

### Certified Funds Options

Disciple Property Management HIGHLY recommends use of the Online Tenant Portal.

**BUT IF Certified Funds are required, options include:**

- **Money Orders** or **Cashier Checks** signed by a bank officer (not personal checks) – labeled and paid via dropbox to the right of the office doors.
- **Pay Off Site By Cash** using “electronic cash payment.”

**You can find the electronic cash payment slip by navigating to the Payments tab of your tenant portal, then clicking Download Payslip from the Electronic Cash Payments block. Alternatively, you may find your payslip as an attachment in your Shared Document tab.**


#### Electronic Cash Payments

You can pay your rent in cash. Just bring the payslip to a nearby supported store that is listed on the payslip and make your payment there.


Alternatively, you can click on "Find Store" to find a supported store close to you and then follow the instructions to make a payment at that store. Note that clicking this link will take you out of your portal to a page provided by our payments processor.

[Download Payslip](#)


[Find Store](#)



**Secure**  
ECP is the most reliable and secure cash payment option.



**Fast**  
Avoid late fees. Your charges are immediately marked as paid.



**Convenient**  
No more money orders! Pay in cash in less than 60 seconds, 24/7.

If you are unable to locate the electronic cash payslip within your tenant portal, please follow the steps below:

1. Email [Info@DisciplePM.com](mailto:Info@DisciplePM.com) and **request an Electronic Cash Payslip**. During normal business hours, this slip will be emailed to you to print and take with you to your payment location.
2. Go to [www.paynearme.com/locations](http://www.paynearme.com/locations) to find locations where cash payments can be processed for your monthly charges.
  - Enter the “**Biller Name**” requested on the website as **Disciple Real Estate**.
  - Next enter your city / state / country where you want to pay & press the spyglass icon search button. (Ex. Savannah, GA, USA)
  - Take your payslip and cash to a participating store, and follow further instructions provided on the electronic payslip.

*There is a \$3.99\* per transaction fee to be paid at the site for up to \$2000.00 maximum (\$1,500.00 at 7-Eleven) in cash. \*Fees subject to change.*

Participating locations:

