

How to register and pay rent online

Step 1: Email onlinerentpay@communitycorp.org

Include your name, address, and the email address you would like to register with

Step 2: You will receive this email.

Click the link to register

Dear

Click here to register

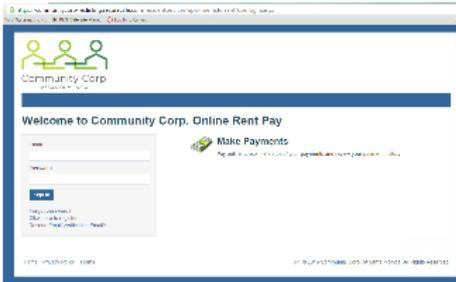
Welcome to the new CCSM Resident Services online payment portal. If you were registered with the previous version of CCSM's online rent payment portal, you will need to re-register.

We apologize for the inconvenience.

For security purposes, you will be required to click on the link below and activate your account on our new system:

<https://communitycorp-reslisting.securecafe.com/residentservices/apartmentsforrent/userlogin.aspx>

You will need to click on the text "Click here to register". The page will look like this:



Your Registration code is: 1

Please bookmark this new URL for future reference:

Please bookmark this new URL for future reference:

<http://communitycorp-reslisting.securecafe.com/residentservices/apartmentsforrent/userlogin.aspx>

Once activated, your Resident Portal account will provide you online access to:

- Enjoy 24/7 self-service account management
- Check your balances and make payments
- Schedule recurring auto-payments for monthly charges

Should your email address change, please remember to update your Resident Portal account. Your email address must be current to receive payment notifications, community updates, and other online activity confirmations. If you have any questions, please contact us at (310) 394-8487.

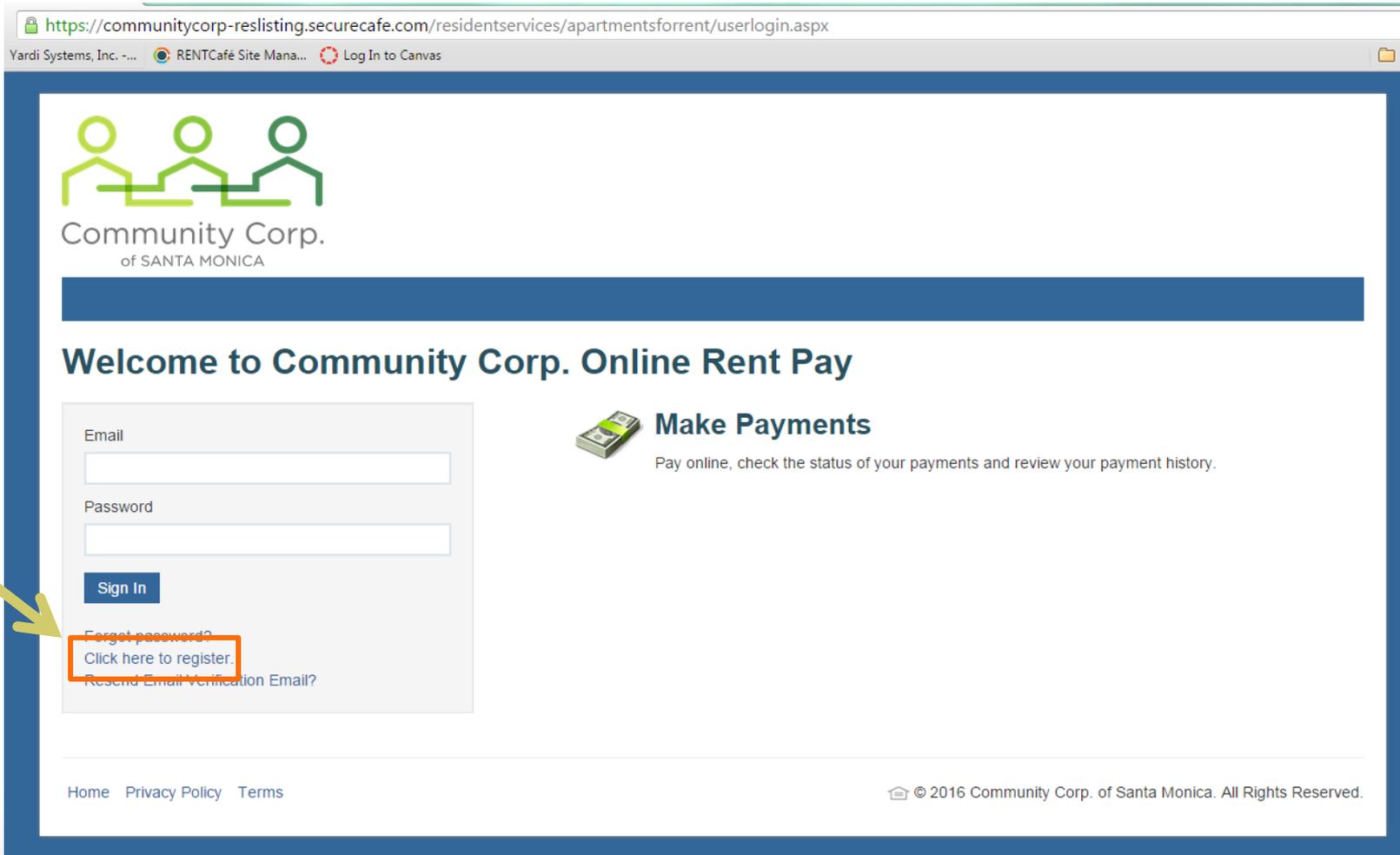
Thank you,

Community Corp. of Santa Monica
1423 2nd Street, Suite B
Santa Monica, CA 90401

BOOKMARK:

<https://communitycorp-reslisting.securecafe.com/residentservices/apartmentsforrent/userlogin.aspx>

Step 3: The link will bring you to this page. Click on “Click here to register”



https://communitycorp-reslisting.securecafe.com/residentservices/apartmentsforrent/userlogin.aspx

Yardi Systems, Inc. ... RENTCafé Site Mana... Log In to Canvas



Community Corp.
of SANTA MONICA

Welcome to Community Corp. Online Rent Pay

Email

Password

[Sign In](#)

[Forgot password?](#)
[Click here to register.](#)
[Resend Email Verification Email?](#)



Make Payments

Pay online, check the status of your payments and review your payment history.

[Home](#) [Privacy Policy](#) [Terms](#)

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Step 4: Enter your account information



Community Corp.

Already a member? [Click here to login.](#)

User Registration

Personal Details

First Name*

Last Name*

Registration Code

OR

Phone Number



Registration code given in email

Account Information

Email*

Password* Weak Medium Strong

Confirm Password*

Security Question* What was your first pet's name?

Security Answer*

User Verification

I'm not a robot



reCAPTCHA
Privacy - Terms

I have read and accept the [Terms and Conditions](#).

Step 5: Once you have successfully registered, log into Portal



Community Corp.
of SANTA MONICA

Welcome to Community Corp. Online Rent Pay

Email

Password

[Sign In](#)

[Forgot password?](#)

[Click here to register.](#)

[Resend Email Verification Email?](#)



Make Payments

Pay online, check the status of your payments and review your payment history.



**Enter your email
and password**

Step 6: How to pay for rent and/or charges

The screenshot displays a web interface for managing payments. At the top, there is a navigation bar with 'Payments' and a 'Logged in as:' indicator. Below this, the 'Payments' section is active, showing tabs for 'Make Payments', 'Pending Activity', 'Recent Activity', and 'Payment Accounts'. The 'Current Outstanding Charges' section is highlighted with an orange box and a yellow arrow. It contains a table with the following data:

Date	Description	Amount
4/1/2015	Tenant Rent	\$508.00
	Account Balance:	\$508.00

Below this, the 'Monthly Charges and Monthly Auto-pay' section is visible, containing a table with the following data:

Description	Amount	Auto-Pay By	Auto-Pay Account	Auto-Pay Amount	Remaining
Tenant Rent	\$750.00				\$750.00
Rent Concession	-\$242.00				-\$242.00
Total:	\$508.00			\$0.00	\$508.00

The footer of the page includes the address '1144 5TH STREET | 1144 5TH STREET LOS ANGELES SANTA MONICA, CA 90401' and the copyright notice '© 2015 Yard Systems, Inc. All Rights Reserved'.

- If you have other charges such as late fee, it would show under “Current Outstanding Charges”
 - You can pay for charges other than rent by making a **one-time payment**

Step 7: How to make a one-time payment

Payments

Logged in as:

Click here to make a one-time payment

Payments

Make Payments Pending Activity Recent Activity Payment Accounts

Current Outstanding Charges

Date	Description	Amount
4/1/2015	Tenant Rent	\$508.00
	Account Balance:	\$508.00

Make a One-time Payment Set Up Automatic Recurring Payment

March Monthly Charges and Monthly Auto-pay

Description	Amount	Auto-Pay By	Auto-Pay Account	Auto-Pay Amount	Remaining
Tenant Rent	\$750.00				\$750.00
Rent Concession	-\$242.00				-\$242.00
Total:	\$508.00			\$0.00	\$508.00

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Step 8: How to make a one-time payment

Payments

Logged in a

One-Time Payment

Payment Details > Review Payment > Confirmation

You can add a bank account

Or select an existing bank account

Description	Total Amount	Paid	Payment Amount
Tenant Rent	\$750.00	\$242.00	\$508.00
Total			\$508.00

Enter Payment Details

Select Payment Account: ---Select Payment Account---

Payment Amount: \$508.00

Total Amount: \$508.00

Next

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Step 9: How to make recurring rent payments

Payments

Logged in as:

You can set up auto recurring payments

Payments

Make Payments Pending Activity Recent Activity Payment Accounts

Current Outstanding Charges

[Make a One-time Payment](#) [Set Up Automatic Recurring Payment](#)

Date	Description	Amount
4/1/2015	Tenant Rent	\$508.00
	Account Balance:	\$508.00

March Monthly Charges and Monthly Auto-pay

Description	Amount	Auto-Pay By	Auto-Pay Account	Auto-Pay Amount	Remaining
Tenant Rent	\$750.00				\$750.00
Rent Concession	-\$242.00				-\$242.00
Total:	\$508.00			\$0.00	\$508.00

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Step 10: How to make recurring rent payments

Community Corporation of Santa Monica

Payments

Logged in a

Schedule Monthly Auto-Pay

Payment Details > Review Payment > Confirmation

Current Monthly Auto-Pay: \$0.00

Monthly Charge Description	Amount	Select your Auto-Pay Account	Auto-Pay Amount
Tenant Rent From 10/1/2014	\$750.00		
Your current Auto-Pay amount	\$0.00	---Select Payment Account---	\$750.00
Rent Concession From 10/1/2014	-\$242.00		
Your current Auto-Pay amount	\$0.00	---Select Payment Account---	-\$242.00
Total Auto-Pay Selected			\$508.00

* Setting up monthly auto-pay will override any previously scheduled monthly auto-pay.

Setup Monthly Auto-Pay

You can choose which charges to make auto recurring payments. If you have a rent control fee, make sure to select it as well.

For any questions, please contact
your property supervisor or email
onlinerentpay@communitycorp.org