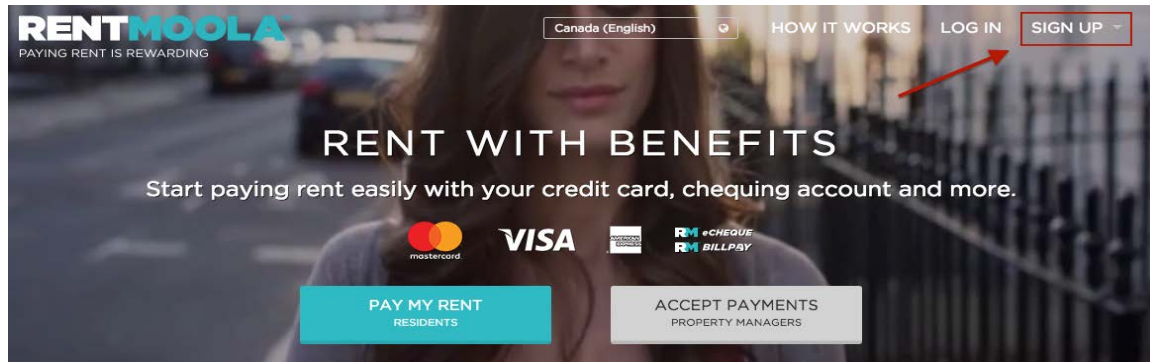


## Rentmoola Payment Guide for GEC Students

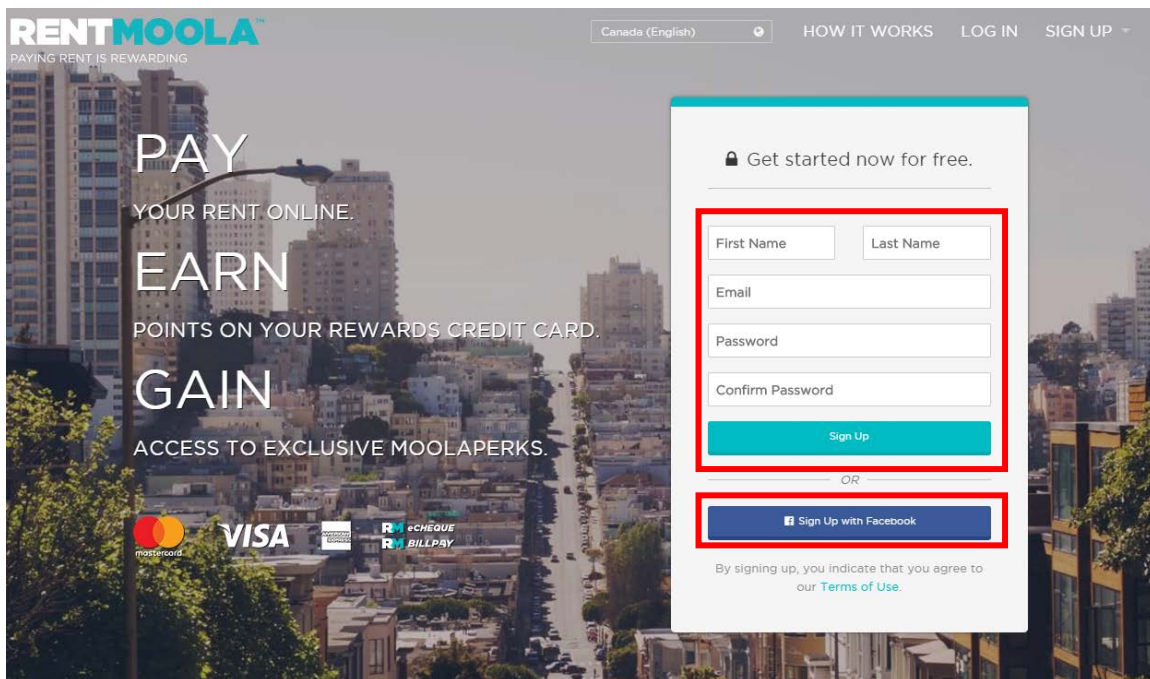
1. Visit <http://rentmoola.com/>
2. Sign up for a new account as a resident

<Rentmoola Main Page>



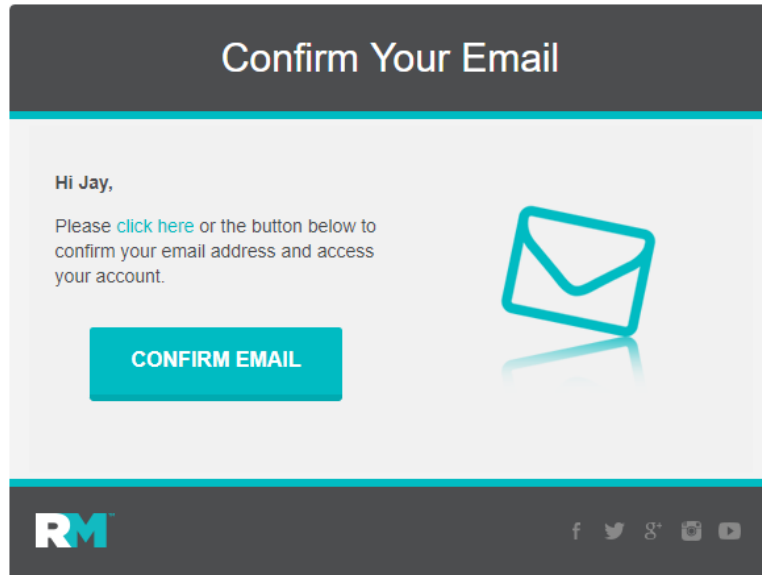
3. Sign up with your email address or Facebook account

<Sign up Page>

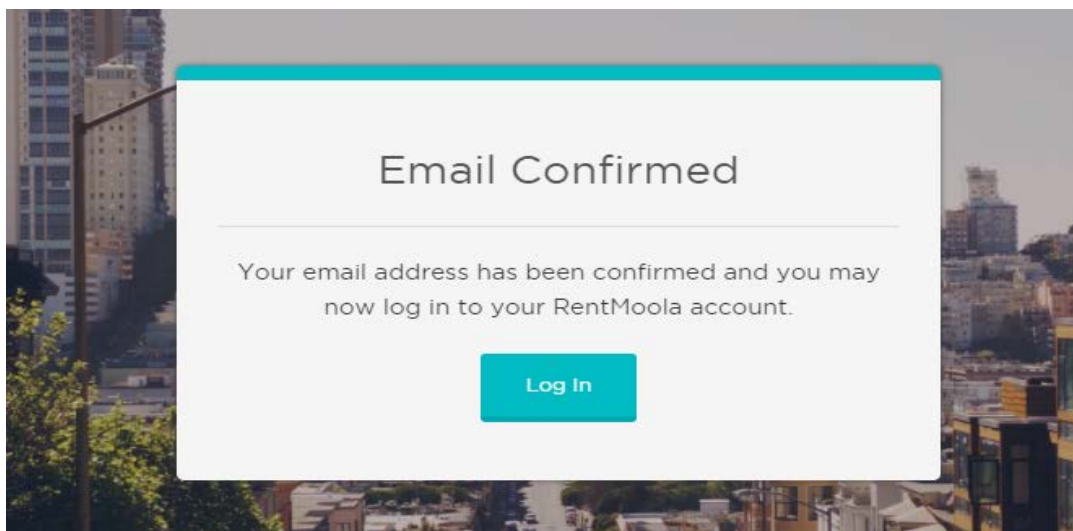


- Once you sign up, you will receive an email from Rentmoola. Go to your email account.  
<Confirm the email from Rentmoola in your mail inbox> You will receive an email as blow.

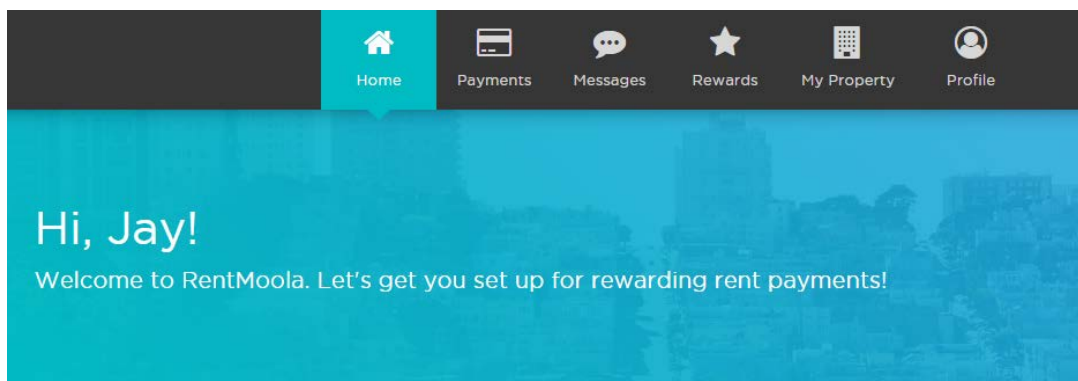
**RENTMOOLA™**  
PAYING RENT IS REWARDING



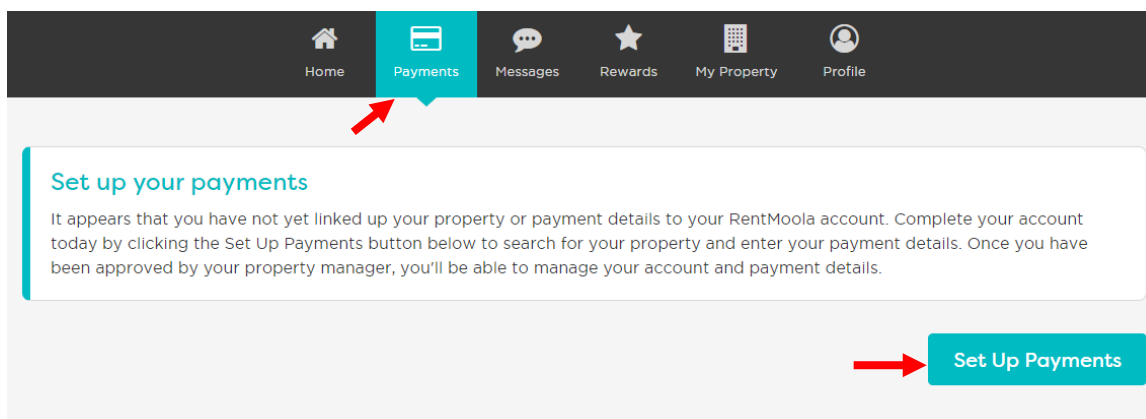
- Click on Confirm Email -> Now, you can log into your Rentmoola account



- Now, you are logged in

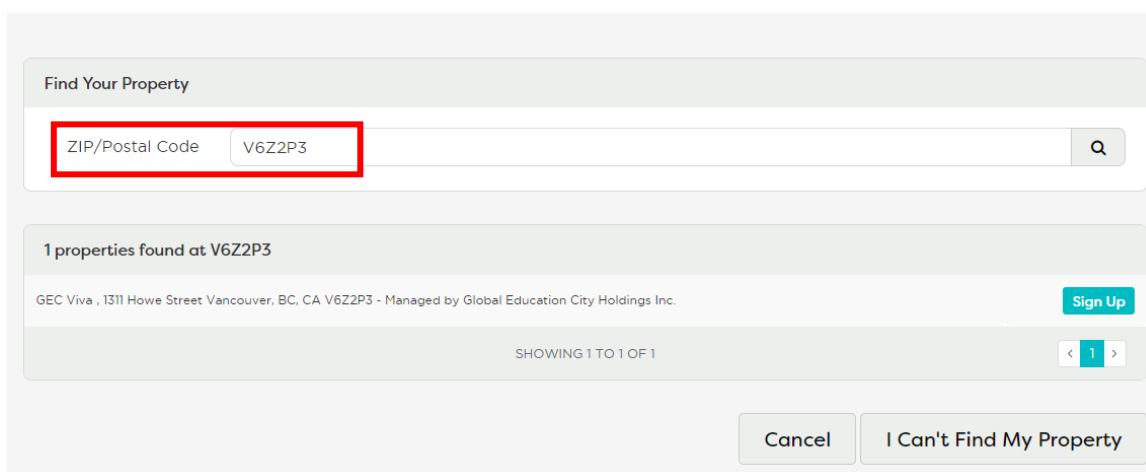


7. Time to set up for payments-> Proceed by click on “Set Up Payments”



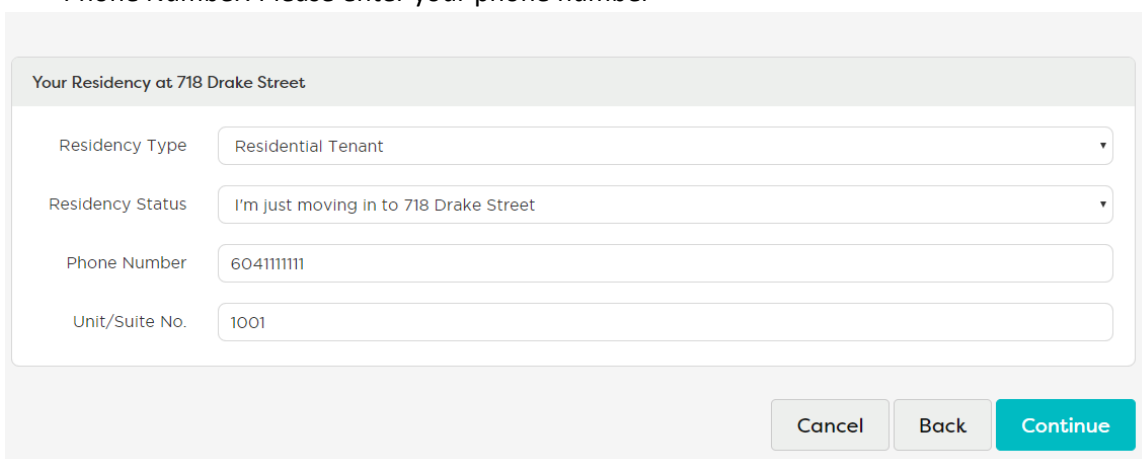
8. Choose a location

- 1) VIVA Tower: V6Z 2P3
- 2) GEC Burnaby Heights: V5C 0J7
- 3) GEC Granville Hotel: V6Z 2W6



9. Fill out the payment information

- i. Resident Type: Residential Tenant
- ii. Residency Status: I'm just moving in
- iii. Unit/Suite No.: Enter if you know it. If not can enter “unknown”.
- iv. Phone Number: Please enter your phone number



10. Payment option (Recurring payment or One-time payment)

- i. **One Time Payments:** Students will have to remember to log in and pay their rent every month.
- ii. **Reoccurring Payments:** Rentmoola will automatically charge your credit card on the 1st of every month. You will get an email reminder a week before that a payment will be taken as well as an emailed receipt once your card has been charged. Students are able to set an automatic stop date for payments as well.

Making Payments at 718 Drake Street

RECURRING PAYMENTS  
Set it and forget it! Simply set up automatic monthly recurring rent payments for your desired date and never worry about missing a payment ever again.

ONE TIME PAYMENTS  
Log in to your RentMoola account and click the "Make A Payment" button to easily make a manual, non-recurring, rent payment.

Cancel Back Continue

11. Confirm your details

Property Details

Property	GEC Granville
Street	718 Drake Street
City	Vancouver
Province	BC
Country	CA
Postal Code	V6Z2W6

By clicking Confirm, you hereby agree to RentMoola's [Terms of Use](#).

Cancel Back Confirm

12. Set Up Payments

**Set Up Payments**  
You're all set!

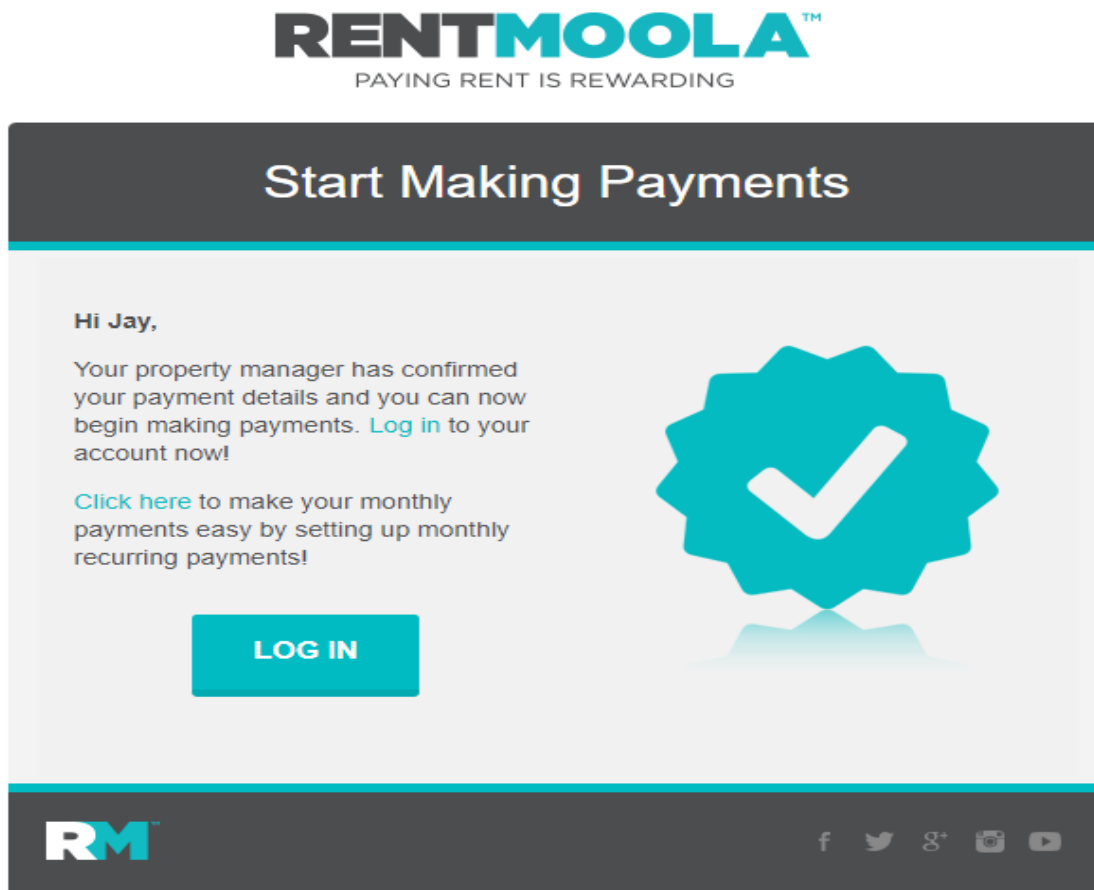
**You are now pending approval**

Your property manager is currently in the process of confirming your residency and payment details at 718 Drake Street. Once approved, you will be able to make payments. For additional inquiries about your account status, please contact your property manager. Thanks for setting up rewarding rent payments with RentMoola!

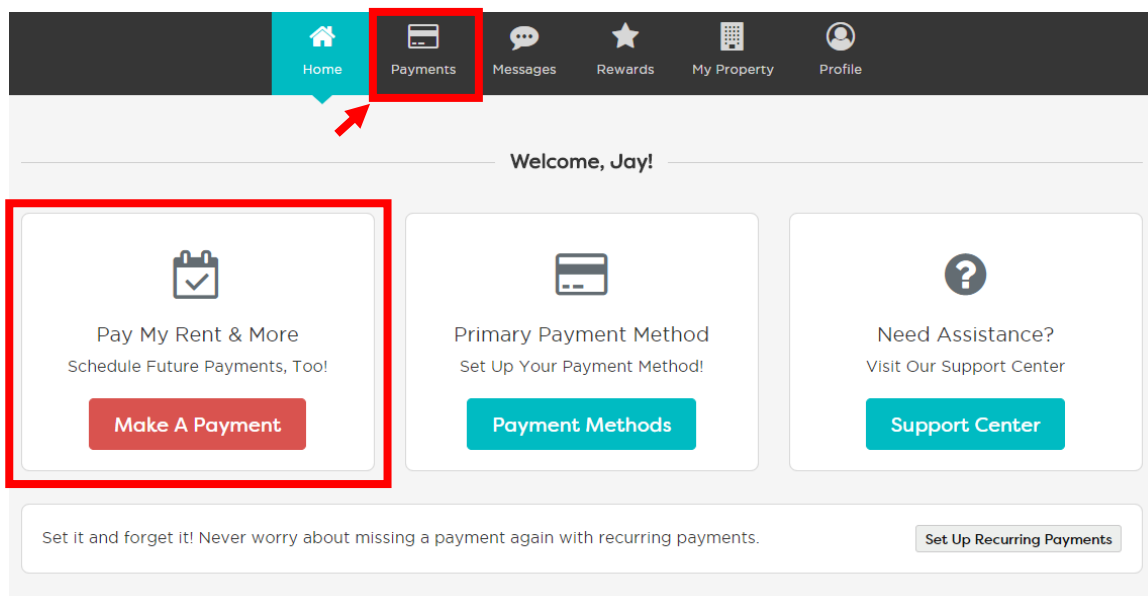
View My Account

After you create an account, your account must be approved by our staff. Please give 24 hours to approve your account. If it is during weekend, it may take up to 48 hours. Once your account is approved, you can make payments on Rentmoola.

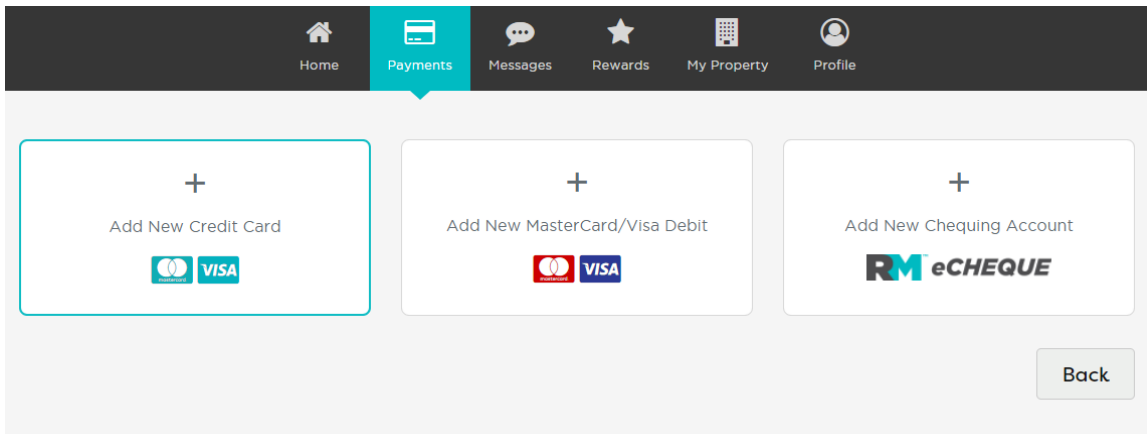
13. Now, your account is approved by us. You will receive an email as below.



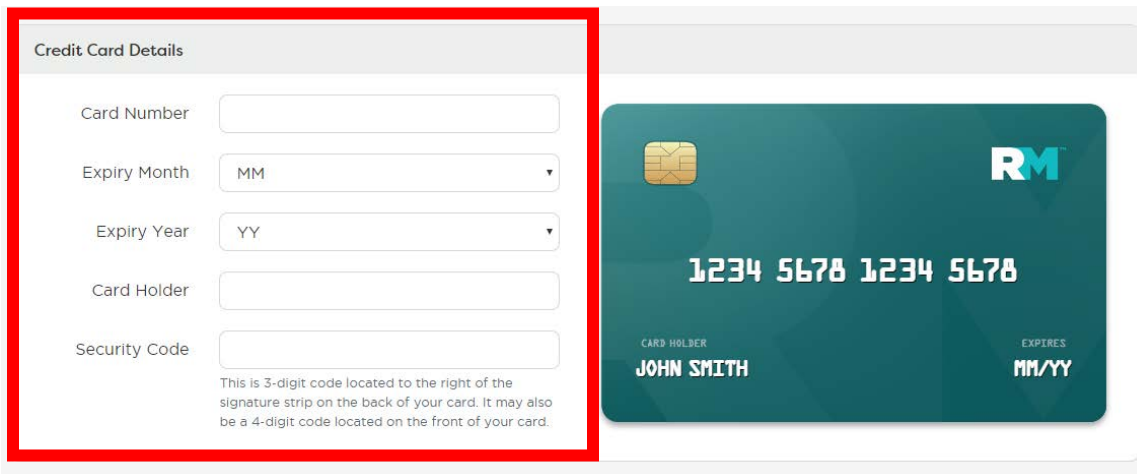
14. Update your account with your credit card information. Click on Payment and Make A Payment.



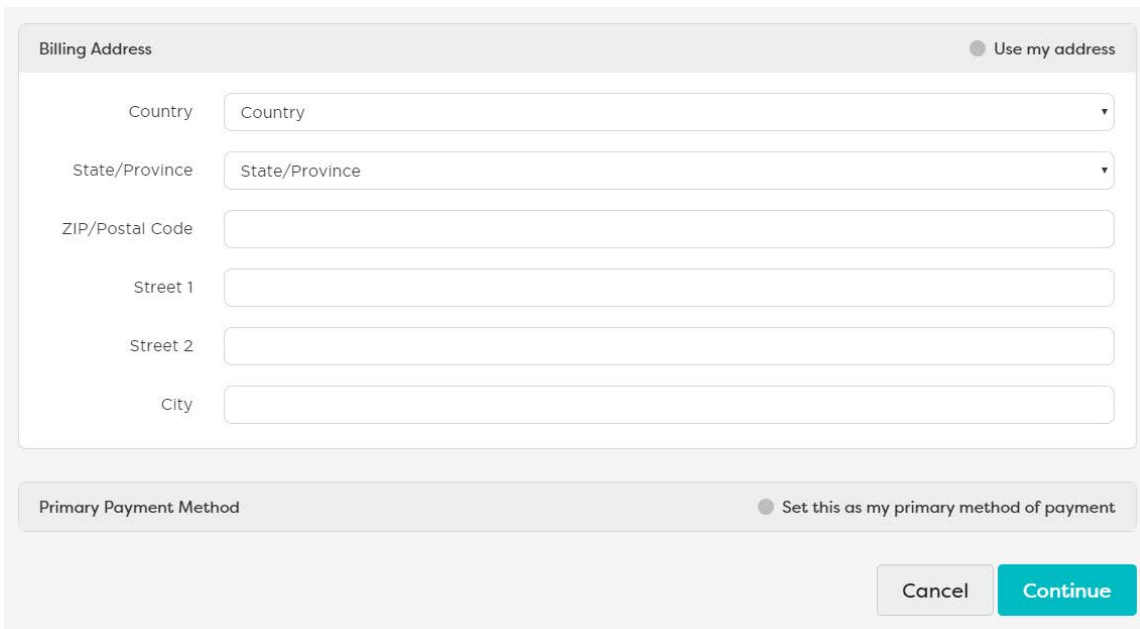
### 15. Choose your card type



### 16. Input your Credit Card information



### 17. Enter your Billing Address. The address must be the same address you have on your credit card file





18. Once you put your credit card information, Rentmoola creates one more card option with your credit card information as below. For further payments, you can choose the credit card on your file or you can create a new credit card information as needed.

**Make A Payment**  
Select your payment method

The screenshot shows three options to add a payment method:

- Add New Credit Card**: Includes a plus sign, the text "Add New Credit Card", and logos for Mastercard and VISA.
- Add New MasterCard/Visa Debit**: Includes a plus sign, the text "Add New MasterCard/Visa Debit", and logos for Mastercard and VISA.
- Add New Chequing Account**: Includes a plus sign, the text "Add New Chequing Account", and the "RM eCHEQUE" logo.

A red box highlights a simulated credit card cardholder view on the left, showing a masked card number ending in 0780, an expiration date of 3 / 2019, and the Mastercard logo.

19. For Rent payment  
Select the correct type of charge (rent, security deposit, parking etc.) and input the correct amount.

**Make A Payment**  
Determine your charges

The screenshot shows the "Add Charge" form with the following elements:

- A dropdown menu labeled "Select a charge..." with a list of options: Rent, Damage/Security Deposit, Bike Storage, Other, First Month's Rent, Last Month's Rent, Parking, Storage, Late Fee, Invoice, and Utilities. "Rent" and "Damage/Security Deposit" are highlighted with red boxes.
- A text input field for the amount, containing "0.00", which is also highlighted with a red box.
- An "Add Charge" button, highlighted with a red box.
- Two radio button options: "Make this payment on a future date?" and "Attach a note to this payment for your property manager?".
- Three buttons at the bottom: "Cancel", "Back", and "Continue".

### 20. Your charge must show as below

Add Charge

Select a charge... 0.00 Add Charge

Charge	Amount	Delete
Rent	\$950.00	Delete
Damage/Security Deposit	\$450.00	Delete

Scheduled Payment  Make this payment on a future date?

Transaction Note  Attach a note to this payment for your property manager?

Cancel Back Continue

### 21. Before you Continue

- **Important note)** leave a "Transaction Note"
- Your name:
- Rent: \$0000 or/and Deposit:\$000
- September rent or whichever month you are paying for

Charge	Amount	Delete
Damage/Security Deposit	\$500.00	Delete

Scheduled Payment  Make this payment on a future date?

Transaction Note  Attach a note to this payment for your property manager?

200 characters remaining.

Cancel Back Continue



## 22. Complete your transaction by Confirm

Payment Summary	
Charges	Amount
Damage/Security Deposit	\$500.00
Service Fee - 1.99%	\$9.95
<b>Total</b>	<b>\$509.95</b>

Billing Details	
Card/Account Holder	Jeong wan lee
Card Number	**** * 0780

By clicking Confirm, you hereby agree to RentMoola's [Terms of Use](#).

## 23. You have completed your payment

- You can either do this every month and pay for each month rent OR try our “Recurring Payment” option. It allows you to schedule pre-authorized payment

24. Once you make payments, you will receive an email with the receipts.

## 25. 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