



## ONLINE USER REGISTRATION AND INITIAL LOGIN

1. Go to our website at [www.wolfkline.com](http://www.wolfkline.com) and click on “Resident Portal.”
2. If you have previously set up an Applicant Center account during the application process, your Applicant Center has now become your Resident Center and the login information will remain the same.
3. To setup a new account, click “Forgot password?” and enter the email address you have on file with us. Within a few minutes, you will receive an email containing a password reset link. If we do not have an email address on file for you or your email address is different, please contact the Wolf & Kline office to update the information.
  - **You will be prompted to enter a new password.** Passwords are required to be a minimum of 8 characters in length, include at least 1 number or special character, at least 1 uppercase letter, and at least 1 lowercase letter. The reason for the password requirements is added security. Passwords are case sensitive. An example of a good password is: WolfKline1!

## VIEWING YOUR ACCOUNT REGISTER

If you would like to view your account register, you may do so by clicking the Payments tab (\$) on Mobile App). Charges are reflected as increases and payments are reflected as decreases (in parentheses).

### Making Online Payments

If you would like to make a one-time payment, click the “Make Payment” button. Payments can be made via bank draft from a savings or checking account at no cost to you. Payments can also be made via debit or credit card for a transactional fee. We currently accept Visa, MasterCard, and Discover. Enter all necessary information in the appropriate fields. The website will only confirm if all fields are completed, if a routing number has 9 digits, and that the credit card number is in a valid format. Any incorrect payment information or non-sufficient funds will result in a returned payment notice from the bank. Returned payments are not considered paid on time and may result in late fees or returned payment fees based on your lease terms.

### Setting up Automatic Payments

If you would like to setup a recurring payment, click “Set up autopay.” Along with your appropriate account information, you will be required to enter what date you want payments to start and how often you would like payments to be made. If the first payment date is 1/1/20XX, all future payments will process on the 1<sup>st</sup>. Please note rent is due on the 1<sup>st</sup>. Online payments received after the 5<sup>th</sup> will be considered late and will receive a late fee per your residential lease agreement with no exceptions.

## UPDATING CONTACT INFORMATION

If you need to update your contact information with Wolf & Kline, you can do so by clicking on your name in the top right corner of the webpage (bottom right “...” on Mobile App). Under profile, you can update your email, phone number(s), and your emergency contact information. Under payment methods, you can add or update a saved bank account or credit card. Only one bank account at a time and one credit card at a time can be saved on your Resident Center account.

## QUESTIONS?

If you have any questions, you may contact Wolf & Kline by e-mailing [info@wolfkline.com](mailto:info@wolfkline.com) or by calling (717) 859-2010.

