

Rental Payment Setup Help

(Created March 2015)



This document is intended to help you through the process of creating a popmoney account. Popmoney is a 3rd party money transfer service and is not affiliated in any way with our rental businesses. We are simply



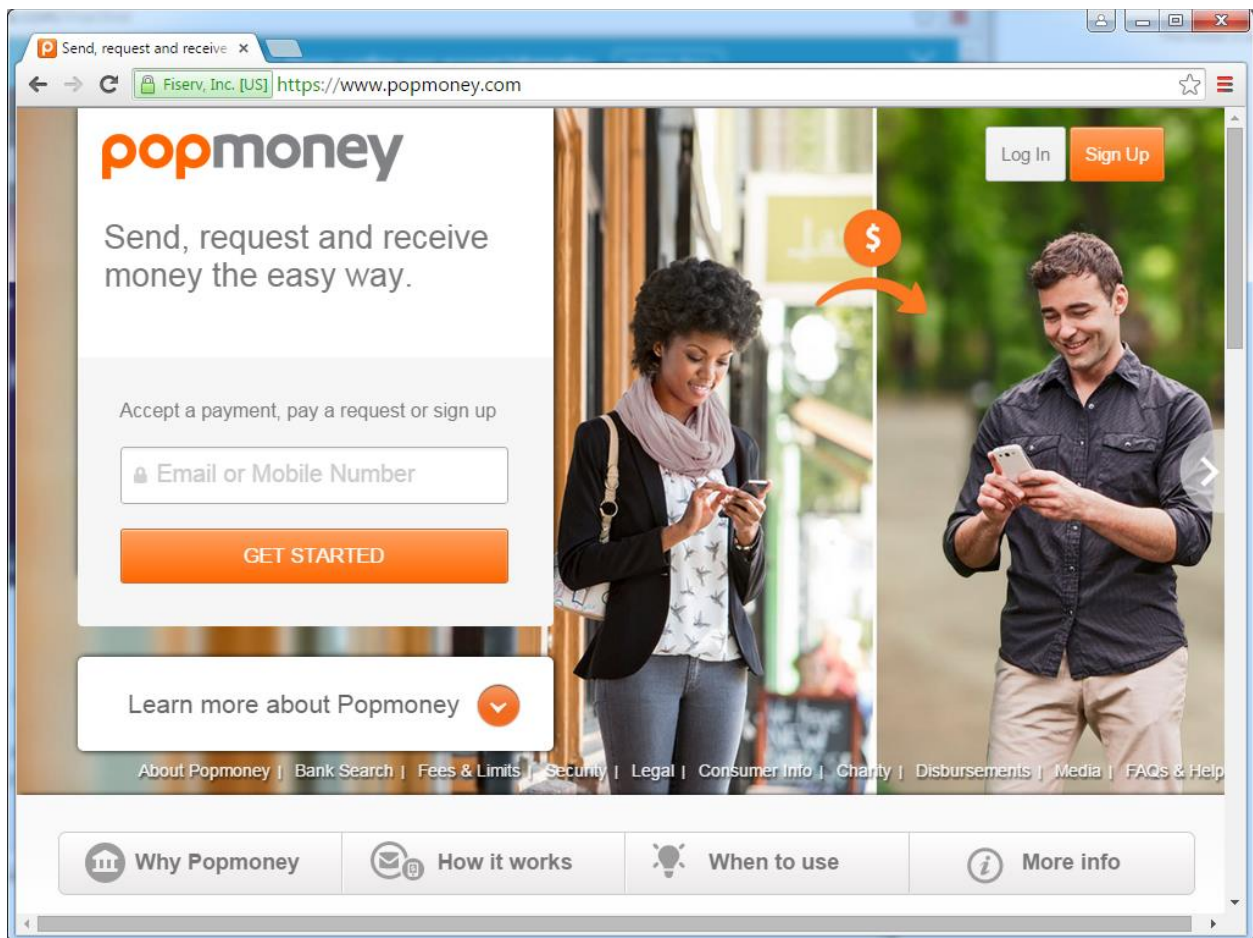
leveraging their services to create a simple and streamlined process for rent payments. Many local banks have also linked popmoney services into their online banking software. As you setup a popmoney account you may be directed to your bank if they participate in the integrated payment solution. In either case, you should find the setup and payment process pretty simple. Once created, your account will enable you to push rent payments to the appropriate email address for the property you reside at. Below is a list of the properties and their corresponding email payment addresses. If you have any questions on setting up an account please contact either popmoney, your bank or send an email to me at jeremy@lemere.com and I will try to help you through the process. Like the previous WilliamPaid payment solution, the popmoney solution also requires a couple days to process the money transfer. Please remember that **rent is due on the 1st of the month** with a grace period provided until the 5th of the month. This is intended to allow time for payment processing, snail mail and periods where the 1st falls on the weekend. **DO NOT SCHEDULE PAYMENT APPROACHING THE 5th OF THE MONTH OR YOUR RENT WILL BE LATE.**

Property	Rental Payment Email Address	Business Name
W. Ridgeview Dr - Appleton Desplaine Rd - De Pere	rentpayment@lemere.com	LeMere Investments LLC
Glenpark Dr - Green Bay State Park Rd - Appleton	rentpayment@lemereenterprisesllc.com	LeMere Enterprises LLC
Dorothy Ln - Green Bay Greenview Dr - Green Bay Ponderosa Ave - Green Bay Packerland Dr - Green Bay Concordia La - Green Bay Orchard La - Little Chute	rentpayment@kjstarproperties.com	KJ Star Properties LLC

SEE THE NEXT PAGE FOR SETUP HELP:

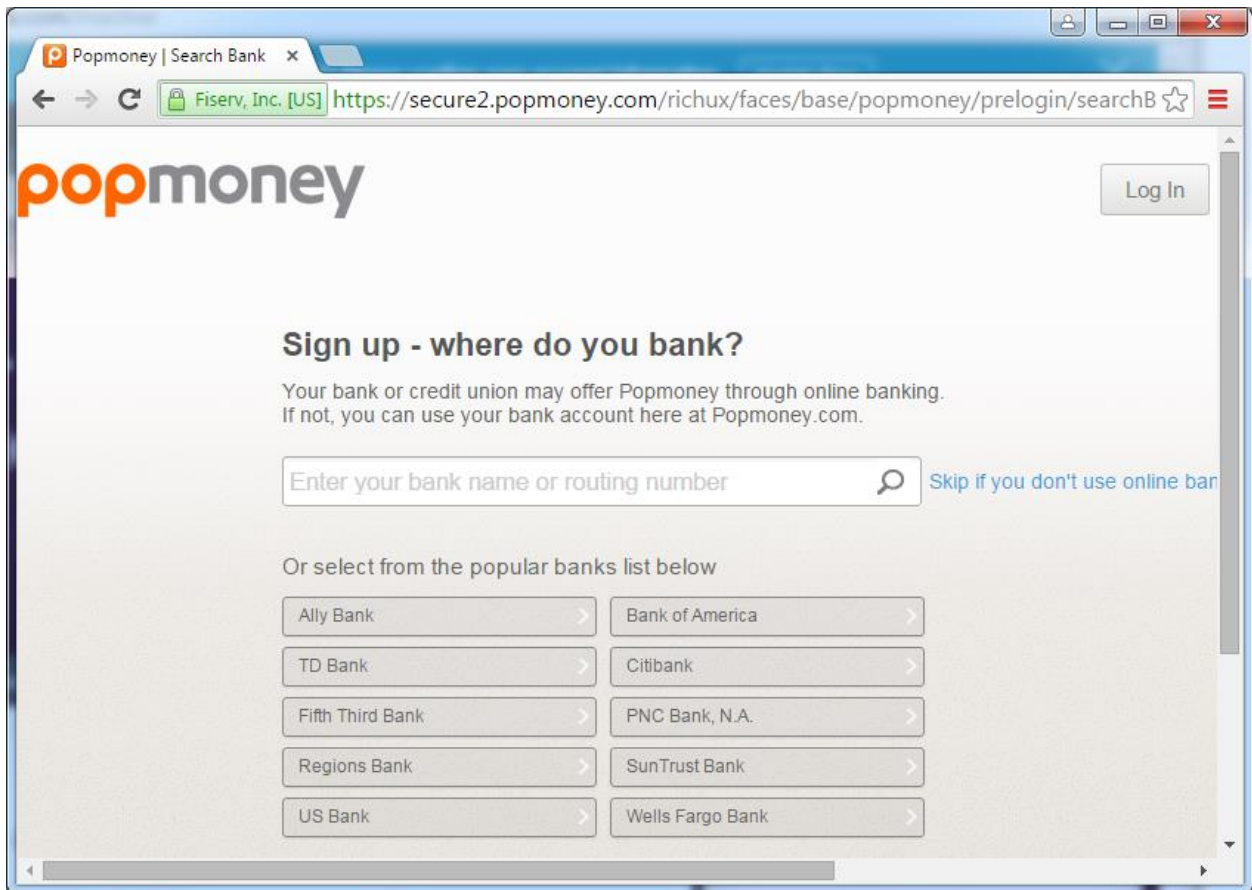
Account Setup:

1. Start by visiting www.popmoney.com
2. Enter the email address you want to use for your account management. You may also setup an account using your mobile phone number. Eventually your account will be linked to both your email and (cell) phone numbers. It is possible to setup the phone number without using a cell phone but the ability to use the popmoney service via text messages will be limited. In this case you will be relying on the email address to process the sending and receiving of funds.
3. Click “Get Started”



SEE NEXT PAGE

4. Continue to follow the prompts by entering your bank routing number from your bank or select your bank from the list of options.
5. If you do not use online banking then select the do not use online banking option.



SEE NEXT PAGE

6. Enter the required information to create a personal account profile.
 - a. If your bank has the popmoney integration link, your account profile is used to populate this information automatically. Please follow your banks online instructions for setting up popmoney if you are guided over to their website.

Popmoney | Sign Up

Fiserv, Inc. [US] <https://secure2.popmoney.com/richux/faces/base/popmoney/prel>

popmoney Log In

Create a profile

Send and receive money right from your bank account by creating a Popmoney profile.

First Name Last Name

Email (This will be your Log In ID)

Mobile phone

Password Confirm Password

I am creating a Popmoney profile for my business

Current address

Street Address

Address line 2

City State ZIP

Date of birth

MM DD YYYY

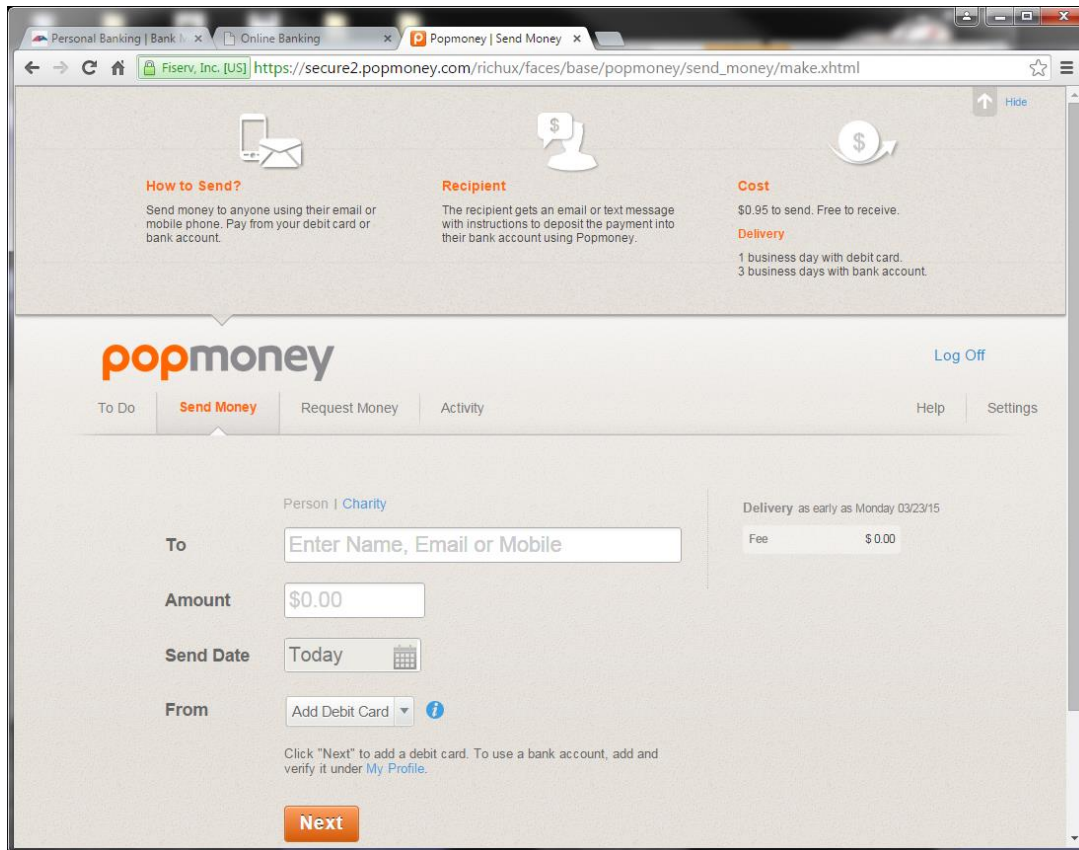
I have read and accept the [Terms of Use and Privacy Policy](#) for the Popmoney service.

Sign Up

About Popmoney
Need Help?

Customer support
877-675-6378
9 a.m. to 9 p.m. ET

- Once you have setup your account and verified your email and phone numbers you will be ready to start the payment process. **The verification process may take 1-3 days** so please make plans for this when setting up the account.
- When you log in, after the account is all setup, you should see a screen similar to the following. If you are using your bank porthole, skip to step 10.
- To schedule a payment, fill out the various pieces of information. The email address you should use for payment is located on page 1 of this document. You will see a nominal fee located on the right. This fee should not be substantially more than it would have cost you to write a check and mail it in.

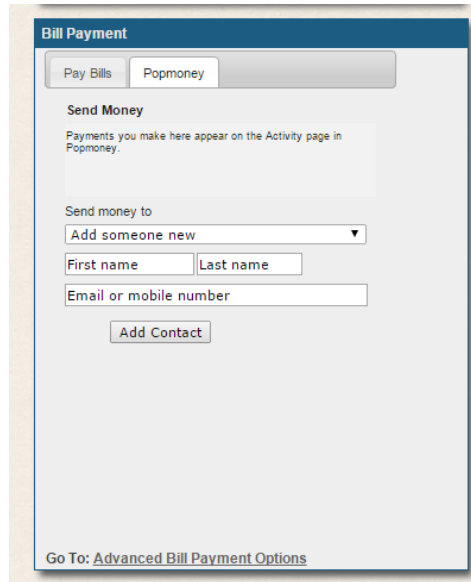


HINT: If you are prompted to enter a First Name and Last Name you can choose to enter something like the following

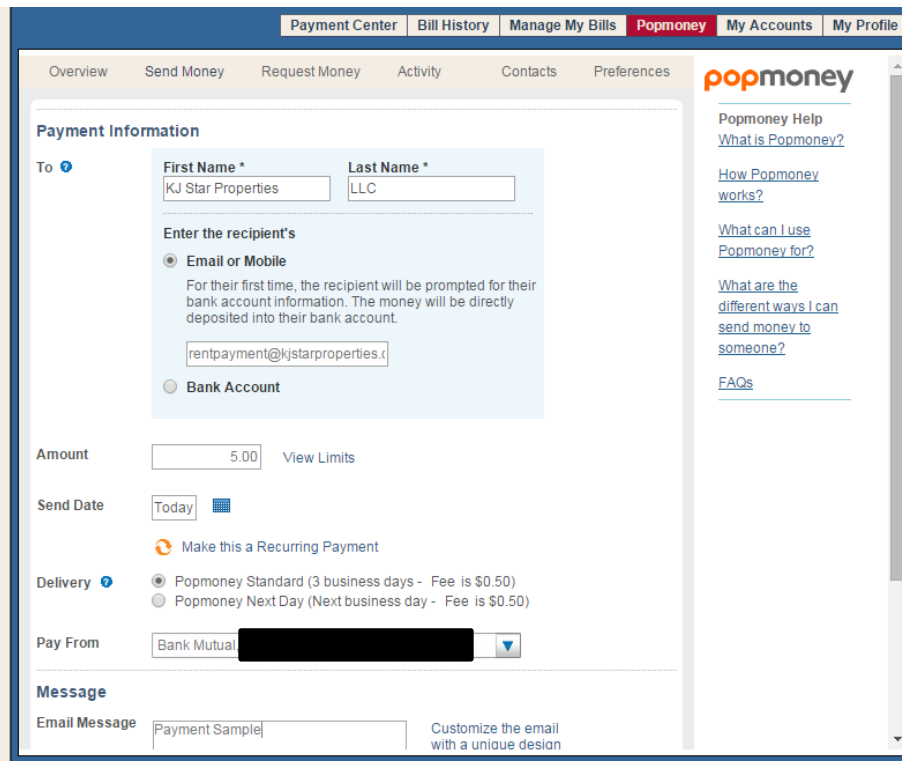
First Name *	Last Name *
<input type="text" value="KJ Star Properties"/>	<input type="text" value="LLC"/>

SEE NEXT PAGE

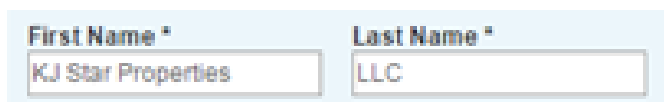
10. If you are using your bank's online interface for popmoney, you will likely see a screen similar to the following:



11. Enter the information for the rent payment using the information on page 1 of this document.



HINT: If you are prompted to enter a First Name and Last Name you can choose to enter something like the following



The screenshot displays the Popmoney online banking interface. At the top, there is a navigation bar with tabs for "Payment Center", "Bill History", "Manage My Bills", "Popmoney", "My Accounts", and "My Profile". Below this is a secondary navigation bar with tabs for "Overview", "Send Money", "Request Money", "Activity", "Contacts", and "Preferences". The main content area is titled "Payment Information" and includes the following fields and options:

- To:** A dropdown menu showing "LeMere Enterprises" and "LLC". A "Select existing contact" link is visible to the right.
- Enter the recipient's:** A section with two radio button options:
 - Email or Mobile:** Selected. Includes a text box with "rentpayment@lemereenterprise" and explanatory text: "For their first time, the recipient will be prompted for their bank account information. The money will be directly deposited into their bank account."
 - Bank Account:** Unselected.
- Amount:** A text box containing "5.00" and a "View Limits" link.
- Send Date:** A dropdown menu set to "Today" with a calendar icon.
- Make this a Recurring Payment:** A toggle switch that is currently turned off.
- Delivery:** Two radio button options:
 - Popmoney Standard (3 business days - Fee is \$0.50):** Selected.
 - Popmoney Next Day (Next business day - Fee is \$0.50):** Unselected.
- Pay From:** A dropdown menu showing "Bank Mutual" and a partially obscured account name.
- Message:** A section with an "Email Message" text box containing "Sample Payment" and a "Customize the email with a unique design" link.

On the right side of the interface, there is a "popmoney" logo and a "Popmoney Help" section with links for "What is Popmoney?", "How Popmoney works?", "What can I use Popmoney for?", "What are the different ways I can send money to someone?", and "FAQs".

HINT: If you are prompted to enter a First Name and Last Name you can choose to enter something like the following

HELPFUL HINTS:

1. If you are using the online banking tool, you should have an option to make your rent payment a recurring payment. This feature will help you avoid late payments and it is recommended that you use it for these payments. You will always have the option to log in and cancel the payment.