appfolio Property Manager

Receive payments through the Vendor Portal



Payee	Accou
Total	
\$10C	

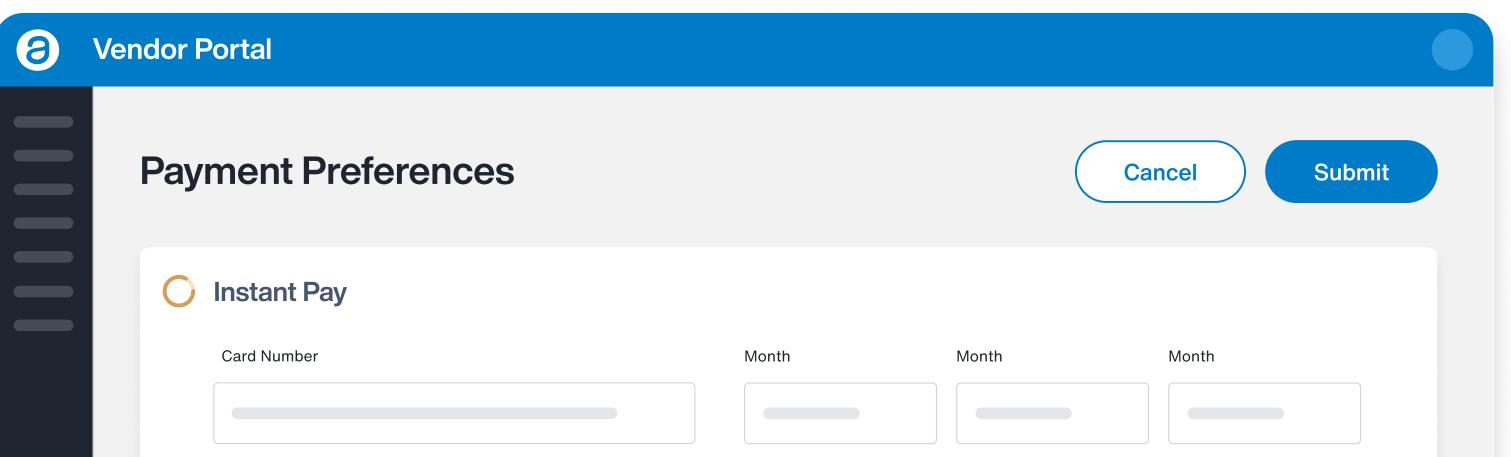
Confirmation number

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.



1	Name on Card	Billing Address	
\bigcirc	Direct Deposit		
\bigcirc	Paper Check		
	Paper Check		



Collecting payments through the Vendor Portal

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

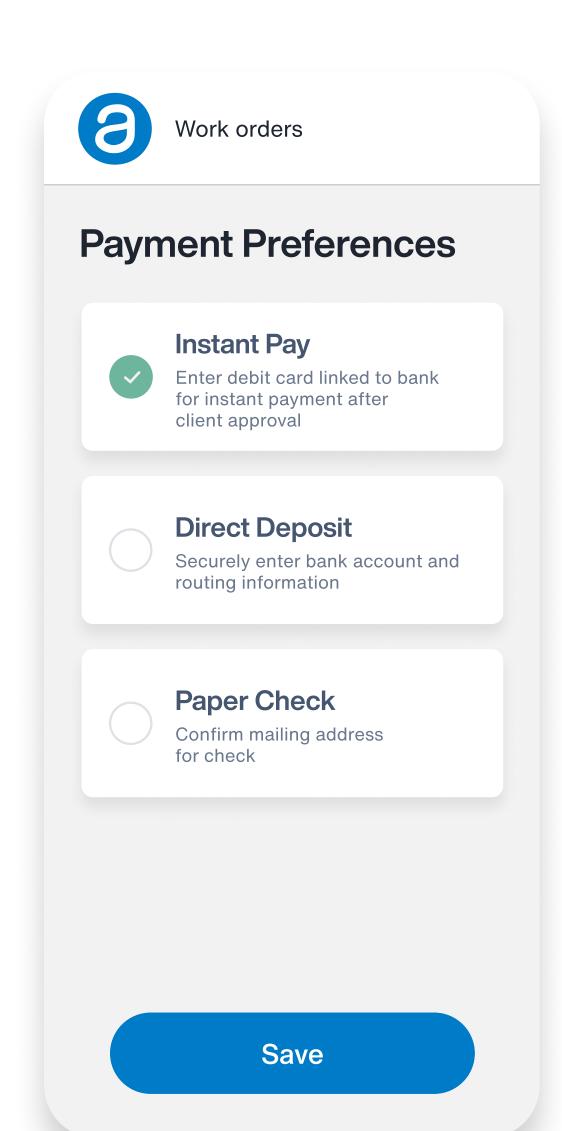
Instant Pay

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.



Convenient

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



Flexible

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



Secure

Online payments, and stored payment information, are encrypted using bankgrade security.



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: Con	npleted		Filter:	
#14 - Sports Arena Po	rtfolio			Needs invoice
Location Oracle Arena	Description			
#13 - Community Asso	ociation Portfolio			Payment sent
Location Oceanview Apartments	Description			
	Work Orders: Con #14 - Sports Arena Poo Location Mracle Arena #13 - Community Assoc	Work Orders: Completed #14 - Sports Arena Portfolio Location Description Oracle Arena Description #13 - Community Association Portfolio Location Description	Work Orders: Completed #14 - Sports Arena Portfolio Location Oracle Arena #13 - Community Association Portfolio Location Location Description	Work Orders: Completed #14 - Sports Arena Portfolio Location Description Oracle Arena #13 - Community Association Portfolio Location Description





