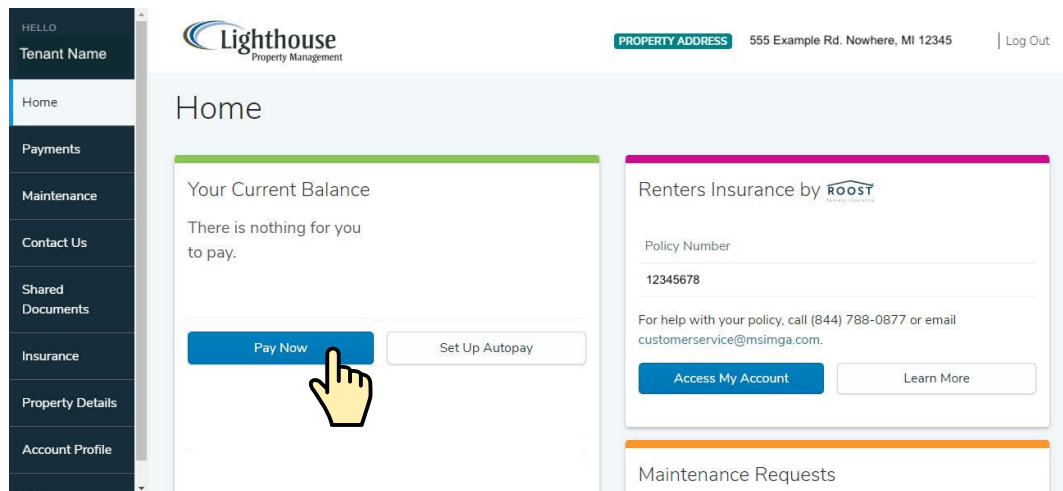# ONLINE PAYMENT GUIDE

Your online tenant portal allows rental payments via eCheck (ACH) or debit/credit card. Online payments are secure, fast, convenient, and flexible! A valid email address is required for portal activation.

**IF YOU HAVE NOT ACTIVATED YOUR ONLINE TENANT PORTAL, CALL OUR
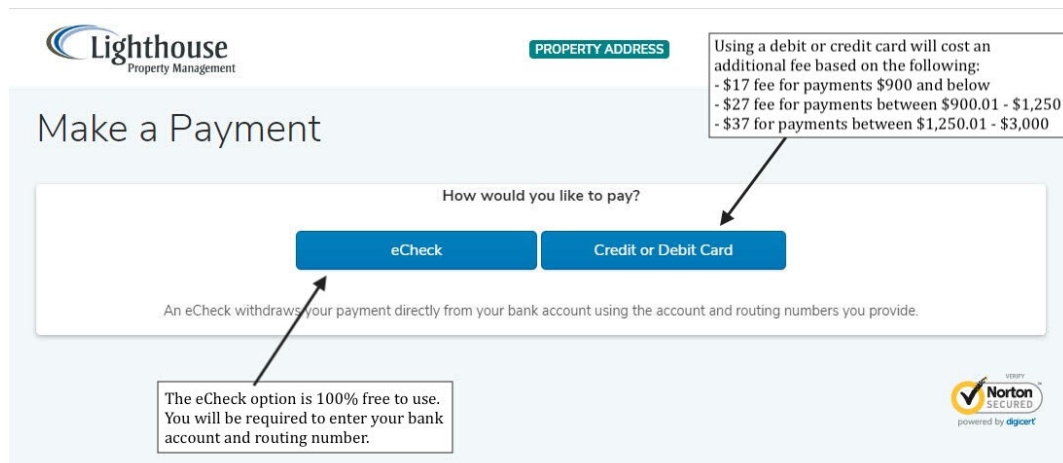MAIN OFFICE FOR ASSISTANCE AT (616) 257-9577.**

STEP 1: Visit www.lighthousepm.com and click the "Pay Rent" button.

STEP 2: Log into your portal using your email address and password.

STEP 3: Once logged in, choose the "Pay Now" button on your home page.

STEP 4: Choose eCheck or credit/debit. *Note: the debit/credit option has a fee.*

STEP 5: Proceed with your payment details and choose "Submit."