

*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**.



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



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



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

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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.**

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**Here you enter your payment information:**

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

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**Your payment has been submitted!**