

## Rentmoola Payment Guide for GEC Students

1. Visit the link of your property.
  - 1) GEC VIVA: <https://rentmoola.com/quickpay/gecviva>
  - 2) GEC Granville: <https://rentmoola.com/quickpay/gecgranville>
  - 3) GEC Burnaby Heights: <https://rentmoola.com/quickpay/gecburnabyheights>
2. Enter your email and postal code of your property and click **Continue**

The screenshot shows the Rentmoola website interface. At the top left is the Rentmoola logo with the tagline "PAYING RENT IS REWARDING". At the top right are navigation links: "Canada (English)", "HOW IT WORKS", "LOG IN", and "SIGN UP". The main content area features the GEC logo and the "RM QUICK PAY" logo. Below the logos, the text reads: "Enter your Email address and Postal Code V6Z2P3 to make a payment instantly for GEC Viva!". There are two input fields: the first contains "reservations@studenthotel.ca" and the second contains "V6Z2P3". A teal "Continue" button is positioned below the second field. At the bottom of the form, there is a disclaimer: "By using this service, you indicate that you have read and agree to our Terms & Conditions and Privacy Policy." and a note: "To make recurring payments or ongoing one time payments and get access to our exclusive MoolaPerks program, please sign up for a free account."

3. Select the corresponding property from the dropdown menu and proceed to fill out the corresponding contact and residency details and click Continue

The screenshot shows the "Select Your Property" and "Contact Details" sections of the Rentmoola payment form. The "Select Your Property" section has a dropdown menu labeled "Your Property" with the selected value: "Global Education City Holdings Inc. | GEC Viva , 1311 Howe Street Vancouver, BC, Canada V6Z2P3". The "Contact Details" section contains four input fields: "First Name" (Jay), "Last Name" (Lee), "Phone Number" (7781111111), and "Unit/Suite No." (unknown). At the bottom right of the form are two buttons: "Cancel" and "Continue".

4. Select charge type from the dropdown menu and enter amount; be sure to click **Add Charge**, leave a **“Transaction Note”** as shown below and then proceed to click **Continue**.

**Important note:** the transaction note should include

- Your name:
- Your school name/agency name: **please state who is helping you to sign up for GEC**
- Your check-in date:

The screenshot shows the 'Add Charge' form with a dropdown menu open. The dropdown menu lists various charge types, with 'Damage/Security Deposit' selected. The amount '500.00' is entered in the adjacent field. The 'Add Charge' button is visible. To the right, there is a checkbox labeled 'Attach a note to this payment for your property manager?' which is currently unchecked. At the bottom, there are 'Cancel', 'Back', and 'Continue' buttons.



The screenshot shows the 'Add Charge' form after the charge has been added. The 'Add Charge' section shows 'Select a charge...' and '0.00' with an 'Add Charge' button. Below this is a table titled 'Your Charges' with the following data:

Charge	Amount	Delete
Damage/Security Deposit	\$500.00	Delete

Below the table is a 'Transaction Note' section with a checkbox labeled 'Attach a note to this payment for your property manager?' which is checked. The text area contains the following information:

Name: Jay Lee  
School: ABCD  
Check-in date: January 1st, 2018

141 characters remaining.

### 5. Choose your card type

The screen displays the 'RM QUICK PAY' logo and the text 'Create your payment method'. Below this, there are three white buttons with rounded corners, each featuring a plus sign and a description: 'Add New Credit Card' (with Visa and Mastercard logos), 'Add New MasterCard/Visa Debit' (with Visa and Mastercard logos), and 'Add New Chequing Account' (with the 'RM eCHEQUE' logo). At the bottom right, there are two buttons: 'Cancel' and 'Back'.

### 6. Input your Credit Card information

The 'Credit Card Details' form includes the following fields: 'Card Number' (text input), 'Expiry Month' (dropdown menu with 'MM' selected), 'Expiry Year' (dropdown menu with 'YY' selected), 'Card Holder' (text input), and 'Security Code' (text input). A note below the Security Code field states: 'This is 3-digit code located to the right of the signature strip on the back of your card. It may also be a 4-digit code located on the front of your card.' To the right of the form is a graphic of a dark green credit card with the 'RM' logo, a gold chip, and the card number '1234 5678 1234 5678'. The cardholder's name 'JOHN SMITH' and the expiration date 'MM/YY' are also visible on the card graphic.

### 7. Enter your Billing Address. The address must be the same address you have on your credit card files and click **Continue**

The 'Billing Address' form includes a radio button labeled 'Use my address' which is selected. Below this are several text input fields: 'Country' (dropdown menu with 'Country' selected), 'State/Province' (dropdown menu with 'State/Province' selected), 'ZIP/Postal Code', 'Street 1', 'Street 2', and 'City'. At the bottom, there is a section for 'Primary Payment Method' with a radio button labeled 'Set this as my primary method of payment' which is selected. At the bottom right, there are two buttons: 'Cancel' and 'Continue'.



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8. Overview and confirm your details are correct

9. Click **Confirm** to process the payment.

10. Service Fees

RentMoola	Canadian Processing Fees	International Processing Fees
<b>RM eCheque*</b>	\$1.99 per transfer	N/A
<b>Visa Debit</b>	0.75%	1.75%
<b>MasterCard Debit</b>	0.65%	1.65%
<b>Visa</b>	1.75%	2.99%
<b>MasterCard</b>	1.65%	2.99%
<b>American Express</b>	2.75%	

*Please note our service fees are non-refundable as per section 3.2 of our Terms of Use.*

Notes: RM eCheque / RM eCheck transactions are domestic only. AMEX acceptance is subject to specific property

Last update September 1, 2017/ Subject to change / For latest rate, please contact GEC at [info@studenthotel.ca](mailto:info@studenthotel.ca).