Welcome to the Tenant Portal & How to Pay Rent Online

The Tenant Portal gives you easy access to:

- View Tenant Balances/Payment History
- Pay Rent Online
- Submit Work Order Requests
- View/Edit Contact Information
- View/Edit Bank Account Information
- Secure Document Exchange

How to Access Your Tenant Portal

You will receive an email/letter from Jefferson Village Apartments which will give you instructions for logging into your Tenant Portal.

You can also access your tenant portal with your login credentials by visiting www.watkinsglenha.org.

How to Pay Rent Online

You can easily pay rent online through the Online Payment Processing button in the Tenant Portal. To pay your rent online follow these simple steps:

1. Log into your **Tenant Portal**
2. Click on the **Online Payment** button
3. Click to Select your Account that is displayed.
4. At the bottom of the screen select if you want to *Pay your Current Account Balance or Pay a specific amount*. Then click the **Continue** button.
5. Select your Payment Method (Pay by Credit Card or Bank Account)
6. Enter your Payment Information in the screen and click **Pay Now**.
7. You will be emailed a receipt for your payment.

*Note: There is a transaction fee of $1.50 for eCheck (ACH) payments and 3% for credit card transactions.

If you have any questions about accessing the Tenant Portal,
using the helpful features, or paying rent online,
please contact the Leasing Office of Jefferson Village Apartments.