

## CORNERSTONE, INC. ONLINE PAYMENTS FOR CREDIT REPORT FEES

Cornerstone, Inc. is excited to offer a new and convenient process for you to pay credit report fees, rent or other amounts due under our lease agreements. "Paylease" is an online service that processes credit/debit cards, ACH transfers and other electronic fund transfers (EFT). "Paylease" registration and payments are very simple to set up. Please follow the guidelines below.

### FUTURE TENANT CREDIT REPORT FEES

- Create a "Paylease" profile. This profile will be used not only for the payment of the credit report fee but, may also be used to pay rent and other charges in the future.
- Go to our website at [www.rentatcornerstone.com](http://www.rentatcornerstone.com) and click on "Online payments." Click on the "Pay credit report fee" option
- Click on "Not registered yet?" option.
- Fill out all information except the "Unit." Please leave the "Unit" blank at this time.
- Select "Application fee" from the "Property" lookup list.
- Click on "Register" You have now created a profile that will be used to pay the application fee.
- Click on ""Make Payment"
- Enter \$20 as the amount of the credit report fee.
- Type in your full name and phone number in the blank box.
- Choose payment method and fill out all information.
- Review and submit payment.
- Do not set up other payment options at this time.
- You will be receiving an e-mail confirming the transaction from Paylease.
- Thank you for using Paylease.

Thanks and please let us know if you have questions.

Cornerstone, Inc.  
[Cornerstone@rentatcornerstone.com](mailto:Cornerstone@rentatcornerstone.com)  
[www.rentatcornerstone.com](http://www.rentatcornerstone.com)  
1-715-834-RENT (7368)