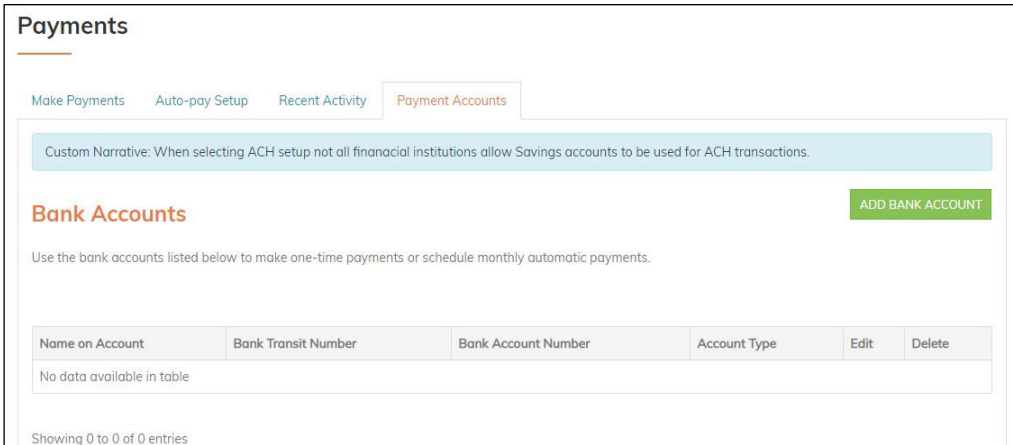
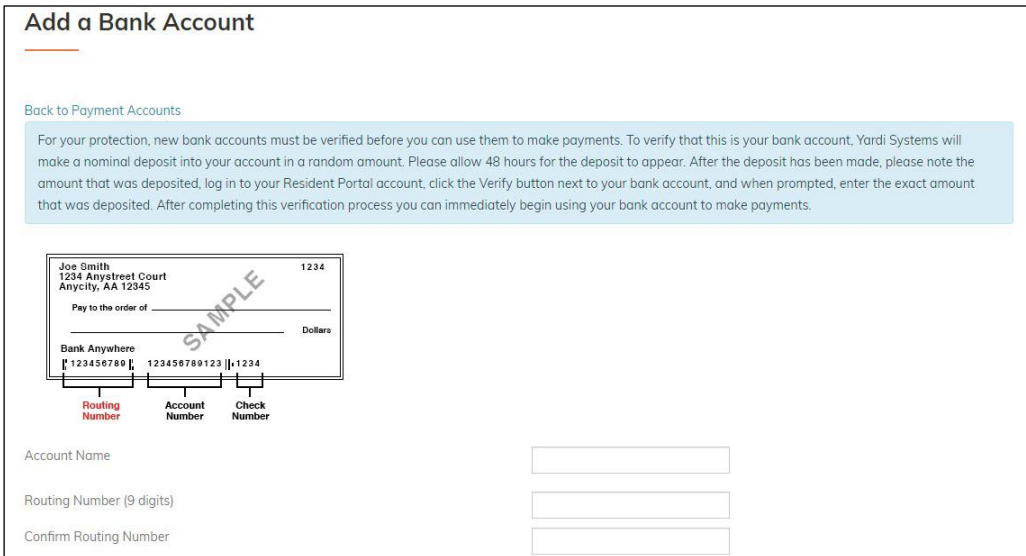


To UX a Bank Account to the Portal

1. Open the **Payments** screen and click the **Payment Accounts** tab.



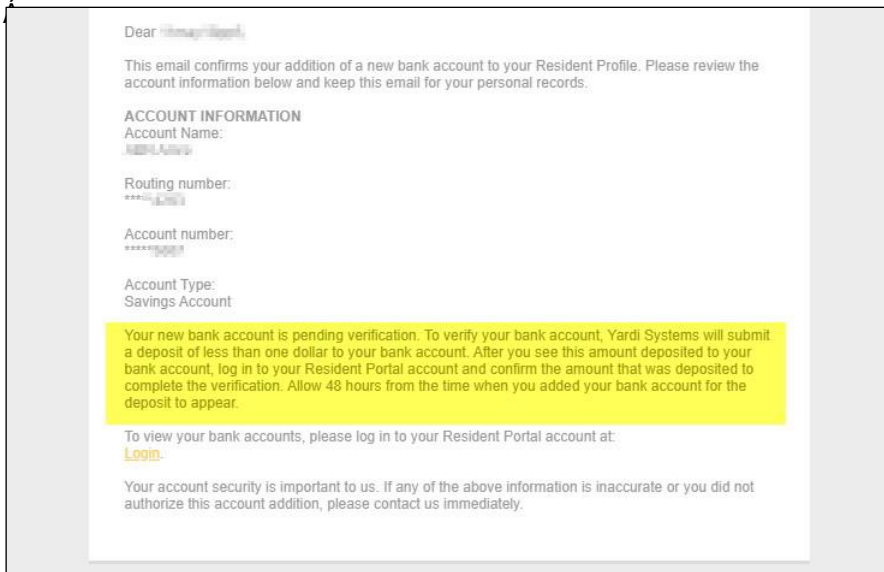
2. Click **Add Bank Account** and the **Add a Bank Account** screen opens. This screen includes additional narrative text that describes the verification process



3. After entering the account and routing numbers, the following success message appears.



4. The Bank Account Added email notification which includes text indicating that bank account verification is pending. This message text is shown with yellow highlight in the following screenshot.



5. On the **Payment Accounts** tab, an additional section appears under the heading **Bank Accounts Pending Verification**. Use a bank account that is pending verification.

Bank Accounts Pending Verification

The bank account(s) listed below are pending verification. To verify your bank account, please click the Verify button next to the account to be verified and enter the exact amount that Yardi Systems deposited into your account.

Name on Account	Bank Transit Number	Bank Account Number	Account Type	Verify
[Name]	[Routing Number]	****[Account Number]	Savings	Verify

Showing 1 to 1 of 1 entries

Bank Accounts ADD BANK ACCOUNT

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

6. On the trial deposit screen, click the **Verify** link. The record for the trial deposit transaction includes the text "Bank Verify".
7. On the portal, click the **Payments** screen and click the **Payment Accounts** tab.
8. For the pending account, click the **Verify** link. The **Verify Bank Account** screen opens.

Verify Bank Account ✕

To verify your bank account, enter the amount that was deposited by Yardi Systems.

Account Name ABC Bank

Routing Number 000114090

Account Number ****9000

Account Type Savings Account

Amount Deposited To Bank Account

9. On the trial deposit amount and click **Verify**.

Note The portal restricts the number of verification attempts. If you exceed the number of attempts, the bank account is locked and no longer displays in the portal. If you exceed the number of attempts, contact Yardi technical support.

After successful verification, the bank account appears under the **Bank Accounts** heading and you can now use it to make payments.

Make Payments
Auto-pay Setup
Recent Activity
Payment Accounts

Custom Narrative: When selecting ACH setup not all financial institutions allow Savings accounts to be used for ACH transactions.

Bank Accounts ADD BANK ACCOUNT

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
ABC Bank	000114090	****9000	Savings	Edit	Delete

Showing 1 to 1 of 1 entries