



RENTCafe Online Rent Payments Guide for Residents

RENTCafe allows you to view your current balance due, view activity of charges to your accounts and payments made to your account, set-up and manage payment methods, make one-time payments, and set-up automatic recurring payments.

RENTCafe FAQs can be found by clicking [here](#)

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Creating a RENTCafe Account

If you do not yet have a RENTCafe account, go to <https://cvillerha.com> click on the Resident login at the top right corner of the screen. Next, in the center of the screen in red, click here to register.

Once your RENTCafe account has been created you will receive an email with an account activation link. Click that link to set-up your password and activate your account. Once your account is active you can login to RENTCafe using your email address and password.



Making a One Time Payment

1. Go to <https://portal-cvillerha.securecafe.com/residentservices> and login to your account using your email address and password.
2. Click Pay Now. If you do not see Pay Now, or you need to add a new payment method to use for this payment, view the [Adding a Payment Method](#) section in this guide for more information about adding a payment method before proceeding.

RENTCafé®

Payments Compliance

Logged in as: [User Name]

Payments

Make Payments Auto-pay Setup Recent Activity Payment Accounts

Current Balance: \$329.00 As of: 6/16/2021

Charge	Amount	Charged on
RENT 7/1/2021 to 7/31/2021	\$329.00	7/1/2021

Missing a payment can be expensive.
Set up auto-pay >

Pay Now

3. Input the amount you would like to pay in Payment Amount, and select the payment method you wish to use. You can also add an extra payment amount if you want to pre-pay for future charges.

A service fee will be charged at the time of payment for Bank Account transactions. The property management company does not receive any portion of this fee. Service fee is non-refundable.

Add Bank Account Add Credit Card Add Debit Card

Description	Total Amount	Paid	Unpaid	Payment Amount
RENT 7/1/2021 to 7/31/2021	\$329.00	\$0.00	\$329.00	329.00
Total			\$329.00	

Enter Payment Details

Select Payment Account: [Select Payment Account]

Payment Amount: \$329.00

Extra Payment Amount: 0.00

Total Amount: \$329.00

Next

4. Click Next.

5. Review the payment details, check the box to accept the terms and conditions, and click Submit Payment.

ONE-TIME PAYMENT

Payment Details > Review Payment > Confirmation

Payment Details

Payment Account	Checking Chk *****7278
Payment Amount	\$1,725.00

PLEASE READ THIS ENTIRE AGREEMENT BEFORE PROCEEDING. BY CLICKING ON THE "SUBMIT" BUTTON BELOW, YOU ACCEPT THE TERMS AND CONDITIONS. IF YOU DO NOT ACCEPT THESE TERMS, DO NOT CLICK "SUBMIT" BELOW.

I have read and accept the Terms and Conditions

Back to Payment Details Submit Payment

Details - Payment Account Service Fee if applicable And Payment Amount

Agree to Terms and Conditions



- Once you submit your payment you will be taken to a payment confirmation page, where you can print the payment details. You will also receive a confirmation email.

ONE-TIME PAYMENT **CONFIRMATION PAGE**

Confirmation Email notification

Payment Details » Review Payment » Confirmation

Your payment was successful! A confirmation email has been sent to brittney.dol@yari.com.
If you would like your rent paid automatically every month, please set up an automatic monthly payment.
You can access payment details anytime from the Payments page.

Payment Details		Print
Confirmation Number:	600000995	
Payment Date:	6/6/2016 4:06 PM (EST)	
Payment Account:	Brit Checking Chk ****7278	
Payment Amount:	\$1,725.00	

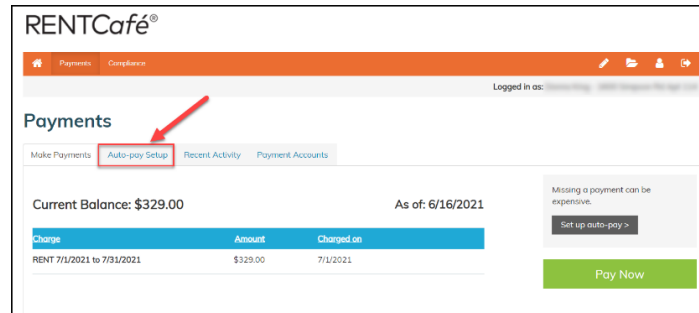


Setting Up Auto-Pay Recurring Payments

Note that automatic payments are pulled at 4:15AM on the date they are scheduled.

You can only set-up auto-pay recurring payments if you have a Bank Account added as a payment method. If you do not have a bank account added as a payment method you must first follow the instructions in [Adding a Payment Method](#) to add a Bank Account.

1. Go to <https://www.cvillerha.org/rentcafe/login> and login to your account using your email address and password.
2. Click the Auto-Pay Set-up tab.



3. Select the appropriate payment account, choose the start and end date of the recurring payment, the date you want the payment to be made from your account, and the payment amount to be taken with each automatic payment. Click next.

Auto-Pay Account	Start Date	End Date	Pay On	Payment Amount
Checking Chk ****7278	7/1/2016	12/31/2016	5th	\$1,725.00

4. Review the payment details, check the box to verify that you have read and accept the terms and conditions, and click Submit.

You authorize to have the above amount withdrawn from your selected payment account every month under the specified Terms and Conditions until you cancel your authorization.

I have read and accept the [Terms and Conditions](#)



Adding a Payment Method

1. Go to <https://www.cvillerha.comsecurelogin> and login to your account using your email address and password.
2. Click the Payment Accounts tab.

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Payments Compliance

Logged in as: [User Name]

Payments

Make Payments Auto-pay Setup Recent Activity **Payment Accounts**

Current Balance: **\$121.00** As of: 6/16/2021

Missing a payment can be expensive.
Set up auto-pay >

Add a Debit Card

or use other form of payment

Charge	Amount	Charged on
RENT 7/1/2021 to 7/31/2021	\$121.00	7/1/2021

3. Click Add Bank Account, Add Credit Card, or Add Debit Card, depending on the type of account you want to add.

Payments

Make Payments Auto-pay Setup Recent Activity **Payment Accounts**

Bank Accounts

Use the bank accounts listed below to make one-time payments or schedule monthly automatic payments.

Name on Account	Bank Transit Number	Bank Account Number	Account Type	Edit	Delete
No data available in table					

Showing 0 to 0 of 0 entries

Credit Cards or Debit Cards

Use the credit cards or debit cards listed below to make one-time payments.

Card Type	Card Number	Edit	Delete
No data available in table			



4. If you are adding a credit or debit card, input the card information, billing information, check the terms and conditions box, and click Save.

5. If you are adding a bank account, input the account name, routing number, account type and confirm the account type, then click Save.

6. You can edit or delete a payment method at any time by going to the Payment Method tab.



View Payment and Charge History

1. Go to <https://www.cvillerha.securecafe.com> and login to your account using your email address and password.
2. Click the Recent Activity tab.

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Payments Compliance

Logged in as: [User Name]

Payments

Make Payments Auto-pay Setup **Recent Activity** Payment Accounts

Current Balance: **\$329.00** As of: 6/16/2021

Missing a payment can be expensive.
Set up auto-pay >

Charge	Amount	Charged on
RENT 7/1/2021 to 7/31/2021	\$329.00	7/1/2021

Pay Now

3. Scroll through the pages or use the search box to locate the payment or charge you wish to view.

Payments

Make Payments Auto-pay Setup **Recent Activity** Payment Accounts

Online payments are reflected as Pending until they are fully processed.

10 records per page Search:

Date	Payments and Charges	Charge	Payments	Balance
7/1/2021	RENT 7/1/2021 to 7/31/2021	\$329.00	\$0.00	\$329.00
6/10/2021	Debit Card On-Line Payment : Mobile Web - Resident Services	\$0.00	\$332.00	\$0.00
6/1/2021	RENT 6/1/2021 to 6/30/2021	\$329.00	\$0.00	\$332.00
5/21/2021	-CHECKScan Payment	\$0.00	\$658.00	\$3.00
5/3/2021	RENT Adj GR, 01/17/2021 to 05/31/2021	\$1,475.00	\$0.00	\$661.00
5/3/2021	RENT Adj AR, 01/01/2021 to 01/16/2021	\$171.00	\$0.00	-\$814.00
5/3/2021	RENT Adj GR, 01/17/2021 to 05/31/2021	-\$1,475.00	\$0.00	-\$985.00
5/3/2021	RENT Adj AR, 01/01/2021 to 01/16/2021	-\$171.00	\$0.00	\$490.00
5/1/2021	RENT 5/1/2021 to 5/31/2021	\$329.00	\$0.00	\$661.00
4/8/2021	4/1-4/8	\$8.00	\$0.00	\$332.00

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