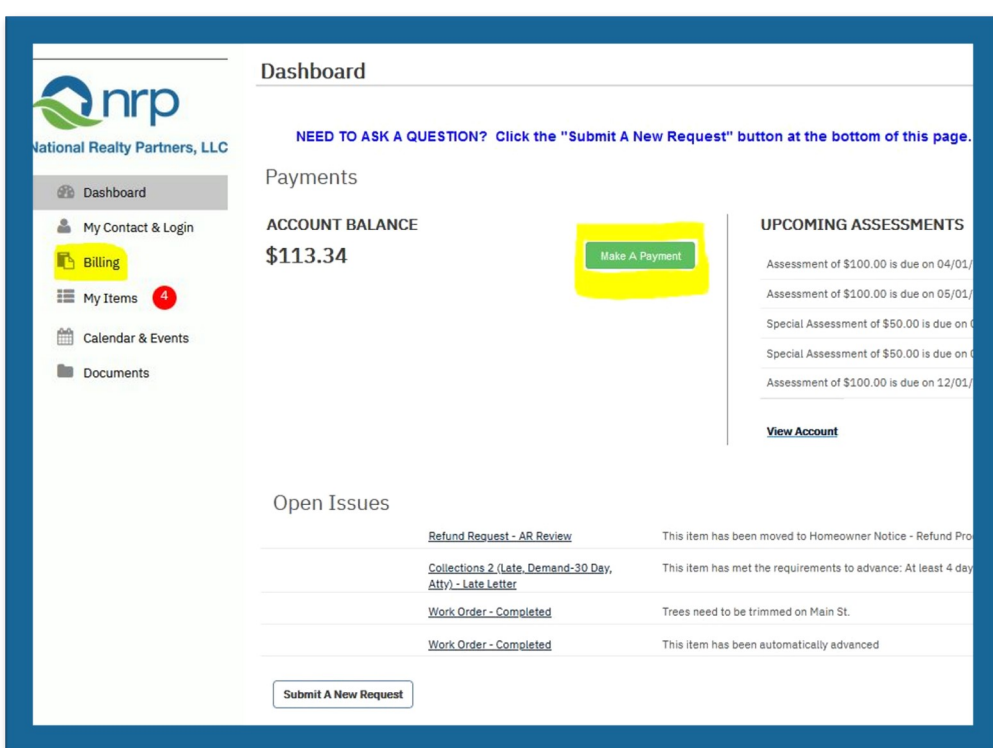


# HOW TO MAKE A PAYMENT

## Processing online payments using the owner portal



### Portal Homepage

Log onto the owner portal online at: <https://portal.nrppartnersllc.com> (See How to Log onto Portal for instructions on how to register).

Upon login, you will be directed to the Dashboard -the primary home page for the owner portal.

To make an online payment, click *Billing* on the left-hand navigation panel or the green "Make a Payment" button.

At any point you can navigate back to the Dashboard by clicking *Dashboard* on the navigation panel.

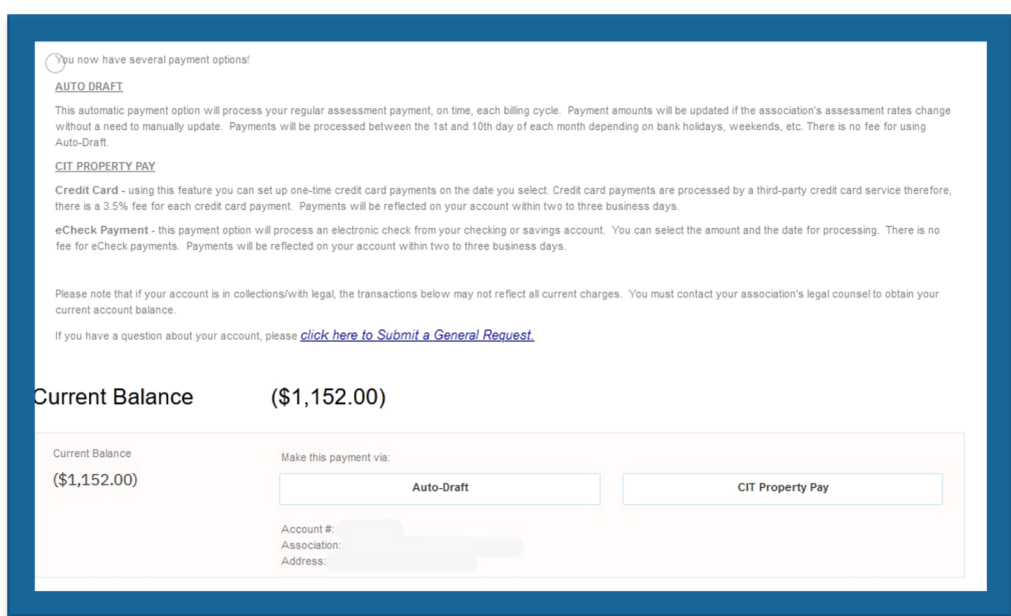
### Billing Page

On the Billing page, you can create or modify online payments, as well as download reports of your payment history.

The payment types available are Auto-Draft and CIT Property Pay (credit card or eCheck). Each payment type is described in detail on the following pages and on the Billing overview page.

To create a new payment, click the button of the corresponding payment type you would like processed.

**Please note: to register for recurring Auto-Draft payments your balance must first be \$0.00.** First you must pay any outstanding balance in the form of a Credit Card or eCheck payment, then register for recurring future payments.



### Auto-Draft Payment

To process an Auto-Draft payment, click *Auto-Draft* on the Billing page.

Once on the Auto-Draft payment page, click *Enroll* to be navigated to the payment processing page.

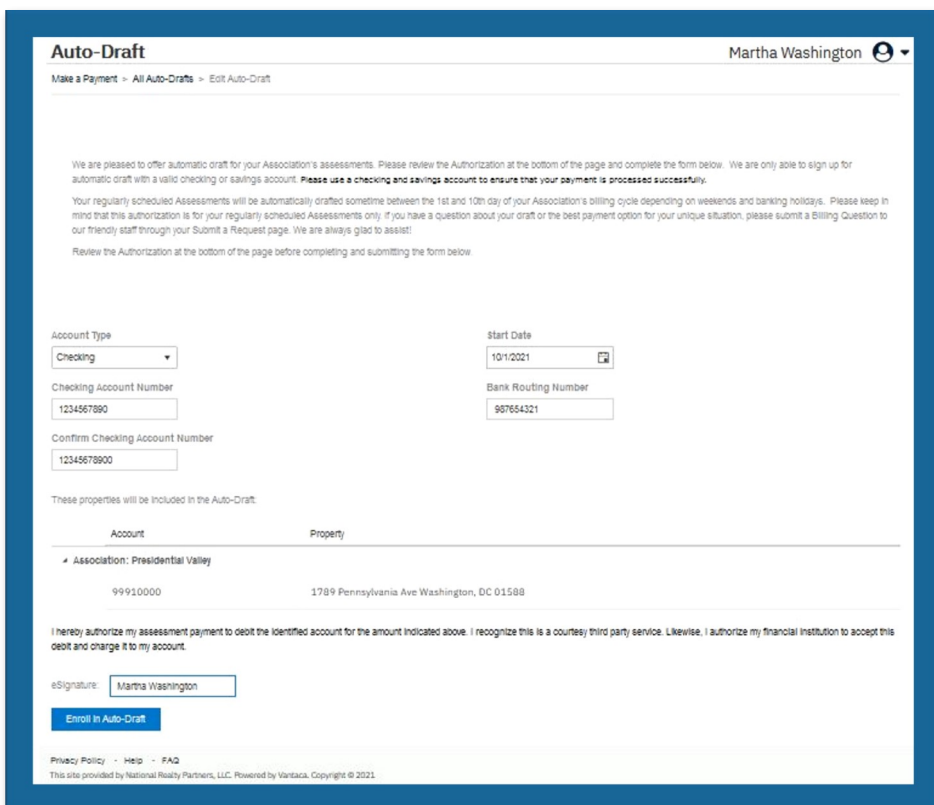
Enter your bank Account Number and Routing Number in the fields, and confirm your enrollment Start Date. **The start date must be a future date.**

Auto-Draft payments process automatically between the 1st and 10th of the month according to the assessment schedule outlined by your association (monthly/quarterly). If your assessments increase or decrease your Auto-Draft payments will automatically update.

Lastly, type your name into the eSignature field and click *Submit Payment*.

If you own multiple properties, select the *Enroll* button in the row associated with the selected address.

To edit or delete an Auto-Draft payment, click *Edit* or *Delete* on the Auto-Draft payment page.



### CIT Property Pay

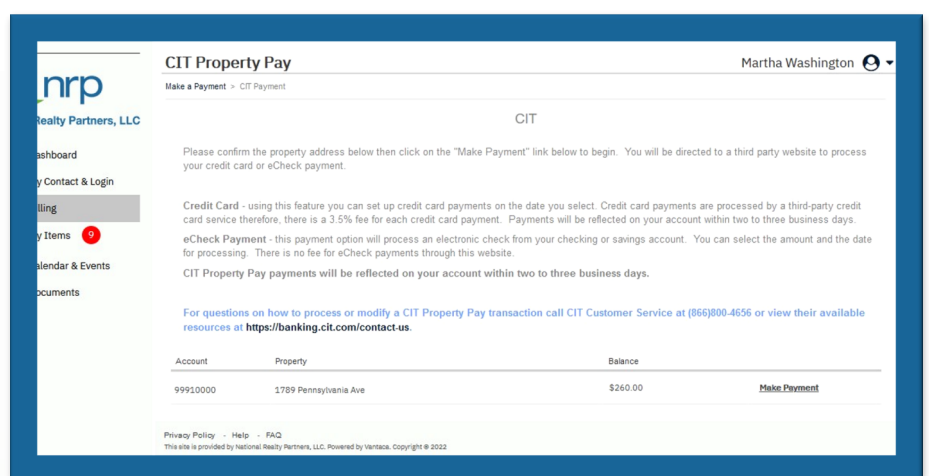
To process a One-Time or Credit Card payment, click *CIT Property Pay* on the Billing page.

Once on the payment page, click *Make Payment*.

You will then be directed to the 3rd-party payment page hosted by CIT Bank. You must agree to the terms and conditions to be directed to the payment page.

Once on the payment processing page, your account information will be automatically entered from the data listed on the owner portal. Click the *Pay by Card* button at the bottom of the page to be directed to the Card Details page. Please note: credit card payments are assessed a processing fee of 3.5%.

If you own multiple properties, select the *Make Payment* button in the row associated with the selected address.



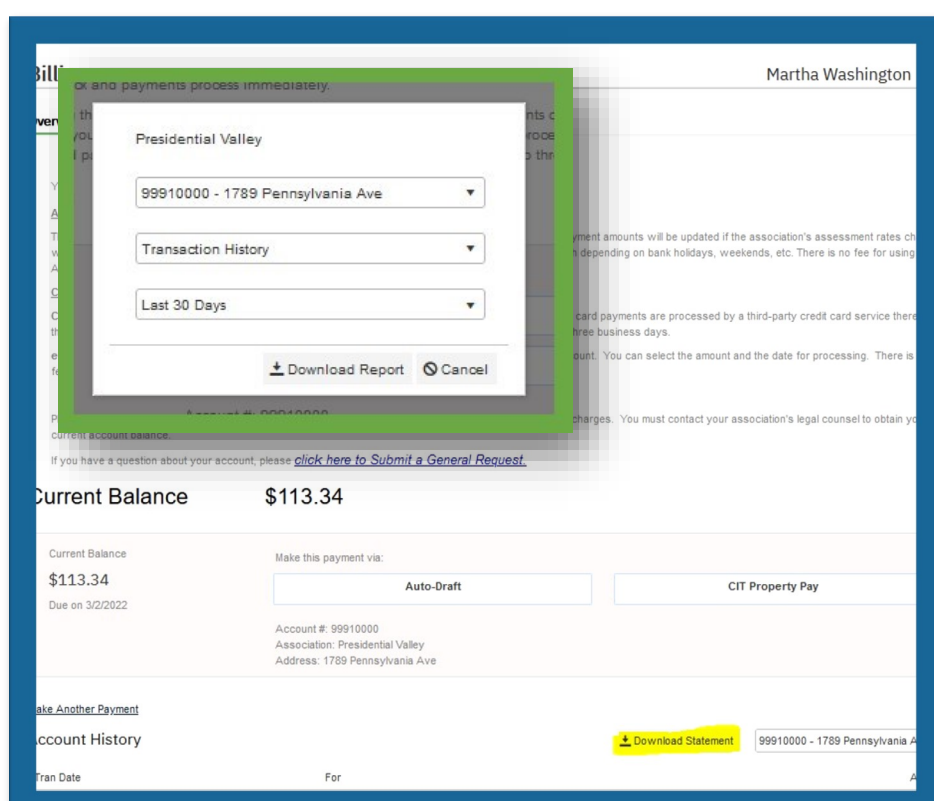
### Download Payment History

To download a report of your payment history, click *Download Report* on the Billing page.

Once you click *Download Report* a selection screen will display on your window. Use the drop down menus to select between properties, report types, and report history timeline.

Your report will be provided in the form of a downloadable PDF document.

If you require a report generated on NRP letterhead, please contact NRP directly via phone or email.



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