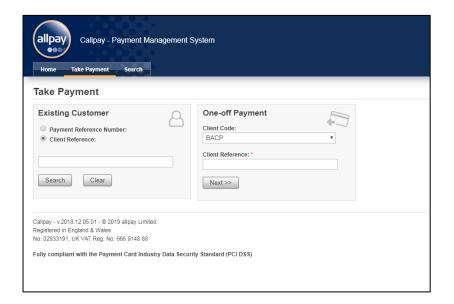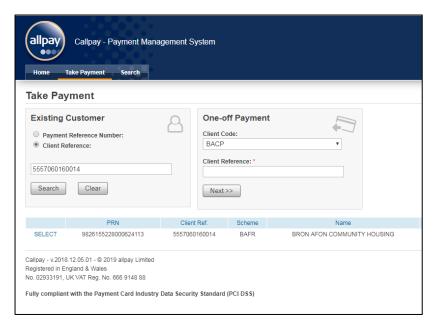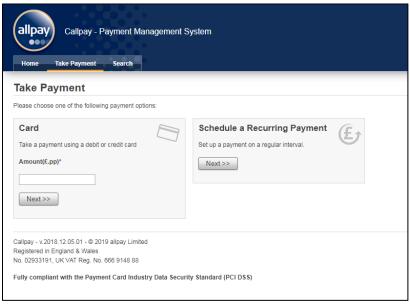## Taking a rent payment

Log into allpay and select the take payment option on the top banner.

Use the rent account number in Yoda to search in the 'client reference' section.
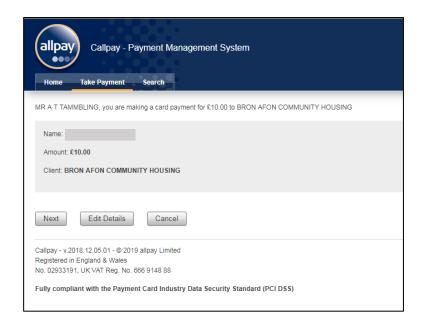
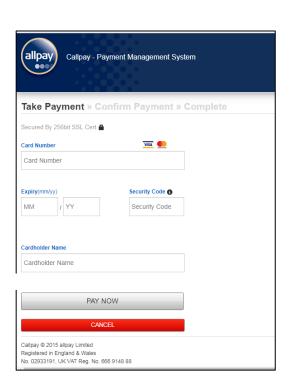

'Select' the relevant account and address

Insert the payment amount and press next

Taking a rent payment

Allpay will then summarise the name, amount and client for the payment. Press next if it is correct or edit details to amend.

The next page will ask you to enter the customers card details. Once complete, press pay now to take the payment. You will then get an option to send a receipt via email to the customer