

## **CORNERSTONE, INC. ONLINE PAYMENTS FOR CURRENT TENANTS**

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.

If you are a current tenant and already have a Paylease profile, please go to our website at [www.rentatcornerstone.com](http://www.rentatcornerstone.com) and click on "Online payments" Click on the "Pay rent" option. You do not need to register again. Please log in using your existing Paylease profile and password.

If you are a current tenant and do not have a Paylease profile:

- Create a Paylease profile by going to our website at [www.rentatcornerstone.com](http://www.rentatcornerstone.com) and click on "Online payments"
- Click on the "Pay rent" option.
- Click on "Not registered yet?" option.
- Fill out all information except the "Unit." Please leave the "Unit" blank at this time.
- Select your street address from the property list.
- Click on "Register" You have now created a Paylease profile.
- Choose payment method and fill out all information.
- Review and submit payment.
- Set up other payment options now or at any time in the future.

Thanks and please let us know if you have questions.

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