



## *Rent Payments Online*

It's now easier than ever to pay your rent on-line

The screenshot shows the top navigation bar with the Circle Property Management logo on the left, the slogan "We are Full Circle Property Management" in the center, and the phone number 703-349-0144 on the right. Below the navigation bar are two main sections: "TENANT LOGIN" and "NEW USER?". The "TENANT LOGIN" section includes fields for "Username:" (with a note "(usually your email)"), "Password:", a "LOGIN" button, and a "Forgot Password?" link. The "NEW USER?" section includes the text "The smartest, safest and most convenient way to pay your Rent..." followed by a bulleted list: "Save time, stop writing paper checks", "Save money on postage", and "Go Green", along with a "REGISTER HERE" button. At the bottom center of the screenshot is a "SECURITY VERIFIED & SECURED" logo.

[https://www.instapaylock.com/cir\\_customer.html](https://www.instapaylock.com/cir_customer.html)

E-Check \$2.50 Processing Fee

1. Please use your current email address (as we have it) as your username and for an initial **password use "welcome"**.
2. For your protection, you'll be prompted to change your password at first login.
3. Please be advised that an account management fee of \$2.50 per e-Check and 2.9% per credit card transaction will apply.
4. Rent payments can only be accepted from the 26th of the prior month to the 2nd of the current rent month. All other payments can be made at any time.

If you have any trouble please give us a call. 703-349-0744