



ATTENTION RESIDENTS

YOU MUST CREATE
A LOGIN TO OUR
RESIDENT PORTAL
TO PAY RENT
ONLINE AND SUBMIT
A MAINTENANCE
REQUEST.



creating your RESIDENT LOGIN

- 01 **Go to *rentcafe.com* and select **Login**, then **Resident Login**.** The Login page will appear.
- 02 **Select “Click Here To Register”.** The Resident Registration page will appear.
- 03 **Enter the ZIP code and your building address.** RENTCafé searches for possible matches and returns results. **Locate your building name and click “Select This Property”.** If you don't know your building name, it can be found on the black sign on the exterior of your building. The User Registration page will appear.
- 04 **Complete the form. When you are finished, scroll to the bottom of the page and select “I’m not a robot”.**
- 05 **Select the check box for Terms and Conditions. Another page appears, where you click “Accept”.**
- 06 **Click “Register”.** A confirmation message appears.
- 07 **Activate your account by checking your email.** There should be a message from RENTCafé.
- 08 **Click the link in the email.** The RENTCafé login screen appears.
- 09 **Enter your email address and password. Select “I’m not a robot” and click “Authenticate User”.** The RENTCafé home page appears. From the home page, you can make payments, set up autopayments, or submit maintenance requests.