



QUICK-START GUIDE FOR TENANTS



HOW TO ADD PAYTO



1. Navigate to the Payment Setup Form provided by your agent. If you do not have this, please contact your agent.



2. Setup Recurring Payment:

- Enter the required details
- Select **Payment Option: Autopay**
- Enter **Amount, Frequency** and **first date of payment**
- **Select PayTo** in the Payment Account section and accurately fill in your details



3. Confirm your details:

- Check all details and amounts are correct
- Confirm you have read and understood the T&C's and press **Setup Now**



4. Setup Success Page:

- Navigate to your banking app/portal to **Approve the mandate** before payments can commence.
- To learn how to use PayTo in your banking app, please visit your preferred bank's website or contact their support team for assistance.

Important notes:

- **Bank availability:** If your bank doesn't yet support PayTo, you can continue using traditional bank transfers to make your rent payments. Your bank will notify you when PayTo becomes available.
- **Fee changes:** Please note that processing fees may vary depending on your payment method. For the most current fee schedule, simply review your payment account on the 'My Agents' page.
- **PayTo agreements:** For security purposes, each new PayTo agreement will require your review and approval. This verification helps protect your bank account and transactions.