

The James Court Online Resident Portal is Here!!

Make your life more hassle free starting today.

You can now use our Resident Portal to make your life a little less hectic. Once your account is registered you can pay your rent online through your own checking or savings account, place requests for needed maintenance in your apartment or reserve guest parking. You will also find an abundance of helpful information including local area events, utility contact information and commonly used forms. If you have any questions or difficulty in establishing an account don't hesitate to call or stop by the front desk.

Registering for the Resident Portal

You must register on the Resident Portal to access all of the services available on the portal including the Online Rent Payment system. You can start by going to the James Court website at <http://www.jamescourtboston.com/> and click on the Resident Portal tab. You will be redirected to the Resident Login screen. On your first attempt to log in you will need to click on the **SIGN UP NOW** button.

Complete all fields on the **Account Registration** page.

Choose a login name: Enter the name you want to use for the Online Rent Payment system. Your login name must be at least four characters long. Letters, numbers, the underscore (_), the "at" sign (@), and the period (.) are allowed.

First name: Enter your first name as it appears on your lease agreement. The first and last name that you enter must be an exact match with the name on your lease agreement. If there is any discrepancy, the system will not be able to retrieve your resident information.

Last name: Enter your last name as it appears on your lease agreement. The first and last name that you enter must be an exact match with the name on your lease agreement. If there is any discrepancy, the system will not be able to retrieve your resident information.

Unit number: Enter your unit number.

E-mail address: Enter an e-mail address that the property can use for sending you e-mail messages. You must then re-enter your address in the **Confirm e-mail address** field.

After registering, you receive a "Thanks for registering" message.

The system will verify your account registration information and you will receive an e-mail message with your new temporary password, you can sign on with the temporary password. At that time, you must enter a permanent password. You are now ready to begin using the Resident Portal.

Using the Online Rent Payment System

After you have established your Resident Portal account you will be able to set up Online Rent Payments. Your account will give you the flexibility of making individual monthly payments or allow you to set up recurring payments. To begin using the Online Rent Payment system, go to the Resident Portal and enter your **Login** and **Password** and then click **Go**.

Click on the **Pay your rent online** tab at the top of the page. The first time that you access the Online Rent Payment system, you will need to agree to the Privacy and Security terms of use. After reading the terms, select **Yes** and click the **Submit** button to continue.

Your current balance is shown on the **Current statement** page. This displays your current balance along with the last activity date for your account. You see your rent and other charges less any payments to calculate the **Total due** amount. To allow your payment to post by the first of the month, we recommend that you submit your online payment at least two days prior to the due date. From here, you can select any of the following options:

- To set up your bank account information to make payment, click the **Accounts** option.
- To set up a recurring payment, click the **Recurring payments** option.
- To pay your rent now, click the **Pay rent now** option.
- To review your payment history, click the **Payment history** option.
- To exit the Online Rent Payment system, click **Sign off** from any page.



professionally managed by

Fulton Properties