



INTRODUCING OUR **NEW TENANT PORTAL**

WE ARE EXCITED TO INTRODUCE A **FAST, EASY, AND SECURE** WAY FOR YOU TO PAY YOUR RENT AND OTHER CHARGES ONLINE THROUGH OUR NEW TENANT PORTAL.



Getting Started

Before you can initiate your first payment on the portal, you must first complete and submit the attached Electronic Payment Agreement.

After you fill out and sign the agreement, please email it to **cashmgmt@metronational.com** or mail the agreement to **Metro National Corporation**
Attn: Cash Management
945 Bunker Hill Road, Suite 400
Houston, TX 77024

Upon submission/receipt of your agreement, a User ID will be setup and shortly thereafter you will receive an email inviting you to access and create an account with our new tenant portal.



Features & Benefits

- SET UP AUTOMATIC PAYMENTS
- PAY BY E-CHECK FOR FREE
- AVOID LATE FEES & SAVE PAPER
- VIEW YOUR PAYMENT HISTORY



Tenant Support Options

If you have any questions about the Electronic Payment Agreement, please contact Metro National Corporation at **cashmgmt@metronational.com**.

Once you gain access to the tenant portal, for online payment support, please visit ClickPay's support center at **www.ClickPay.com/Help**. Access FAQ's, step-by-step walkthroughs, email and phone support, and live chat.



What is ClickPay? ClickPay is a convenient and secure online platform being provided to you by Metro National Corporation through your tenant portal to easily manage, pay, and track your payments all in one place. ClickPay's easy-to-use portal comes with the highest-level compliance and bank-grade security, keeping you and your data secure.



ELECTRONIC PAYMENT AGREEMENT

By paying or attempting to pay electronically, we understand (a) that if funds fail to transfer from our account for any reason then such failure shall have the equivalent effect of non-payment of such amounts per the lease or other agreement with MetroNational, (b) that in lieu of using this service, payments may continue to be sent to the proper payment address set forth in the lease or other agreement between us and MetroNational, (c) that we will pay for all fees incurred by MetroNational from banks and payment processors for any dishonored checks and failed electronic payments, and (d) that ability to send electronic payments may be revoked at any time. As used above, "MetroNational" means Metro National Corporation, or its subsidiary of any level that may be the landlord (or similar party) under the lease agreement (or similar agreement) with us.

Tenant Name: _____

Contact Name: _____

Property Location/Address: _____ Suite: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Authorized By (Sign): _____

Name/Title: _____ Date: _____

**Please email the completed form to cashmgmt@metronational.com
or print and mail the agreement to the address below.**

