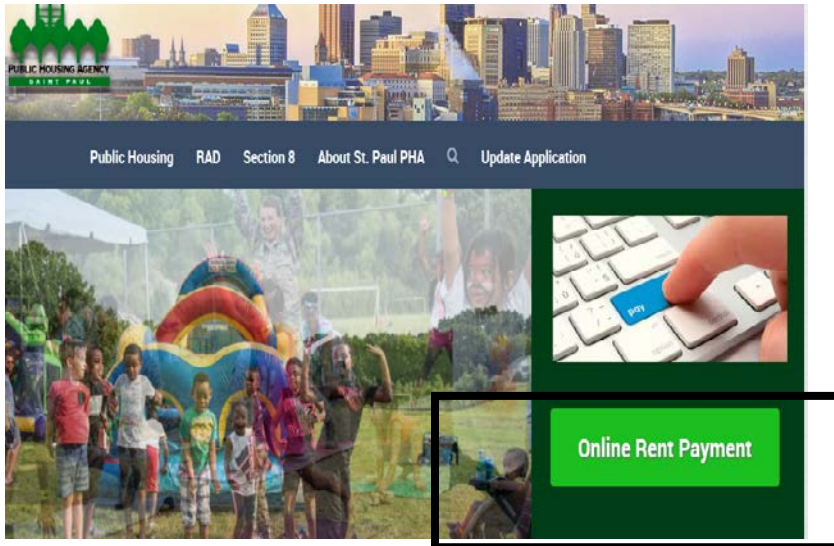


To set-up recurring payments

Go to: www.stpha.org

- 1) Click once on “Online Rent Payment “



- 2) Enter User ID and Password (User ID and Passwords are case sensitive and **cannot** be reset by the PHA or US Bank)
- 3) Click once on “Log In”

A screenshot of the Electronic Payment System login page. At the top is the Public Housing Agency Saint Paul logo. Below the logo is the heading "Welcome to the Electronic Payment System". A paragraph of text explains payment processing times. There are two input fields: "User ID" and "Password". To the right of each field is a link: "Forgot Your User ID?" and "Forgot Your Password?". Below the input fields is a red "Log In" button, which is highlighted with a black rectangular box. Below the "Log In" button is a blue "Register" link.

***NOTE: (If a payment has been made in the last 14 days an alert will appear, click “continue”)

A screenshot of an alert message. The alert has a blue header with the word "Alert". The text of the alert reads: "You have an active Recurring Payment scheduled. To view or edit your active payment select View Scheduled Payments." Below the text are two buttons: a red "View Scheduled Payments" button and a blue "Continue" button. Both buttons are highlighted with black rectangular boxes.

- 4) To make a payment (screen shots next page):
- a. Rental Payment
 - i. Enter “account number” from statement (from upper right hand corner of statement) must be an eight digit number (enter leading zeros)
 - b. Payment information
 - i. Select “recurring payment” under Frequency (after completed for the first time “recurring” will be defaulted until cancelled by user)
 - ii. Enter “payment amount”
 - iii. Enter “next payment date” enter the date you wish to have automatic payments started (current date if current payment is due) payments will occur every 30 days after (example: enter 12/2/2019 as “next payment date”, the next payment will automatically happen on 1/2/2020)
 - c. Payment method
 - i. If a payment method has already been set up on the account, use the drop down under “Saved Payment method” and select the account (checking, savings, or card #'s) that you wish to make a payment from
(if no payment method has been set up)
 1. Enter information for needed (example: routing and bank account number for savings or checking, or card number, expiration, card securing code and billing address for credit/debit cards)
 - ii. (email address will be pre-populated with the email entered at registration)
 - d. If new payment (method) needs to be entered hit “use a new payment account” follow the steps to create another payment account

Your last visit was Tue 12/17/2019 07:52 AM CST

Make a Payment

To ensure proper credit to your account, PLEASE USE THE 8 DIGIT ACCOUNT NUMBER ON THE TC

Rental Payment

a

Payment Information

b

Frequency

Frequency Options

Payment Amount

Next Payment Date

Duration

Payment Method

c

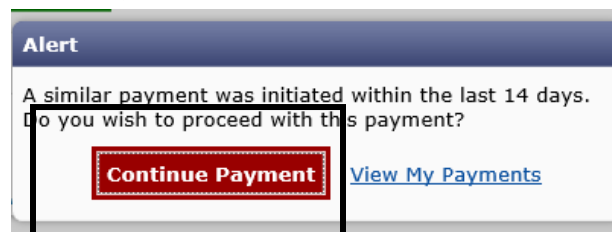
Saved Payment Methods [Use a new payment account](#) d

Email Address

A convenience fee of 3% of the transaction will be charged only on credit or debit card transactions. This where you will be able to cancel or confirm your payment.

[Cancel](#)

- 5) Click once on “Continue” – NOTE: if a payment has been made within the last 14 days an alert message will pop up stating so, click once on “continue” if the payment truly needs to be made



- 6) If payment method is a **saving or checking account** you will following these instructions below: confirm the information
- Re-enter password
 - Read terms and conditions
 - Check box to accept terms and conditions
 - Click "Confirm" (once)

If payment method is **debit or credit card** you will follow these instructions below: confirm the information

- Read terms and conditions
- Check box to accept terms and conditions
- Click "Confirm" (once)

- 7) A confirmation screen will pop up – and an email confirmation will also be sent to the email provided during account registration (keep the email for reference of payment made)

Your last visit was Thu 12/05/2019 10:33 AM CST

Make a Payment

Confirmation

Payments made after 8:00 p.m. will be processed the next business day. Payments made after 8:00 p.m. on the 10th day of the month (or the follow the 10th falls on a weekend) will be considered late and subject to applicable late fees.

Please keep a record of your Reference Number, or [print this page](#) for your records.

A payment confirmation will be emailed to you when each instance of this Recurring Payment is released. Please keep confirmation emails for your rec

Reference Number **PHATS2R00000004**

Payment Details

Description	St. Paul Public Housing Agency Rental Payment http://stpha.org/
Payment Amount	\$1,200.00
Convenience Fee	\$36.00
Total Amount	\$1,236.00
Payment Frequency	Every Month
Next Payment Date	12/05/2019
Last Update Date	12/05/2019
Duration	Continue Until Cancelled
Status	ACTIVE
Account Number	12345678

Payment Method

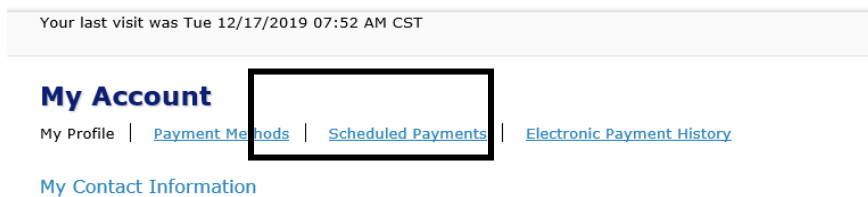
Account Nickname	testing
Payer Name	Holly Gray
Card Number	*5454
Card Type	Master Card

To Cancel Recurring Payments:

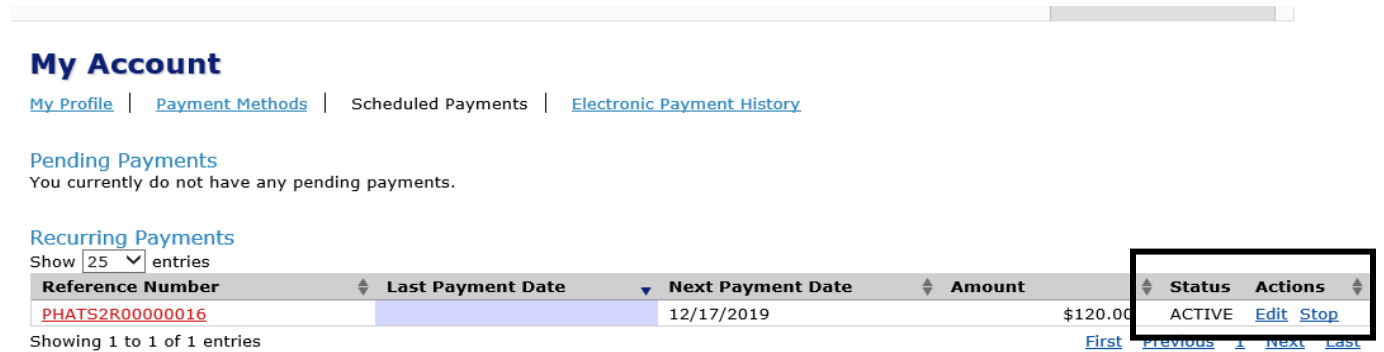
- 1) Log into account
- 2) Click on the “My Account” tab at the far right



- 3) Click on “Scheduled Payment”



- 4) Under “Actions” click on Stop



5) Payment information, details and method will be displayed, click "Stop Payment"

SAINT PAUL

Your last visit was Tue 12/17/2019 08:06 AM CST

Stop Payment

Reference Number **PHATS2R00000016**

Payment Details

Description	St. Paul Public Housing Agency Rental Payment http://stpha.org/
Payment Amount	\$120.00
Payment Frequency	Every Month
Next Payment Date	12/17/2019
Last Update Date	12/17/2019
Duration	Continue Until Cancelled
Status	ACTIVE
Account Number	12345665

Payment Method

Bank Routing Number	075000022
Bank Name	US BANK NA
Bank Account Number	*2222
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	holly.gray@stpha.org



[Customer Service](#)

6) Account information will be displayed with "stopped" under the status, a confirmation email will be sent to the email address on file.

Recurring Payments

Show entries

Reference Number	Last Payment Date	Next Payment Date	Amount	Status	Actions
PHATS2R00000016				STOPPED	

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [Next](#) [Last](#)

***NOTE: If you wish to make a different payment, you must "exit" and log back in. If you do not, recurring payment will be set up on the next payment made.