SUNBELT HOMES

LINK YOUR BANK ACCOUNT TO TENANT CLOUD FOR ONLINE PAYMENTS

1. **Log in** to your account at **www.TenantCloud.com**

2. Click on **Settings** on the top right side of the website bar ⚙

3. Click on "**Online Payments**"

4. Click on "**Set Up**" (Green Button) under "Payments Powered by Dwolla"

5. You will be prompt to pay the set up fee to Tenant Cloud (*This is a one-time fee of $2.37 to set up your online payment account*). Click on "**Pay and Continue**"

6. Make sure to include **the information of the Bank where the funds will be withdrawn every month**, to make your rent payment. Put the Bank Account Holder's information, if different than yours. (*You can add up to 5 different bank accounts for your rent payments*)

7. Insert all the information and click on "**I agree**" and "**Continue**".

8. Review your information and click on "**Submit**"

9. Click on "**+Add your Bank Account**"

10. Put the **name of your bank on the search bar** and click on "**Search**" or it will automatically show underneath the bar. **Click on the bank's name** in blue.

11. You will have 2 options to link your bank. Using **Instant Verification** or **Deposit Verification**. We suggest starting with *Instant Verification* and if your bank does not accept that form, you will be directed to the Deposit Verification.

    a. **Instant Verification** – you can link your bank instantly by using your bank account login and password. *Tenant Cloud or Sunbelt Homes cannot access or view this information, only you!*

    b. **Deposit Verification** – Two small deposits will be made within 2-3 business days into the bank account, ex: 2¢, 8¢ (smaller than 20¢). You will have to input these amounts on Tenant Cloud to "verify" your bank account.

    Steps to "Verify" your Bank Account after the small deposits are made:

        i. *Click on **Settings** on the top right side of the website bar* ⚙

        ii. *Click on **"Online Payments"***

        iii. *Click on **"View Settings"** on "Payments Powered by Dwolla"*

        iv. *Click on **"verify"** under your bank's name*

        v. ***Add the 2 small deposits** made to your bank account and click on **"verify"** again*