

MEMORANDUM

Date: March 15, 2018
To: Residents
From: Management Office
Re: Online Rent Payments

Great News!! We now offer online rent payments! There is a nominal fee of \$0.50 for each online rent payment transaction. The online rent payment system will **only** accept Automatic Clearing House (ACH) payments. Please Note: The online payment system does not accept credit card payments.

If you are interested in making online rent payments, please follow the steps below to register:

1. Log on to our website; www.pgsapt.com
2. Click on "**Residents**," at the top of the page.
3. You should now be at the "Resident Portal" page.
4. Midway on the page, you should see a list of properties and/or addresses. Click on your property name and/or address.
5. You should now be at the "Welcome" page.
6. At the very bottom of this page click "**Register Now.**" Registration requires you to input your name, unit number, building number, phone number, and email. Your unit number is your building number plus unit number. For example, if you live in the 430 building in unit X, your unit number is 430 X.
7. You will also need to create a username and password. **Please Note: Your password must be very creative. It must be at least 8 characters long using a capital letter, and non-capital letter, a number and special character (!, @, #, \$, etc.).**

8. After you input the required information, click “Register Now.”

See the attached handouts for more information on registration, adding payment information, and more.

Please Note: Insufficient Funds will result in a \$20.00 fee, which will be charged to your account. Please make sure that the correct amount of funds is in your account before submitting payments. Also, you will still have the option to mail your rent payment to the lockbox.

Property Name	Building Address	Building Number
BALP I	430	C
BALP I	434	C
BALP I	438	C
BALP I	3976	D
BALP I	3982	D
BALP I	3988	D
BALP I	500	E
BALP I	504	E
BALP I	510	F
BALP I	518	F
BALP II	440	G
BALP II	444	G
BALP II	420	H
BALP II	424	H

If you have any questions, please contact your building manager at 773.924. 2100.

Thank you,

Management Office



"No Strangers shall live here. We shall be neighbors."



click here

EL BROCHURE 


LEASE NOW! 773.924.2100



PAUL G.
STEWART
CENTER

FLOOR PLANS AMENITIES GALLERY NEIGHBORHOOD **RESIDENTS** CONTACT



 Mr. James Hudson for such a joyous event and we look forward to next year's Ice Cream Social!

Celebrating 40 years of Service



Go to Our Resident Portal



 LINKS

- BHCDC - Townhomes
- Bronzeville Associates L.P. - BALP I
- Bronzeville Associates L.P. II - BALP Phase II
- Bronzeville Associates Senior Apts. L.P. - 460 E. 41st Street
- Charles A. Beckett Associates L.P. - 400 E. 41st Street
- Paul G. Stewart Apts Phase V - 410 E. Bowen Ave.
- PGS Bronzeville III - 401 E. Bowen Ave.

click on your property here

Welcome to

Start living today. Register here or through the leasing office to gain access to resident portal, Begin enjoying amenities and services the e-way anytime -- whether it's paying rent or more.

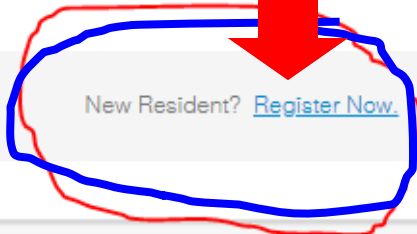
If you're already registered, just enter your user name and password to sign in.

User Name:

Password:

Sign in

click here to register



New Resident? [Register Now.](#)

Forgot Password? [Click Here.](#)

Register for an Account



User Name:

First Name:

Last Name:

Password:



Confirm Password:



Your building number is located on the 2nd page of this handout.

Unit Number:

Building Number:

Email:

Confirm Email:

Register Now

Cancel

Have an Account Already? [Sign in Now!](#)

After you register, follow the steps below to set-up your online rent payments!

How To Pay Your Rent Online

1 LOGIN



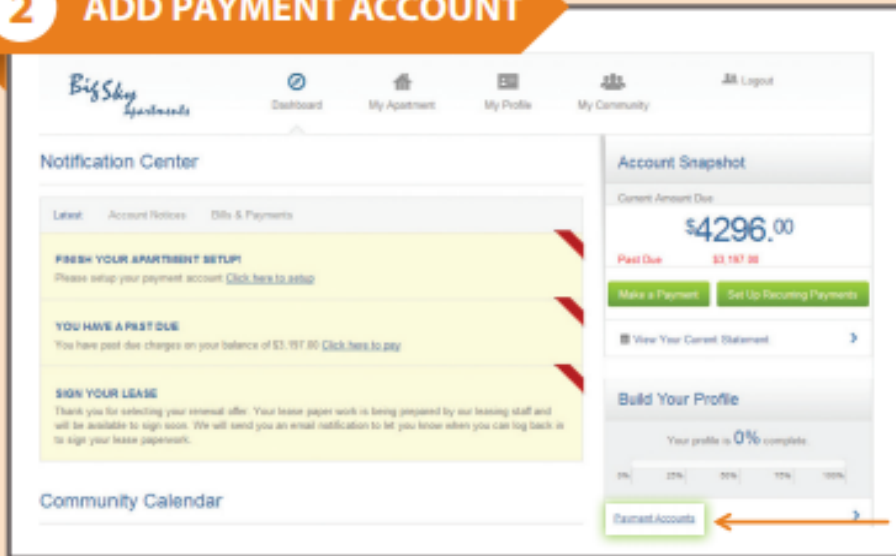
Access the login page by visiting:

WWW.PGSAPT.COM

Click "Residents"

Then select your property name.

2 ADD PAYMENT ACCOUNT

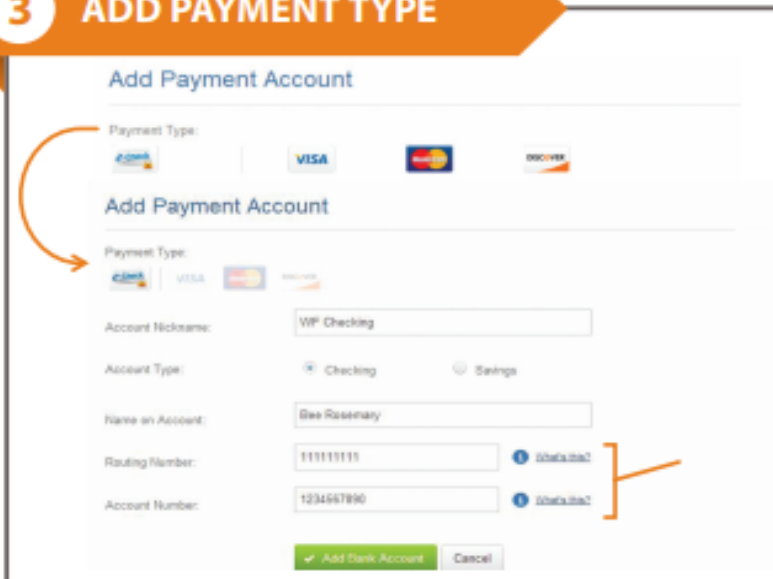


Add your payment account by clicking "Payment Accounts"

From the Dashboard you can:

View notifications, check out the community calendar, submit service requests, make payments and more!

3 ADD PAYMENT TYPE



Select the payment type and enter your account information. Be sure to enter your information correctly to avoid returns.



4 SET UP RECURRING PAYMENTS


Set up Recurring Payments

Payment Nickname:

Recurring Amount:

- Total Amount (Not to Exceed)
- Fixed Amount
- Current Balance
- Percentage of the Balance due % What's this?

Payment Accounts:

 000001033

Frequency:

Ensure your rent is paid on time by setting up recurring payments where rent and other expenses are automatically deducted every month.

You can specify :

- How often you want to pay
- When payments should start
- How many times to pay


5 MAKE A ONE TIME PAYMENT



Make a One-Time Payment

Amount to Pay:

- Current + Pre-Pay Upcoming **\$793.00**
- Current Amount Due (Includes Past Due) \$0.00
- Past Due Only \$0.00

Payment Accounts:

 000001033

Preferred Date:  

You can also choose to make a one time payment of current charges or both current and upcoming charges.

You can specify:

- Past due charges
- Past due & current charges
- Past due & current charges & pre-pay upcoming charges

6 CONFIRM & SUBMIT

Confirm & Submit Your Payment

Please confirm your payment details. If all the information is correct, click the submit button. PAYMENTS RECEIVED AT 3 PM CST WILL BE PROCESSED THE FOLLOWING BUSINESS DAY, NOT INCLUDING BANK HOLIDAYS.

Payment Date:	01/28/2014	Amount:	Payment	\$793.00
Pay to:	Big Sky Apartments		Convenience Fee	\$10.00
For:	Online payment-Unit #147		Total	\$793.00
		Account:	"Bee Rosemary (ending 1333)"	

By clicking the (Submit Payment) button below, you are authorizing Big Sky Apartments to electronically debit this account you have selected for payment. If this payment item is debited for any reason, you authorize Big Sky Apartments to do an additional debit for the amount of the state-allowed returned-check fee.

Process your payment by clicking: