Creating an Online Payment Account Step-by-Step Guide

Creating a new account through Zego, our 3rd party payment processor.

Please Note
After completing the following steps, you will receive an email requesting you verify your email address. <u>You must do so within 24 hours</u>. If you don't receive an email, please check your junk folder. Your account will not work without completing the verification.

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1   Navigate to http://hrirentals.com/index.html
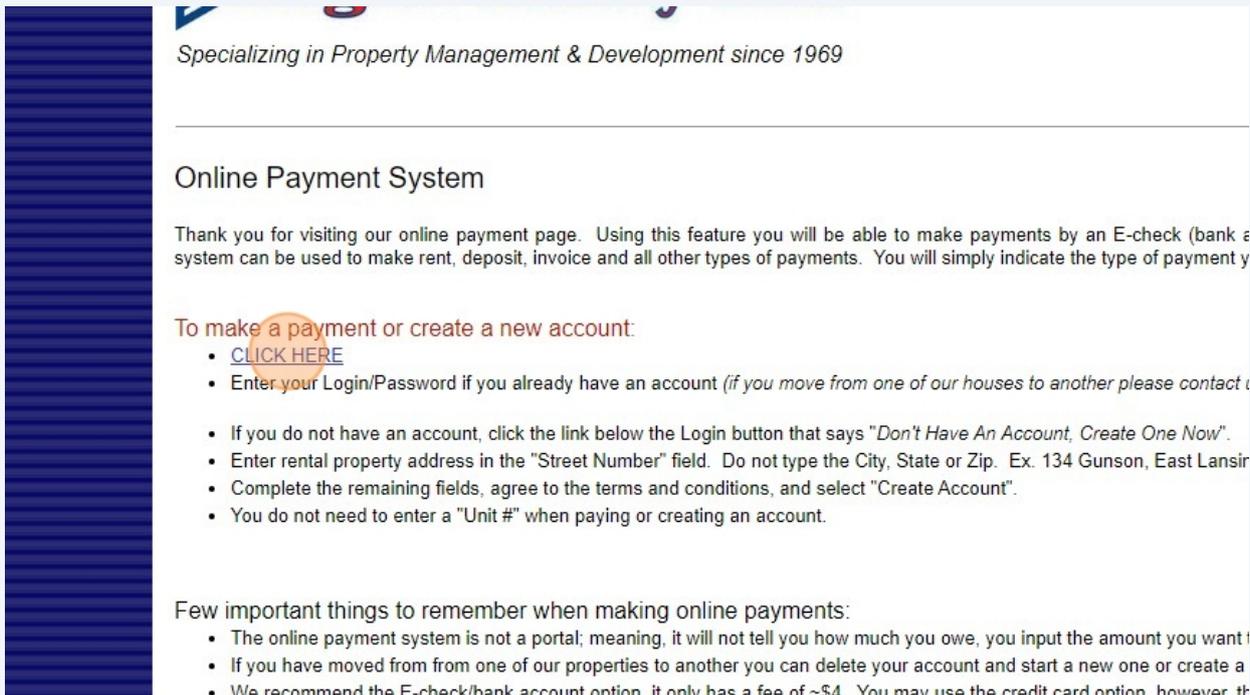

ⓘ   Tip! This process is best done on a **laptop or desktop** computer rather than a phone. Also, please use **Google Chrome** rather than Safari internet browser.

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2   Click "Make Payments Online"

3 Click "CLICK HERE"

Specializing in Property Management & Development since 1969

Online Payment System

Thank you for visiting our online payment page. Using this feature you will be able to make payments by an E-check (bank a system can be used to make rent, deposit, invoice and all other types of payments. You will simply indicate the type of payment y
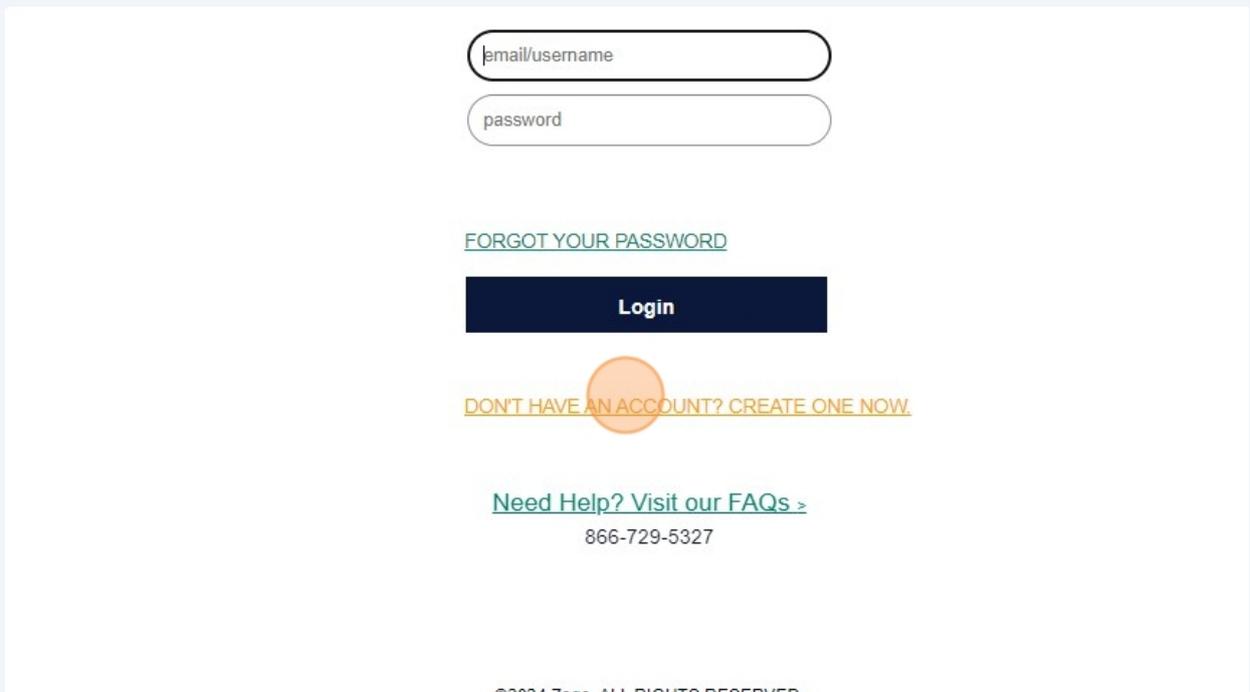
To make a payment or create a new account:
- CLICK HERE
- Enter your Login/Password if you already have an account (*if you move from one of our houses to another please contact t*

- If you do not have an account, click the link below the Login button that says "*Don't Have An Account, Create One Now*".
- Enter rental property address in the "Street Number" field. Do not type the City, State or Zip. Ex. 134 Gunson, East Lansir
- Complete the remaining fields, agree to the terms and conditions, and select "Create Account".
- You do not need to enter a "Unit #" when paying or creating an account.

Few important things to remember when making online payments:
- The online payment system is not a portal; meaning, it will not tell you how much you owe, you input the amount you want t
- If you have moved from from one of our properties to another you can delete your account and start a new one or create a
- We recommend the E-check/bank account option, it only has a fee of ~$4. You may use the credit card option, however, th

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4 Click "DON'T HAVE AN ACCOUNT? CREATE ONE NOW."

email/username

password

FORGOT YOUR PASSWORD

Login

DON'T HAVE AN ACCOUNT? CREATE ONE NOW.

Need Help? Visit our FAQs ›
866-729-5327

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5 Click "Create your Account"

Create Your Account

Billing

If you receive a bill for your rent fees or utilities, you can make online payments for these by registering here.

Renter

Make online payments to your Property Management Company for rent, applications, security deposits and more.

Homeowner

Make online payments to your Home Owner Association (HOA) for dues, assessments and more.

Create your Account

Create your Account

Create your Account

Property Manager

Contact your Administrator to obtain an account.

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6 Click the "address or property name*" field.

Create Your Account

ll from your management company?
ation code found on your bill.

Easy Sign Up

Renter

nents to your Property Management
, applications, security deposits and
more.

Search for your Property

In order to create a new account please begin by entering the street address of your property or the property name.

address or property name*

Search

Ex. 1246 Robinson St. (No City, State Zip) Whispering Pines (Omit words such as: Apartments or Property)

Tip! When typing the address, you do not need to add "St.", "Ave.", "East Lansing" etc. You do not need to enter a unit number if it's an apartment, you'll do that later on.

7   Type "134 Gunson"

8   Click this button. A list of potential properties will appear.

9   Click "This is My Property"

Create Your Account

our management company?
nd on your bill.

Easy Sign Up

orm.

134 Gunson

Search   Reset

Enter Zip Code to Filter Results

This is My Property

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10   Click "Get Started"

Forgot Your Password

LOGIN

GET STARTED

Questions? Call 866-729-5327 OR visit our Resident Support Center

ⓘ Tip! You'll need to type the address again.

11 Click the "street number:" field.

12 Type "134 Gunson"

13 Click here.

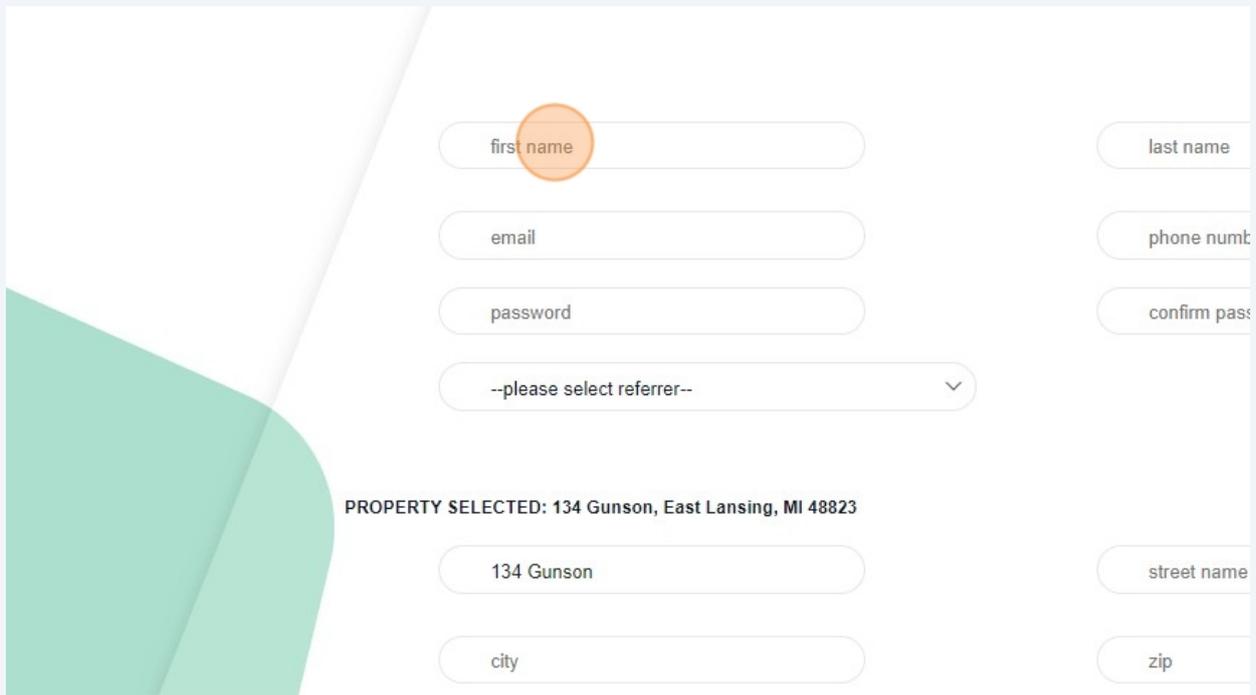email   phone number

password   confirm password

--please select referrer--   ⌄

134 Gunson   street name

city   zip

☐ I agree to the terms and conditions of use.*

CREATE ACCOUNT   **I HAVE A LOGIN**

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14 Click "Select"

ase select referrer--   ⌄

Gunson   street name

                                         zip

City	State	Zip	
East Lansing	MI	48823	Select

☐ I agree to the terms and conditions of use.*

CREATE ACCOUNT   **I HAVE A LOGIN**

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15 Complete the remaining fields; Name, Email, Number, Password, etc.

first name

last name

email

phone numb

password

confirm pass

--please select referrer--

PROPERTY SELECTED: 134 Gunson, East Lansing, MI 48823
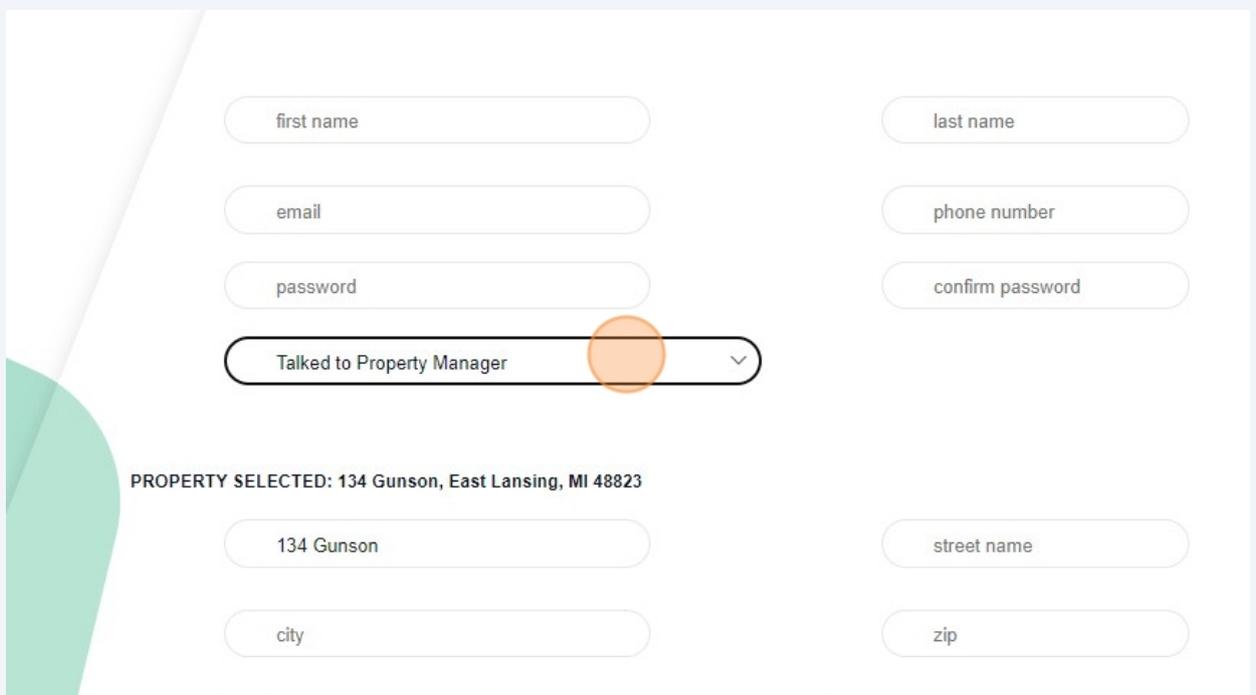
134 Gunson

street name

city

zip

16 Select the "6" option.

first name

last name

email

phone number

password

confirm password

Talked to Property Manager

PROPERTY SELECTED: 134 Gunson, East Lansing, MI 48823

134 Gunson

street name

city

zip

17   Click this checkbox.

PROPERTY SELECTED: 134 Gunson, East Lansing, MI 48823

| 134 Gunson | | street name |
| city | | zip |

Street Address	City	State	Zip	
134 Gunson	East Lansing	MI	48823	Sele

☐ I agree to the terms and conditions of use.*

CREATE ACCOUNT   **I HAVE A LOGIN**

Questions? Call 866-729-5327 OR visit our Resident Support Center

18 Click this button.

PROPERTY SELECTED: 134 Gunson, East Lansing, MI 48823

| 134 Gunson | | street name |
| city | | zip |

Street Address	City	State	Zip	
134 Gunson	East Lansing	MI	48823	Sel

☑ I agree to the terms and conditions of use.*

CREATE ACCOUNT   **I HAVE A LOGIN**

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ATTENTION

Once you've created an account you should see this message:

Thank you for creating an account! An account verification link has been sent to the email address you entered in the previous step. (See Email Below)

Verify Your Email

Verify your email address

To continue setting up your Zego account please verify that this is your email address.

Verify Email Address

This link will expire in 24 hours

Thank you for using Zego!
The Zego Team

ZE GO *A Global Payments* Company

support.gozego.com
(866) 729-5327

Do not reply to this message. Replies to this message are routed to an unmonitored mailbox.

You must verify your account within 24 hours in order for it to work

Once verified, you will be able to log in and make a payment.

Please keep in mind, Zego will not tell you how much you owe, it is simply a payment processor. You will need to enter the amount you wish to pay.

Payments will take 3-5 days to process. You do not need to use the 'express' option, we can see that you've made the payment on the day you submit it.

We recommend using the ACH/E-Check option rather than the Credit/Debit option. The convenience fee is significantly cheaper. *All fees are charged & collected by Zego.