STEP 1:
Log in to the housing application portal (https://hdsapps.colorado.edu)
Click, Online Rent Payments

![Online Rent Payments Menu]

Your Account Summary

This Online Rent Payment process allows you to pay rent using your bank account. This process will not accept any form of credit or debit card.
Rent payment is due on the first day of every month. A late fee will be assessed if your rent is not paid by the 10th of every month.
Below, please click on the account and account balance that you are paying for.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bear Creek</td>
<td>$5.00 Dr</td>
</tr>
<tr>
<td>Graduate &amp; Family Housing</td>
<td>$0.00 Dr</td>
</tr>
<tr>
<td>Totals</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

View Details

STEP 2:
Click on your location (Bear Creek or Graduate & Family Housing)
Click, View Details

![Online Rent Payments Menu]

Your Account Summary

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View Details
STEP 3:
Click on the 3 button, Make a Payment to your Account

STEP 4:
Select your building location (Bear Creek or Graduate & Family Housing)
Click, Pay Now
STEP 5:
The Balance shows the amount you owe
Enter amount you are paying into the Payment Amount box

STEP 6:
Complete all required eCheck fields
Click, Continue

STEP 7:
Verify your information is entered accurately
Click Submit
STEP 8:

Payment confirmation

Process complete!

Test Test,

Your e-check payment on 07/23/2015 at 11:13 AM has been submitted.

Confirmation Number: 344601220
Payment Description: CUBLD_CU Housing
Payment Amount: $5.00

Regards,