



RentPlus is Peak Living's partner in providing online financial management tools and credit reporting to credit bureaus for on-time rental payments for enrolled residents.

## How it Works

1. Residents pays monthly rent on time
2. Information processed to report payment to credit bureaus
3. Credit bureau records monthly rental payment to resident credit report
4. Resident builds credit by continuing on-time payments

Auto-enrollment at conventional communities / Opt-in available at affordable communities  
 \$8.95/month for one individual; \$14.95/month for multiple residents in unit  
 Billed through monthly ConService statement

## Enrolling Residents

Enroll residents through the RentPlus Admin Portal at my.rentplus.com.

Use the Search bar on the Admin tab to locate resident. You can search by first/last name, and/or unit number.

Once you have located the resident to enroll, select Manage located on the far right.

Once redirected to the resident's page, you have the option to Enroll.

First, confirm the resident's information in the system. If any data is missing, you will need to update the missing information. This will be noted at the top of their file.

Once all information has been entered, the green enrollment icon will appear next to Available Actions. You will need to confirm that the resident is aware of the monthly recurring charges and finalize the enrollment.

## Un-Enrolling Residents

Residents can opt out of RentPlus at any time. A resident can self cancel through the RentPlus portal, or through the leasing office.

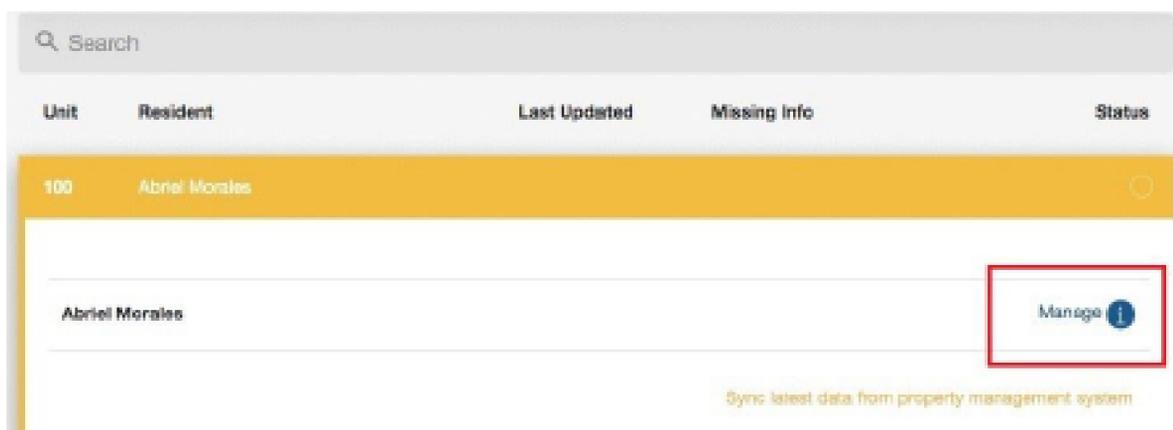
**Resident Self Cancel** - If resident is un-enrolling from their account portal, resident must select Account Settings tab on left side menu and follow steps to self-cancel their account.

## Un-Enrolling Residents

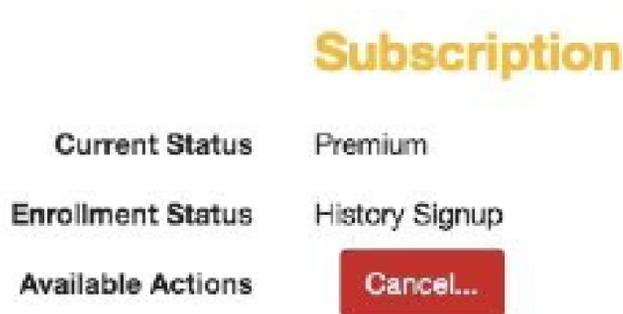
Resident Admin Cancel - You can cancel a resident through the RentPlus Admin Portal at any time.

First use the Search bar to locate the resident you would like to un-enroll. You can search by first/last name, and/or unit number.

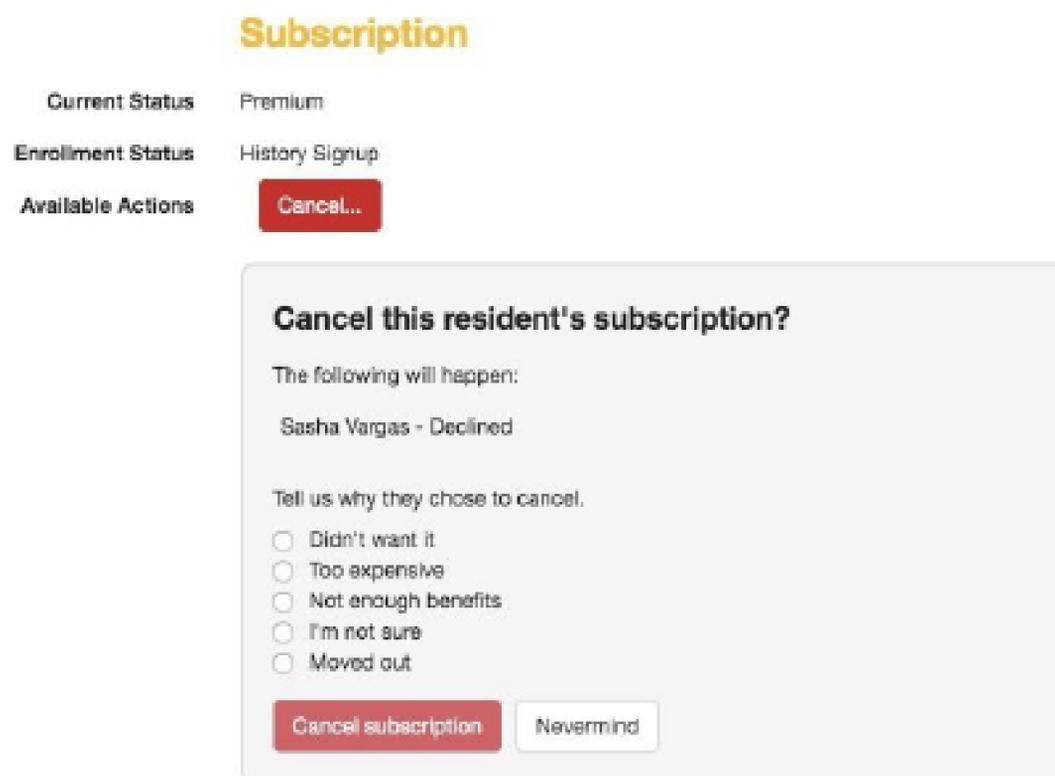
Once you have located the resident to un-enroll, select Manage located on the far right.



Once redirected to the resident's page, select the red cancel button next to Available Actions.



After selected, a drop down will appear allowing you to select the reason for the resident's cancellation. Once selected, you are able to cancel subscription and finalize the cancellation. ConService will be notified and the resident will no longer be billed going forward.



Residents can enroll or un-enroll (or re-enroll!) at any time.

**Trouble with RentPlus?**  
 Reach out through the Peak Living Help Desk with any questions!