

How to Opt-In for Credit Reporting

Reward Your Residents for Paying You On-Time

Web User Opt-In Process

For web users to opt in to PayLease Credit Reporting, they must do the following:

1. Log-In to **Customer Web Access**.

TENANT WEBACCESS

Email Address

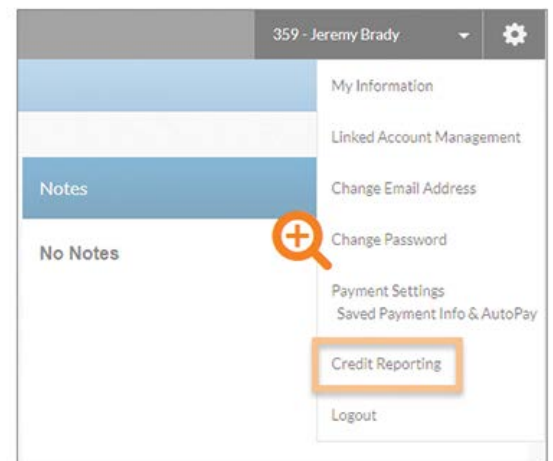
Password

Forgot password? Remember me

login

Sign up

2. Click on the settings wheel and select **Credit Reporting** from the menu in the upper right.



3. The web user should enter their information in the Credit Reporting fields.

4. Click **Enable Credit Reporting**.

The web user has opted-in to PayLease Credit Reporting and is sharing future Web Access payment information with PayLease.

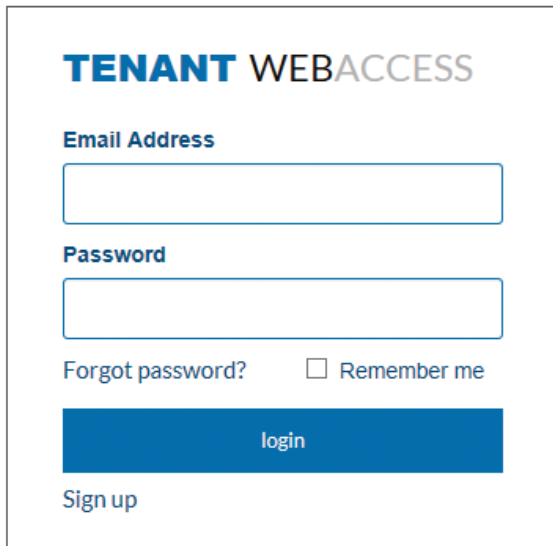


The web user must either select **Yes** for **Month to Month Lease** or select **No**, and enter a **Lease End Date** to be able to opt-in to PayLease Credit Reporting. The information entered will not be saved in Rent Manager and is delivered to PayLease only.

Web User Opt-Out Process

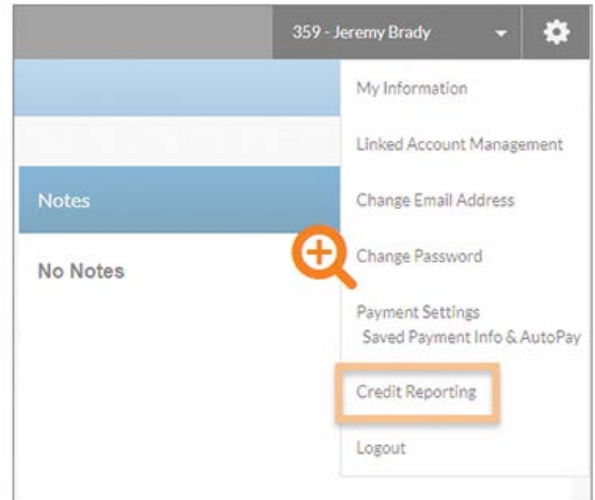
A web user may also opt out of PayLease Credit Reporting at any time by doing the following:

1. Log-In to **Customer Web Access**.



The screenshot shows the 'TENANT WEBACCESS' login page. It features a blue header with the text 'TENANT WEBACCESS'. Below the header, there are two input fields: 'Email Address' and 'Password'. To the right of the password field is a checkbox labeled 'Remember me' and a link 'Forgot password?'. A blue 'login' button is positioned below the password field. At the bottom left, there is a 'Sign up' link.

2. Click on the settings wheel and select **Credit Reporting** from the menu in the upper right.



3. Click **Disable Credit Reporting**.

The web user is no longer participating in the PayLease Credit Reporting service and their Web Access payment information will no longer be shared with PayLease.

If you have any further questions regarding PayLease Credit Reporting, please contact rentmanager@paylease.com or call **855.410.6846**.