A black and white photo of a black background

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*Making a rental payment via the tenant portal*

**You can access the tenant portal on the cap website and log in, your username and password are the email you used to apply online during the application process**.

A screen shot of a login form

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**Once logged in you will see your tenant dashboard:**

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**On the upper right side of the screen, you will see “make a payment” underneath tenant charges:**

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**Then you will be taken to the screen to enter payment amount and source.**

**A screenshot of a computer

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**Once you select then you will hit “continue” and then you will go to the screen after that to enter info.**

**A screenshot of a computer

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**Here you enter your payment information:**

**A screen shot of a computer

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**A screenshot of a computer screen

Description automatically generated**

**You will scroll down to the bottom of the screen and select “pay now.”**

**A screenshot of a computer

Description automatically generated**

**Your payment has been submitted!**