appfolio Property Manager

Receive payments through the Vendor Portal

Payment Overview

Payee

Account

Total

$100

Confirmation number

Get started with the Vendor Portal

The online Vendor Portal allows you to set up payment preferences, view complete work order details, upload invoices, and add notes and photos directly to the work order. You can access your portal from anywhere, on any device, 24/7.

How to get started

1 When a property manager sends you a link for a work order, you'll be prompted to activate your Online Portal.

2 Click the link and follow the steps to set up your password or two-factor authentication.

3 Log in to your personal, secure, Online Portal and follow the instructions to select your preferred payment method and enter the necessary information to start receiving payments online.

Vendor Portal

Payment Preferences

Cancel   Submit

Instant Pay

Card Number

Month   Month   Month

Name on Card

Billing Address

Direct Deposit

Paper Check

Collecting payments through the Vendor Portal

Safely upload your bank information and select from a variety of convenient and secure payment options:

Instant Pay

Get access to funds immediately upon client approval with Instant Payments, which reduces processing time and transfers funds directly to your bank account 24 hours a day, 7 days a week.*

**A transaction fee applies.*

ACH Direct Deposit

Eliminate the need to share banking information with your clients. Through the online Vendor Portal, you can securely enter your own bank account and routing numbers to receive payments via ACH Direct Deposit.

Paper Check

Simply provide your mailing address through the online vendor portal to enable clients to send you a paper check.

Work orders

Payment Preferences

Instant Pay
Enter debit card linked to bank for instant payment after client approval

Direct Deposit
Securely enter bank account and routing information

Paper Check
Confirm mailing address for check

Save

Convenient

Receive payments for completed work from anywhere and communicate with your property management clients in one place.

Secure

Online payments, and stored payment information, are encrypted using bank-grade security.

Flexible

Gain more control with the ability to choose the way you get paid — Instant Pay, eCheck, or paper check.

Fast

No more waiting for a check in the mail or running to the bank - select Direct Deposit (ACH) or Instant Pay to get paid faster.

Unlock more within the Vendor Portal

Not only can you receive payments quickly and securely, the Vendor Portal also allows you to view all of your work orders and communicate easily with your property management clients.

Ready to get started with the Vendor Portal? Reach out to your property management client to request access to get paid faster and keep track of your work.

Easily find existing work orders using the search bar, and sort work by 'Status' type. For each, you can:

- ✓ Add notes and photos
- ✓ Add invoices or create within portal
- ✓ Schedule with residents based on their availability
- ✓ Communicate directly with residents and their property managers

---

Vendor Portal

Work Orders: Completed

Filter:

#14 - Sports Arena Portfolio
`Needs invoice`

Location
Oracle Arena

Description

#13 - Community Association Portfolio
`Payment sent`

Location
Oceanview Apartments

Description

appfolio Property Manager