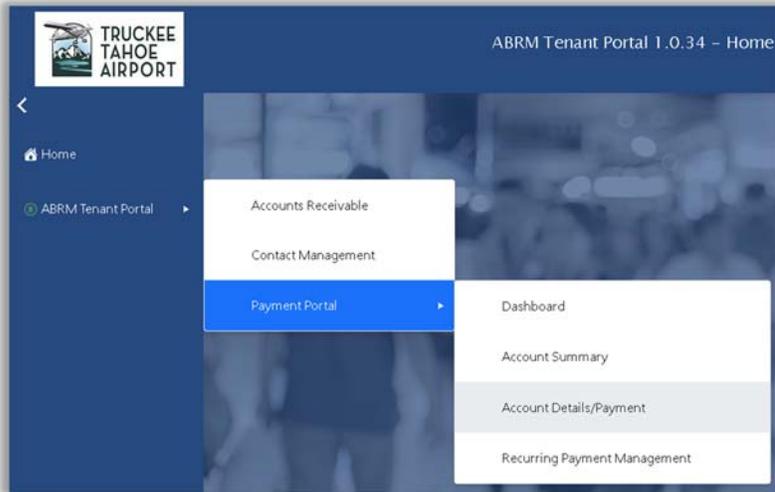**TADERA**

TRK Tenant Portal Payment Portal Quick Guide
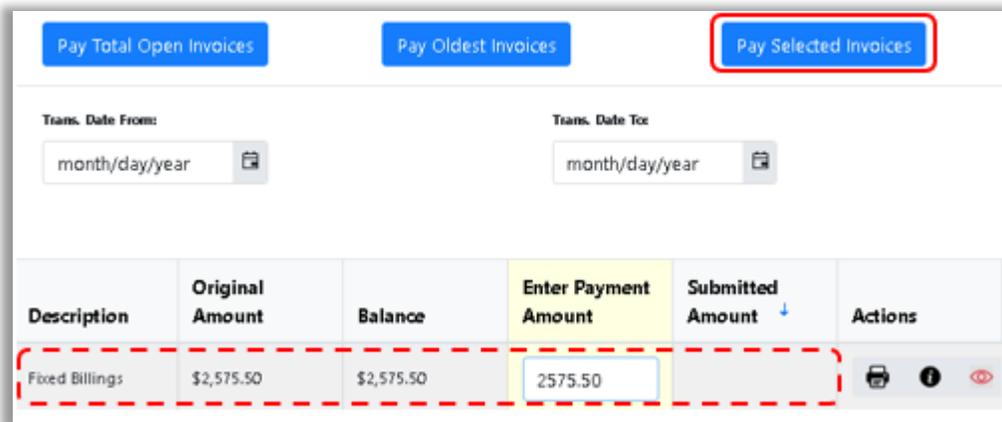
Overview

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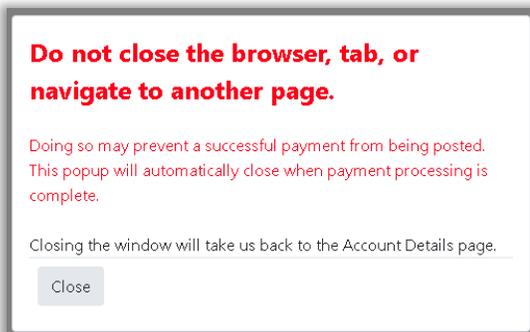URL: https://tenant-trk.airportiq.com

Making a Payment

Step 1	Navigate to the Payment Portal Payments page.
Step 2	Find the invoice you wish to make a payment towards. Enter the payment amount in the appropriate column. Select *Pay Selected Invoices*.

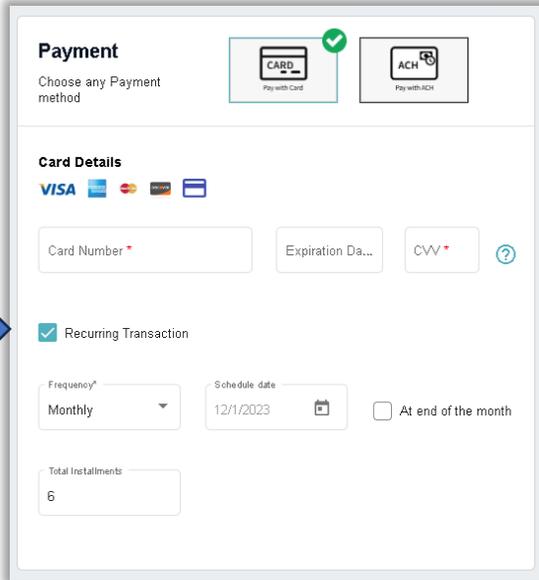| Step 3	Once the Payment Amount entered is submitted – Tenant Portal will populate the warning below.	A second window will direct you to the secure hosted payments page below.

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Step 4	**Credit Card Recurring Payment**	**ACH Recurring Payment**
	On the payment screen of the hosted payments page – enter in the card payment information you wish to use for a recurring payment. Select the *Recurring Payment* checkbox and set your preferred parameters. ***Example: Monthly payments will occur on the 1st of the month beginning 12/1/2023 for 6 months.***	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 *Recurring Payment* checkbox and set your preferred parameters. ***Example: Annual payments will occur on the 1st of the month beginning 1/1/2024 for 2 years.***
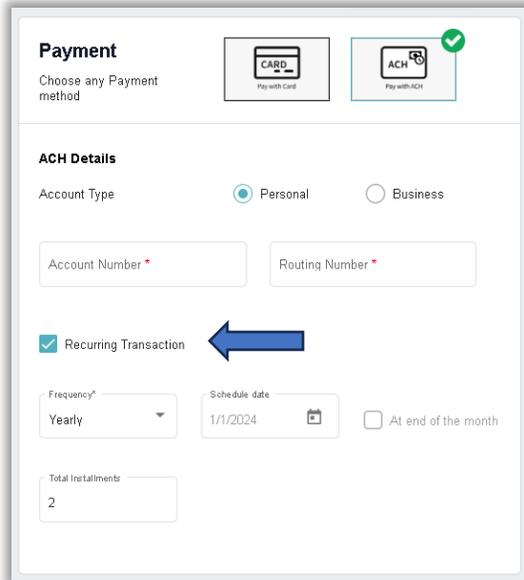
Step 5	Once submitted successfully, you will receive an emailed receipt from Tenant Portal and an email granting access to *Finzeo Client*. *Finzeo Client* can be accessed via the <u>*Recurring Payment Management*</u> module in **Step 1** above. This allows you to make changes to any upcoming transactions that have not been fully processed by the bank yet. The Tenant Portal Payment Grid will now appear as follows.

Recurring Payment ↓	Invoice Date	Due Date	Acc. Period	Description	Original Amount	Balance	Enter Payment Amount	Submitted Amount
Yes	2/1/23	2/10/23	February, 2023	Fixed Billings	$1,395.00	$1,395.00		$1,395.00