

## TRK Tenant Portal Payment Portal Quick Guide

## Overview

Login to Truckee Tahoe Airport Authority's Tenant Portal site. Credentials are provided by the TRK team. URL: <u>https://tenant-trk.airportig.com</u>

## Making a Payment





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		ACH Recurring Payment			
ed payments formation you Select the set your	On pag you the pre	On the payment screen of the hosted payments page – enter in the ACH payment information you wish to use for a recurring payment. Select the <i>Recurring Payment</i> checkbox and set your preferred parameters.			
cur on the 1 <sup>st</sup> of months.	Ex. of	Example: Annual payments will occur on the 1 <sup>st</sup> of the month beginning 1/1/2024 for 2 years.			
		Payment Choose any Payment method	CARD_ Poy with Card	ACH ROM	
		ACH Details Account Type	Personal	O Business	
0		Account Number *	Routing N	umber *	]
		Recurring Transaction	Schedule date		
f the month		Yearly	1/1/2024	At end of the m	nonth
		2			
Step 5 Once submitted successfully, you will receive an emailed receipt from Tenant Portal and an email granting access to <i>Finzeo Client</i> . <i>Finzeo Client</i> can be accessed via the <u>Recurring Payment</u> <u>Management</u> module in <b>Step 1</b> above. This allows you to make changes to any upcoming transactions that have not been fully processed by the bank yet.					
ll now appear a	s foll	ows.		Enter	
Acc. Period Desc	iption	Original Amount	Balance	Payment Amount	Submitted Amount
February, 2023 Fixed	Billings	\$1,395.00	\$1,395.00		\$1,395.00
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