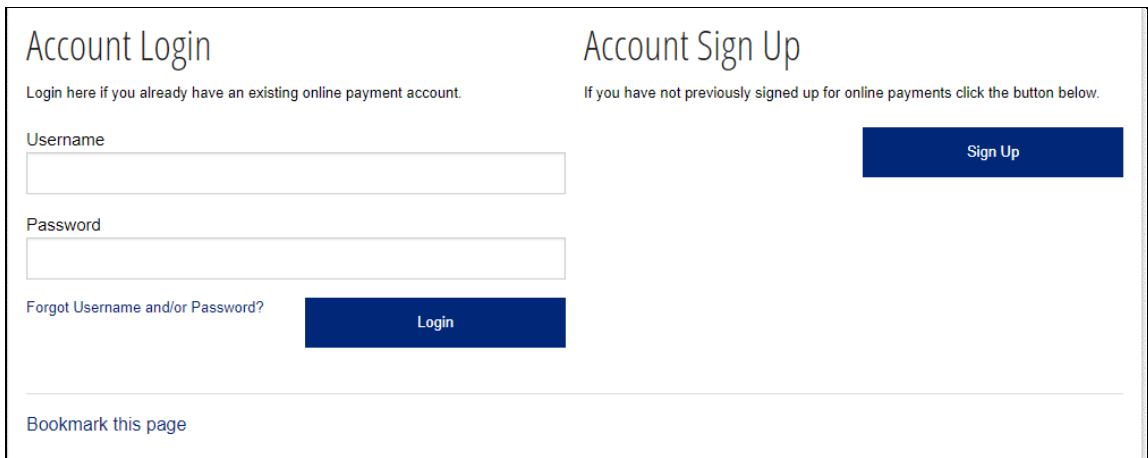


Online Account Payments: Setup / Login / Make Payment Instructions

GETTING STARTED

1. After accessing our website, select "Make a payment" from the top of the page, then select the payment button for your store. You will also find the payment button for your store on its location page.
2. You will then be directed to the online payment website. You will see our logo at the top, along with store address and phone number, along with the login fields similar to the screenshot displayed below (Figure 1).
3. To set up your new account, click the **Sign Up** button in the **Account Sign Up** area of the screen (Figure 1).



The screenshot displays a web interface with two main sections: "Account Login" and "Account Sign Up".

- Account Login:** Includes the heading "Account Login", the instruction "Login here if you already have an existing online payment account.", a "Username" input field, a "Password" input field, a "Forgot Username and/or Password?" link, and a blue "Login" button.
- Account Sign Up:** Includes the heading "Account Sign Up", the instruction "If you have not previously signed up for online payments click the button below.", and a blue "Sign Up" button.

At the bottom left of the interface, there is a link that says "Bookmark this page".

Figure 1

SETUP YOUR ACCOUNT

4. The next steps are completed on the **SETUP YOUR ACCOUNT** screen (Figure 2).
 - a. Enter the **Active Agreement Number** and **Customer Number** in the same format that they exist at the store where you entered into your rent to own agreement. Both of these numbers should be printed on your payment receipt whenever an account is setup. If you do not have access to this information or receive a prompt stating that the information you entered is not correct, you will not be able to complete the online account setup and will need to call the store for further assistance.

SETUP YOUR ACCOUNT

Please enter the following account information (All information is required)

Active agreement number (located on agreement or any receipt)

Customer number (located on agreement or any receipt)

Create user name (must be at least 8 characters and cannot contain spaces)

Create password (must be between 6 and 16 characters)

Confirm password

E-mail address (used for password retrieval and payment receipts)

Enter the code shown above

Terms and Conditions

ONLINE PAYMENTS WEBSITE TERMS OF USE AND SALES PORTAL AGREEMENT PRIVACY POLICY ("We" or "us"), user privacy is an important concern. We are committed to privacy and security, and to providing the best possible user experience for our users and online customers ("You"). We also strive to protect the personal and confidential information of those who use our on-line services. This policy may be updated by us from time to time, so please check here frequently. TERMS

I agree to the terms and conditions above

[Return to Login](#)

Figure 2

- b. Create a user name that is at least 8 characters and does not contain any spaces.
 - c. Create a password that is between 6 and 16 characters then confirm the password.

NOTE: Please be sure to store your user name and password in a secure location for future use.
 - d. Enter any other required or optional information as needed, such as an email address.
 - e. Enter the verification code using capital and lowercase letters exactly as it is displayed on the setup screen.
 - f. Finally, click the checkbox indicating that you agree with the Terms and Conditions then click the **Submit** button.
5. Once a valid account is set up on the store's website, the user name and password you created must be entered to log in and view information related to your current accounts.

LOG IN TO YOUR ACCOUNT

6. After creating a valid account on the store’s website, the user name and password you created must be entered to log in and view information related to your current accounts.
7. To view account information such as payment history or to change your account information, click on the appropriate buttons in order for the information to be displayed. An example of a typical payment screen is displayed in Figure 3.

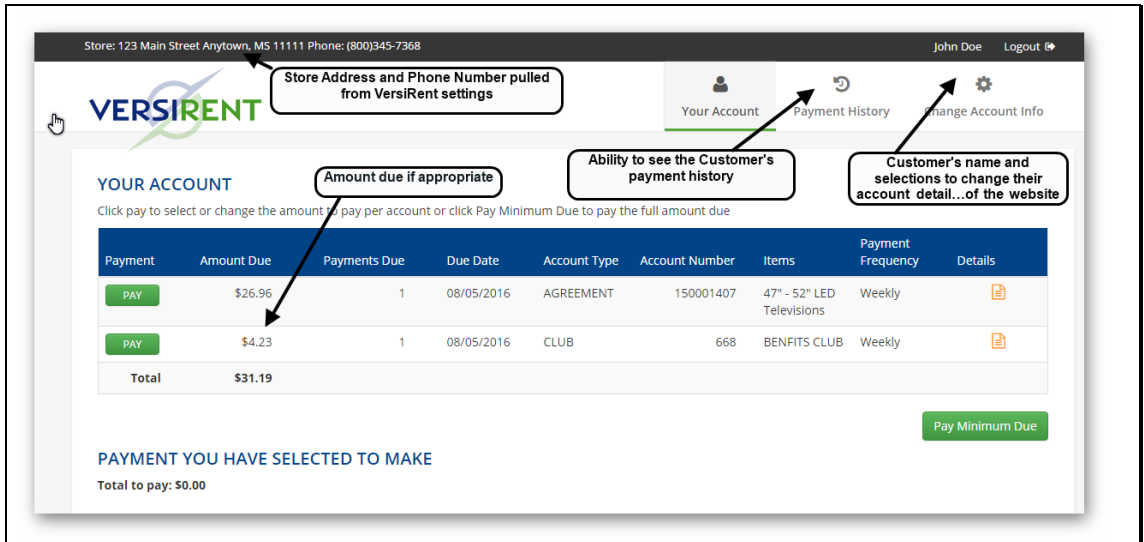


Figure 3

PAY ON AN ACCOUNT

8. Click the green **PAY** button for an individual account to open the payment amount selection screen (Figure 4).

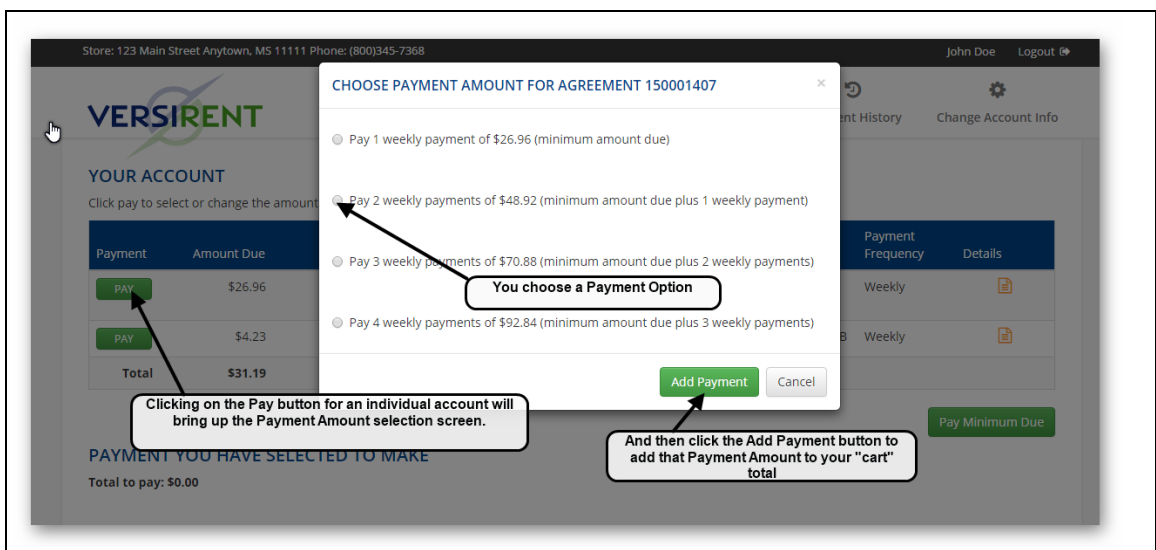


Figure 4

9. Select a payment option and then click the **Add Payment** button (Figure 4). Payments can only be selected in the multiples shown on the payment amount selection screen. If a payment is due on the selected account, the first payment amount will be for the minimum amount due and the next two selections will be for that payment plus the amount for one or two more payments. If deferment or late fees are due then the first payment amount will also reflect those amounts. Amounts shown on the payment selection screen are the only options available for online payment.
10. Once a payment amount has been selected for each account you wish to make a payment, the screen in Figure 5 is displayed for verification of the amounts to be paid on each account. Information displayed includes the agreement number, payment amount and new due date for the agreement. Individual agreements can be removed by clicking the trash can icon associated with that agreement or you can click the **Check Out** button to move forward with your online payment. If you believe the payment amount displayed is incorrect, you will need to contact the store to resolve the issue.

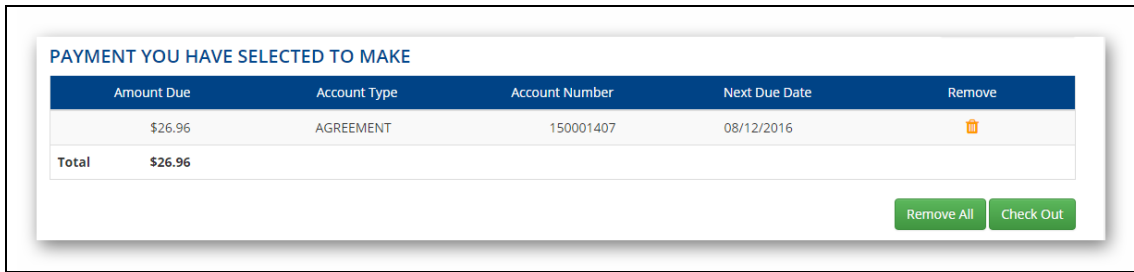


Figure 5

11. Simply clicking the **Pay Minimum Due** button in Figure 3 or Figure 6 will automatically select the minimum payable amount for each account and display those amounts along with the total amount of your payment in the **PAYMENT YOU HAVE SELECTED TO MAKE** section (Figure 6). This option will save you time whenever you desire to make only the minimum payments due at the current time. Click the **Check Out** button to proceed making your payment.

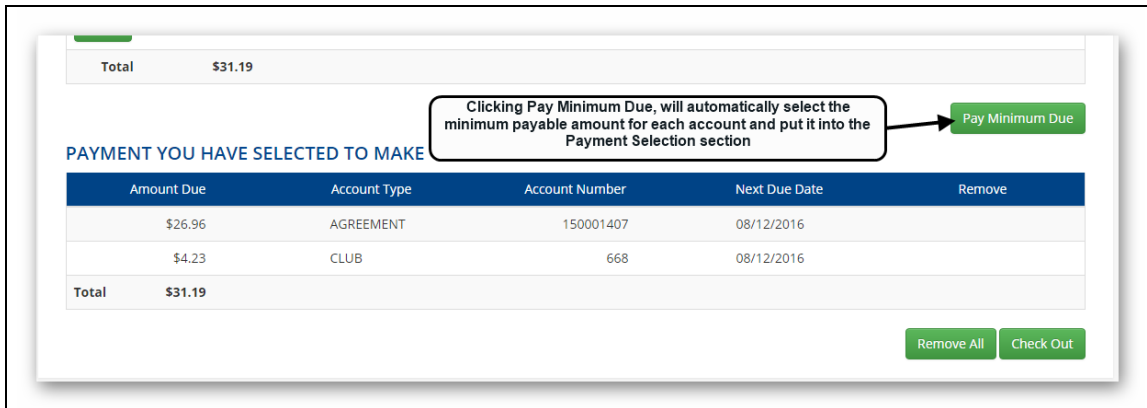


Figure 6

12. On the **CHECKOUT** screen (Figure 7), the Payment Summary section reflects the payment which will be posted on each account. This screen is where you are given the options to select the **Enter Card Information** button or choose the option to **Use a Saved Card** to process the payment.

IMPORTANT NOTE: *Protecting your card number is of utmost importance!!! Therefore, actual credit card numbers are NOT stored in the online payment system or in the store's database. In order to use a saved card, you must first contact the store to have the card information stored as a saved card "token" (if the card token information was not previously saved by the store when you entered into the agreement). The encrypted card token is then stored with the credit card processor which enables future saved card transactions.*

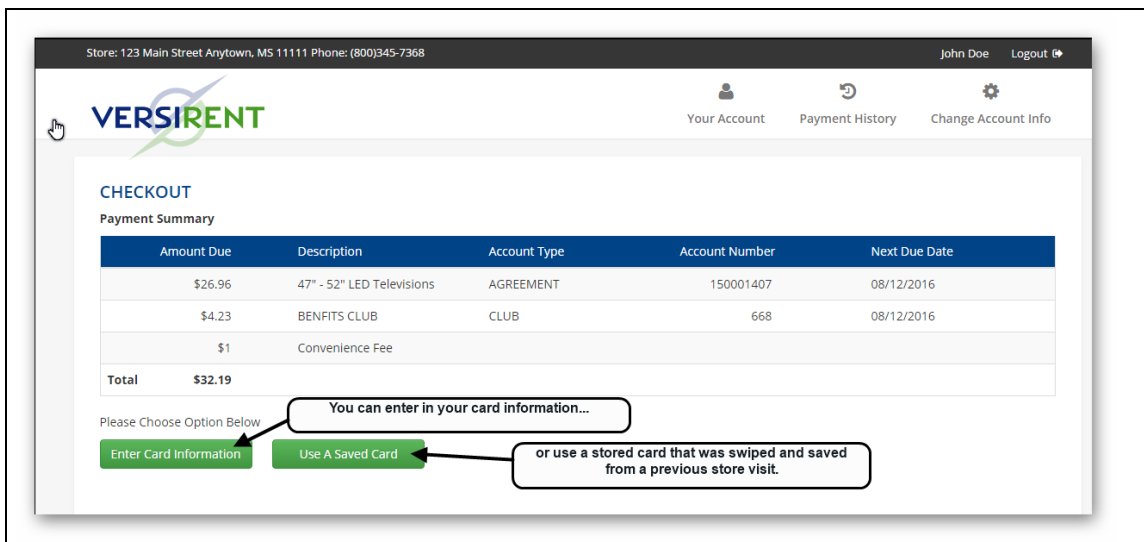


Figure 7

- a. Choosing **Enter Card Information** will display the screen below (Figure 8):

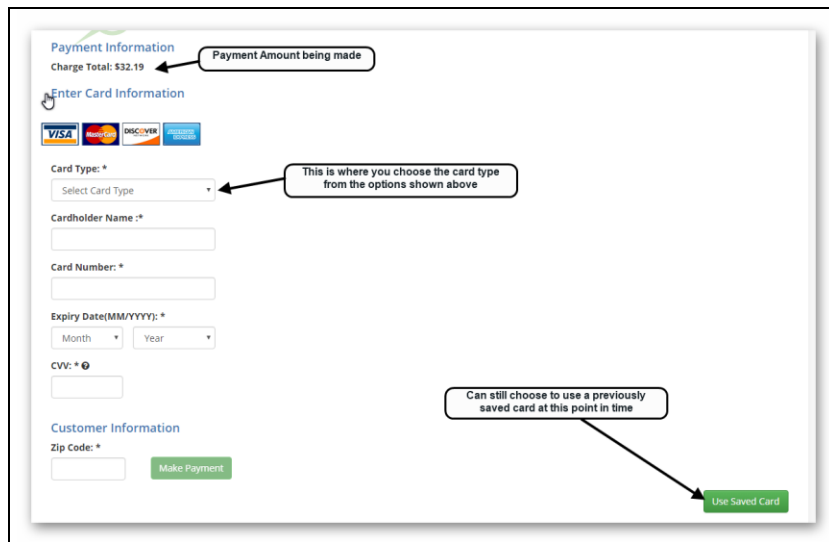


Figure 8

b. Choosing **Use a Saved Card** will display the screen below (Figure 9):



Figure 9

13. When all credit card information is entered correctly and the credit card authorization processes, the following screen will display (Figure 10):

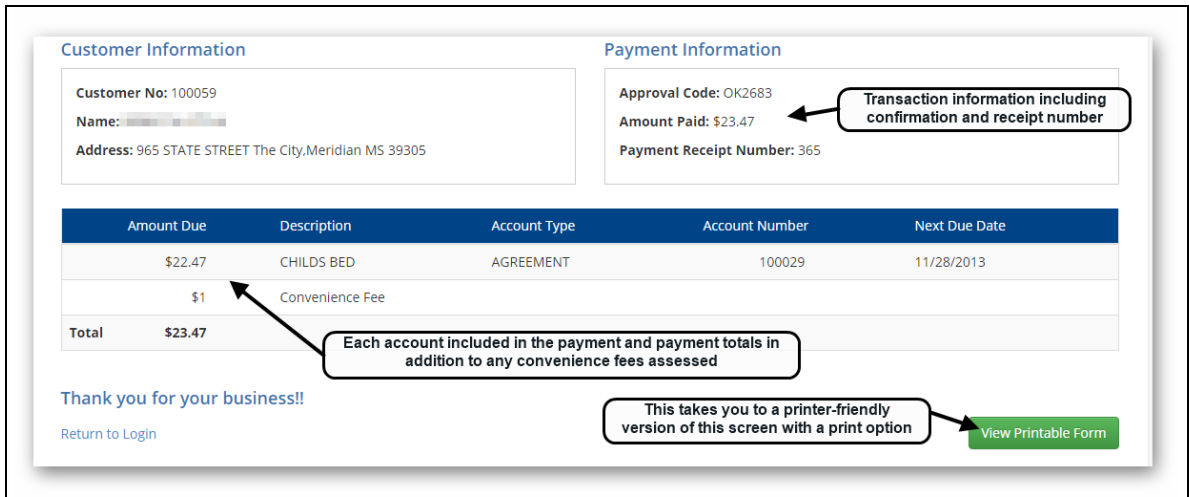


Figure 10

14. Selecting the **View Printable Form** button provides the opportunity to print a payment receipt to a printer connected to your computer or save the receipt as a PDF file.



If you would like assistance setting up your online payment account, please feel free to ask a store employee and they will be happy to assist you!