

## **Tenant WebACCESS - AutoPay**

**AutoPay** allows tenants to setup an automated deduction from a checking / savings account or credit / debit card for a monthly rental payment to the Landlord.

Never be late paying your rent again. Sign up now. Instructions are below.

- login to TWA
  - click the GEAR icon on mobile devices or the drop down menu on browsers (top right corner)
  - select Saved Payment Information
  - click EDIT button at bottom of page
  - select ACCOUNT TYPE desired, insert other detailed account information, and SAVE.
  - select Enable Automatic Payments and complete desired day, type and amount.
  - check the “please be advised...” button and select SAVE AUTO PAYMENT SETTINGS.
- NOTE:** a convenience fee will be charged.
- (\$2.95 fee) when using your bank account information .
  - (\$2.95 fee + 3% of payment being made) when using a credit or debit card