

CITY WEST HOUSING TENANT PORTAL - HOW TO MAKE A PAYMENT

1. From the left menu, select [Make Payment](#).

The screenshot displays the City West Housing Tenant Portal interface. On the left, a navigation menu is visible with the following items: Forms, My Documents, My Agreements, My Payments, **Make Payment** (highlighted with a green arrow), Apply for Housing, and My Profile. Below the menu are language selection options and a Logout button. The main content area shows a 'Welcome' message, 'Important Information' stating the current balance is \$53.98 with a 'Make a Payment' button, and 'Recent Activity' listing two transactions: an adjustment of -169.75 and an adjustment of 115.77. At the bottom, there is a 'Contact Us' section with a phone number and social media links, and a 'Welcome to the new City West Housing Resident Portal!' message with a list of actions: 1. Pay your rent, 2. Request rent statements, and 3. Submit rent review paperwork electronically.

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2. Select which account you would like to pay, Rent or Water.

Select Your Account

<p>Type: Rent Account reference: RA0000258 Payment reference: R200405 Open date: 26/07/1999 Close date: N/A Status: Open</p> <p>Select</p>	<p>Type: Water Account reference: WA0000253 Payment reference: W300405 Open date: 26/07/1999 Close date: N/A Status: Open</p> <p>Select</p>
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You will be taken to the B-Point screen to enter your card details before making payment.