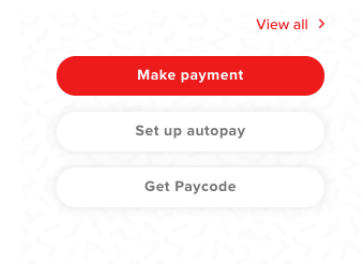


HOW TO PAY YOUR RENT

1. You may pay using Money Order by mailing or hand delivering to the main office at 230 S. Bemiston Ave, Suite 1100, Clayton, MO 63105.
 - a. **FILL YOUR MONEY ORDER OUT COMPLETELY** and keep the receipt stub for your records! This is extremely important to prevent money order loss or theft and is for your protection. Remember a money order is the same as cash. The only way to make a claim on a lost or stolen money order is with the receipt stub attached to your money order. Immediately file a claim with whoever you purchased the money order with if you find your money order missing. See page 2 for examples on how to fill out your money order. No money order will be received if not completely filled out by you. Be sure to receive an email receipt from your tenant portal or a printed receipt signed by the person who received it.
2. You may pay using PayNearMe (\$3.99 fee) using your paycode. This option is best for those that would like to pay cash. This is credited to your tenant ledger within 30 minutes. You will find your paycode in your tenant portal under “Set up autopay”. If you do not have access to this button be sure to request access by adding a task or contacting your property manager. Your paycode is unique to you and your account and should not be shared with others. PayNear Me is available at select locations of CVS, 7-11, Ace Cash Express and Casey’s General Store.
3. Pay Online with your tenant portal. You should have received an email to sign up for your tenant portal, if you have not you can sign up on your own by following the steps on page 2 or contacting office staff. Once you are logged into your portal, you may make one time payments or setup autopay on weekly, biweekly or monthly basis. It is completely free to pay online using your checking account. You will need your checking account number and routing number to complete the transaction. Remember this transaction can take several days (typically 3 bank days if payment made before 6pm) to complete and funds must remain available in your account until drawn otherwise the transaction will come back as insufficient funds. Certain accounts are not permitted due to the type of accounts they are (i.e. child support accounts) check with your bank if you have any questions.
4. If you are not tech savvy and would like to setup automatic drafts. Please set up an appointment with your manager to sign an EFT authorization form and setup automatic payments.

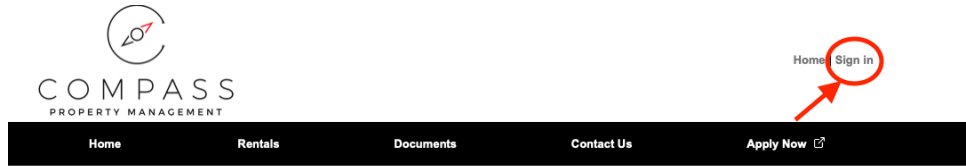


CASH will never be accepted. If paying in person, always make sure to receive your printed receipt signed by the person who received your payment or email receipt sent by donotreply@managebuilding.com.

SIGNING UP FOR YOUR TENANT PORTAL

Step 1 Go to Compassmgmt.com

Step 2



Step 3

COMPASS
PROPERTY MANAGEMENT

Email
Type your email...

Password
Type your password...

Remember me [Forgot password?](#)

To sign up Click "Sign up" below the Sign in button

Sign in

Don't have an account? [Sign up](#)

Step 4 Fill out the form

COMPASS
PROPERTY MANAGEMENT

Create your account

First name

Last name

Email

Mobile number

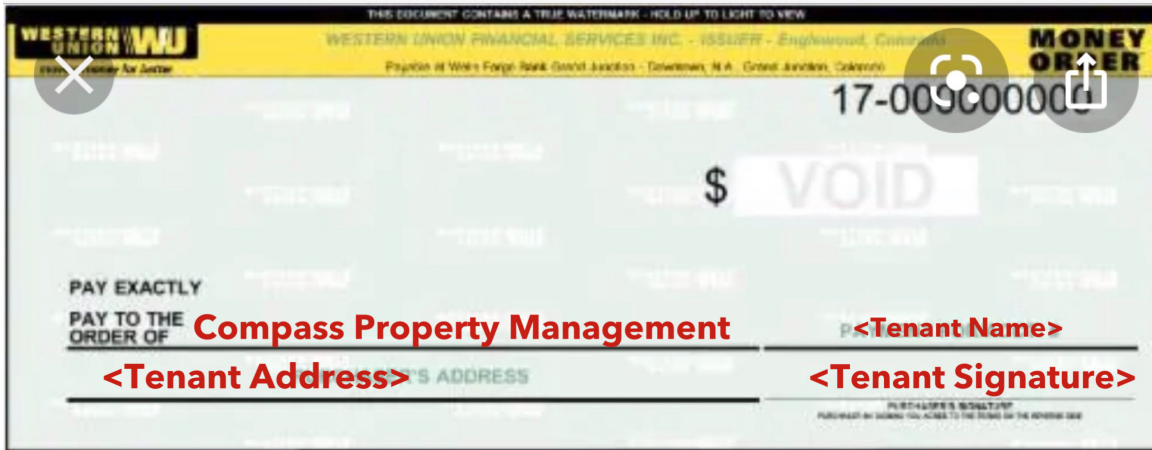
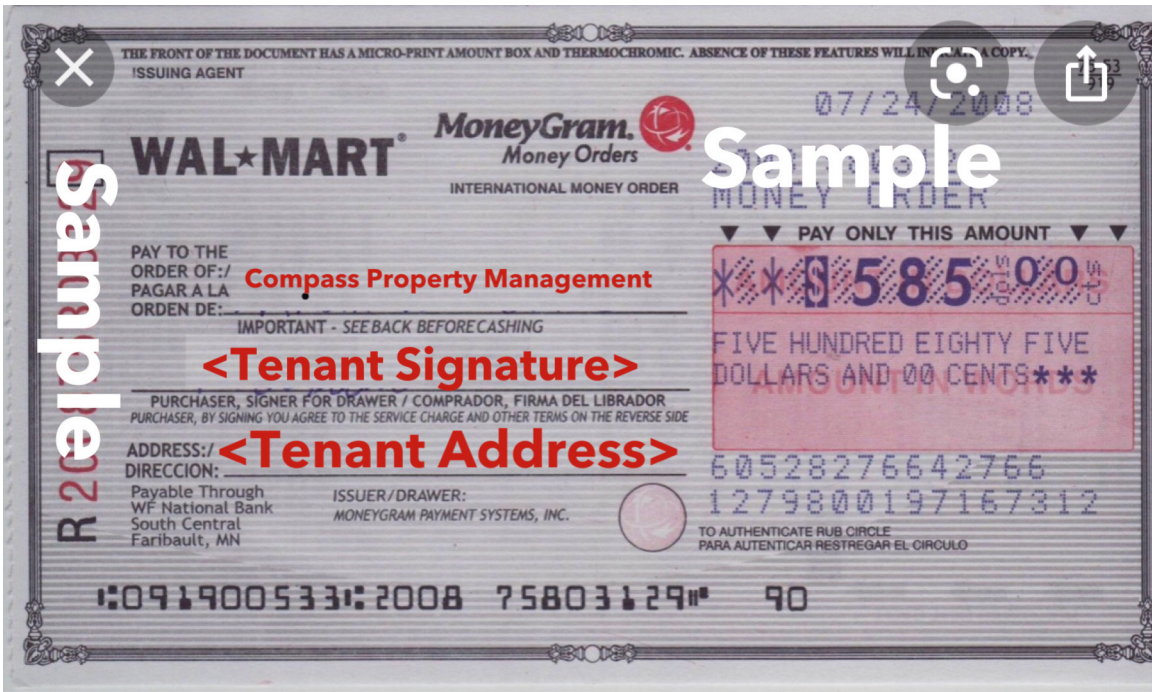
Where do you live?

Create account

By creating an account you agree to our [Privacy Policy](#) and [Terms of Service](#).

*If you do not see your property contact the main office or property manager for further instructions.

How to fill out your Money Order



ALWAYS KEEP YOUR RECEIPT STUB FOR YOUR RECORDS AND IN CASE A CLAIM NEEDS TO BE FILED!