

Table of Contents

Preface	3
Intended Audience	3
Tenant Portal Module Overview	3
System Timeout.....	3
Basics	4
System Icons.....	4
Mouse Button Conventions.....	5
Column Conventions.....	5
Logging In	7
First Time Login and Password Re-Set	7
Enter the Username that was sent to you.....	8
Forgot Password	9
Change Password.....	10
Accepting Terms and Conditions.....	11
Home Page	12
Accounts Receivable - Overview	13
Viewing Standard Reports	14
Viewing Invoices and Other Billed Items	16
Viewing Applied Details	19
Payment Portal - Overview.....	21
Dashboard	22
Account Summary.....	23
Account Details/Payments	26
Recurring Payment Management Website	29
Viewing Applied Details	30
Pay Total Open Invoices	33
Pay Oldest Invoices	34
Pay Selected Invoices	35
View and Pay One Invoice	36
Entering and Submitting a Payment	37
Credit Card / Debit Card	39

Recurring Credit Card/Debit Card Transactions41
ACH (Automated Clearing House – direct transfer from your bank account)43
Recurring ACH Transactions45
Credit/Debit Card Payment Receipt.....47
ACH Payment Receipt.....51

Preface

Intended Audience

This guide assumes the following:

- You are a tenant of the Reno Tahoe Airport Authority (RTAA), with authorization from the airport to access the ABRM Tenant Portal. (ABRM is the system used by the RTAA to generate invoices and make payments.)
- You have good working knowledge of the principles and customary practices of your business area and of the standards and policies of the airport that authorized you as a Portal user.
- You are familiar with general computer desktop application usage and terminology.

Tenant Portal Module Overview

The ABRM Tenant Portal contains up to three modules that tenants can use to view or enter information to be shared with the RTAA:

- Accounts Receivable (able to view some standard reports and invoices)
- Payments Portal, which contains four portlets:
 - Dashboard (an overview of invoices in various categories)
 - Account Summary (summary of invoices, similar to the Dashboard)
 - Account Details/Payment (able to view and pay invoices)
 - Recurring Payment Management (able to view and change recurring payments)

This User Guide contains details for all the above listed modules. Depending on what was agreed upon on through your contract or due to your business use, RTAA may have not authorized you to use all the modules they have available.

System Timeout









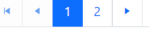





The Portal will automatically log off after 15 minutes without activity.




Basics

Common Features and Functionality

System Icons

There are several icons used in common throughout the Tenant Portal:

Icon	Description
	Prints an invoice or credit item to a screen where it can be printed to paper in a desired format
	Selecting this icon on the top right of a window closes that window
	Displays calendar
	In a screen pagination area (), this button navigates to the first page.
	In a screen pagination area (), this button navigates to the previous page.
	In a screen pagination area (), you can select a page number here to navigate directly to that specific page.
	In a screen pagination area (), this button navigates to the next page.
	In the screen pagination area (), this button navigates to the last page.
	Applied Details – displays a report of any credits or payments that have been applied (does not include payments submitted by the tenant but not yet posted by the airport; posted payments will be reflected in the Balance column)


	View and Pay – displays a selected invoice and a tab you can click to pay that item
	Show Zero Balance Transactions – when gray, click this button to display invoices that have a zero balance (invoices that have already been paid in full) – button background will turn blue when activated (see below)
	Hide Zero Balance Transactions – when blue, this button allows you to see invoices that have a zero balance due – click the button to hide zero balance items if desired to only see invoices with a balance due

Mouse Button Conventions


Normally, a right-handed mouse contains a left button, a right button, and sometimes a wheel or middle button. The left mouse button is used for selecting items, activating fields, clicking buttons on the screen, etc. The right button generally displays a list of alternative options that you can choose, rather than taking a specific action when you right-click. In the ABRM Tenant Portal, there are no viable options that apply to the right mouse button or the middle wheel/button. When you are instructed to click, click only with the left button.

Column Conventions

In any grid column, you can sort by the items in that column by clicking on the column name and viewing the Up or Down arrows that display:

Transaction Ref.	Type	Transaction Date 	Due Date	Accounting Period
142304	Automated Invoice	6/1/23	7/1/23	July, 2023
142354	Automated Invoice	6/1/23	7/1/23	July, 2023
142360	Automated Invoice	6/1/23	7/1/23	July, 2023

Up Arrow sorts A-Z, smallest number to largest, or oldest to newest date

Transaction Ref.	Type	Transaction Date 	Due Date	Accounting Period
143619	Automated Invoice	3/15/24	1/1/23	January, 2023
143620	Automated Invoice	3/15/24	2/1/23	February, 2023
143621	Automated Invoice	3/15/24	3/1/23	March, 2023
143622	Automated Invoice	3/15/24	1/1/23	January, 2023

Down Arrow sorts Z-A, largest number to smallest, or newest to oldest date

NOTE: the Portal only allows you to sort on one column at a time.

Logging In

In this section, you will learn about:

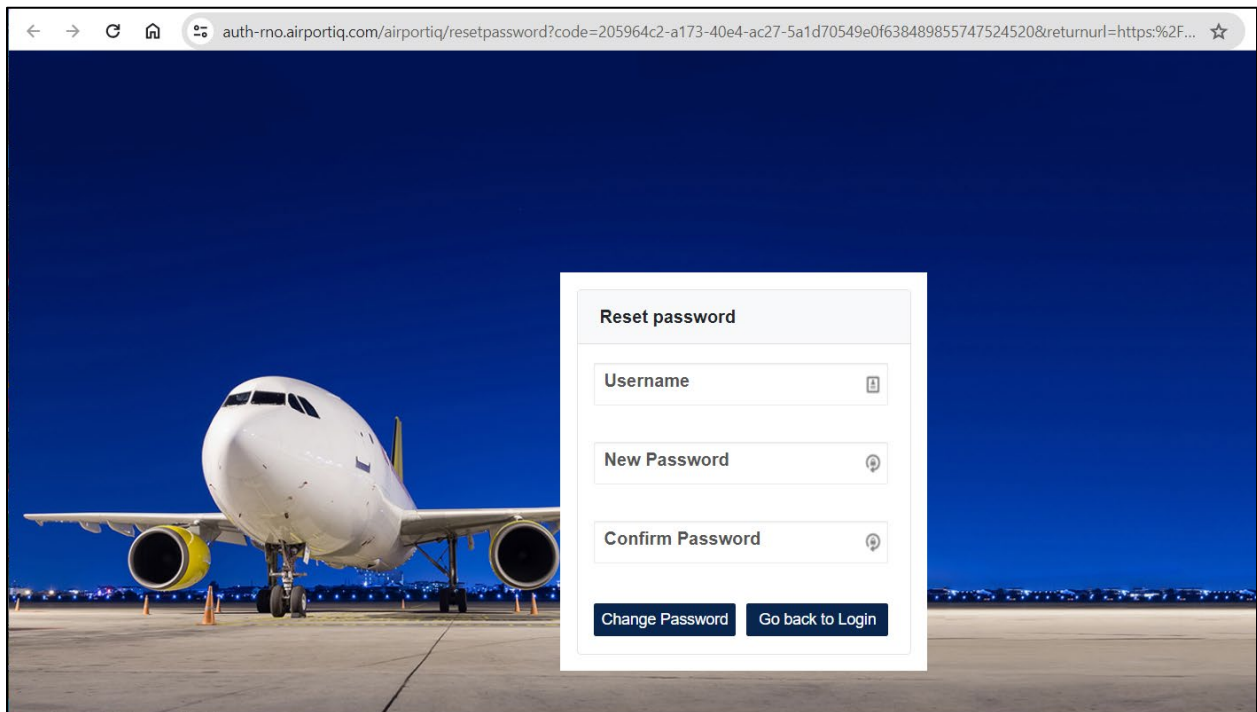
- Logging in to the ABRM Tenant Portal
- Managing your password
- Viewing and accepting Terms and Conditions
- ABRM Home Page

First Time Login and Password Re-Set

To access the ABRM Tenant Portal, you must first log in by entering a valid User ID and password into the fields of the Application Entry window.

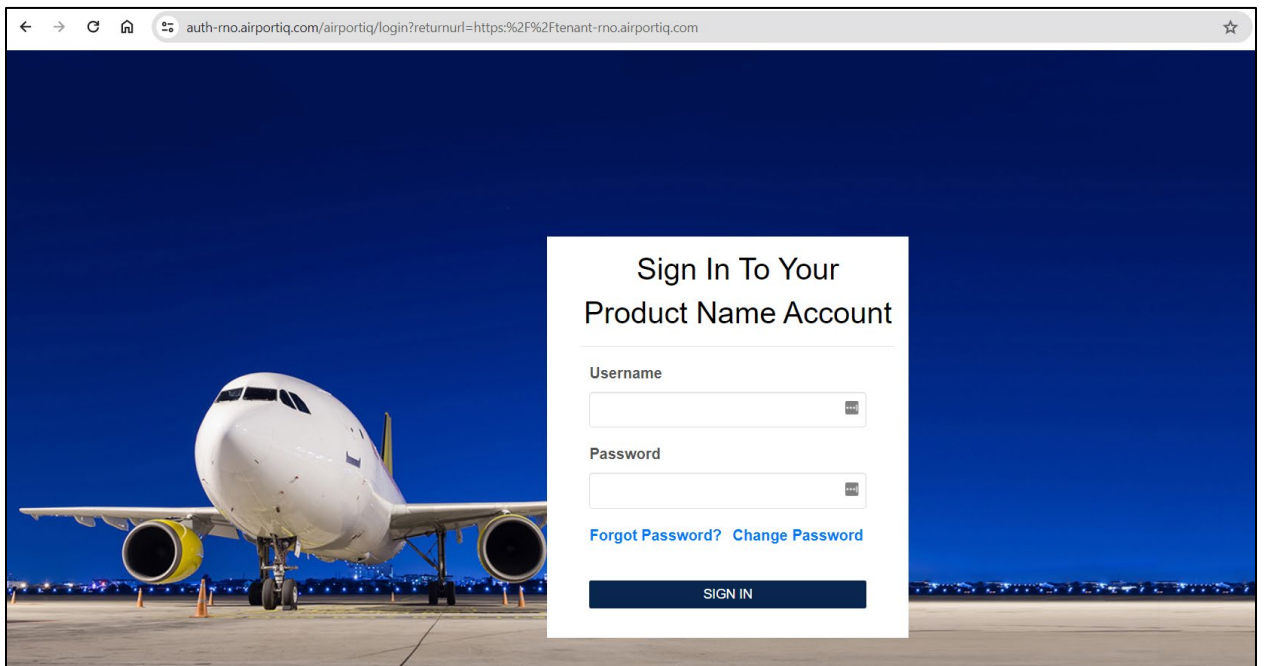
Your airport administrator will create your User ID and will generate an automated email providing you the ID information. In a separate email, they will generate a link for you to set a password. If you do not have a user ID and password, or if you are unable to log in successfully, contact your airport administrator. Please note that each user will need a unique username and password for each contract with RTAA and for any other airports that may launch another ABRM Tenant Portal for their airport. Therefore, your user name will have your company abbreviation and the airport identifier included to ensure you can access another company or another airports' ABRM Tenant Portal.

When you receive the email with the link for setting the password, click the link to display the Tenant Portal Reset Password screen:



Enter the Username that was sent to you.

1. Enter a new, valid password. Valid passwords should meet the following recommendations:
 - a. 8-15 characters
 - b. At least 1 numeral
 - c. At least one capital letter
 - d. No special characters
2. Confirm the password by entering it again.
3. Click Change Password to complete the change.
4. Close the browser window you used to re-set the password.
5. Open the ABRM Tenant Portal link that was provided to you by your airport administrator (the password reset screen or the regular login screen that displays after you set your password should not be used to access the Portal).

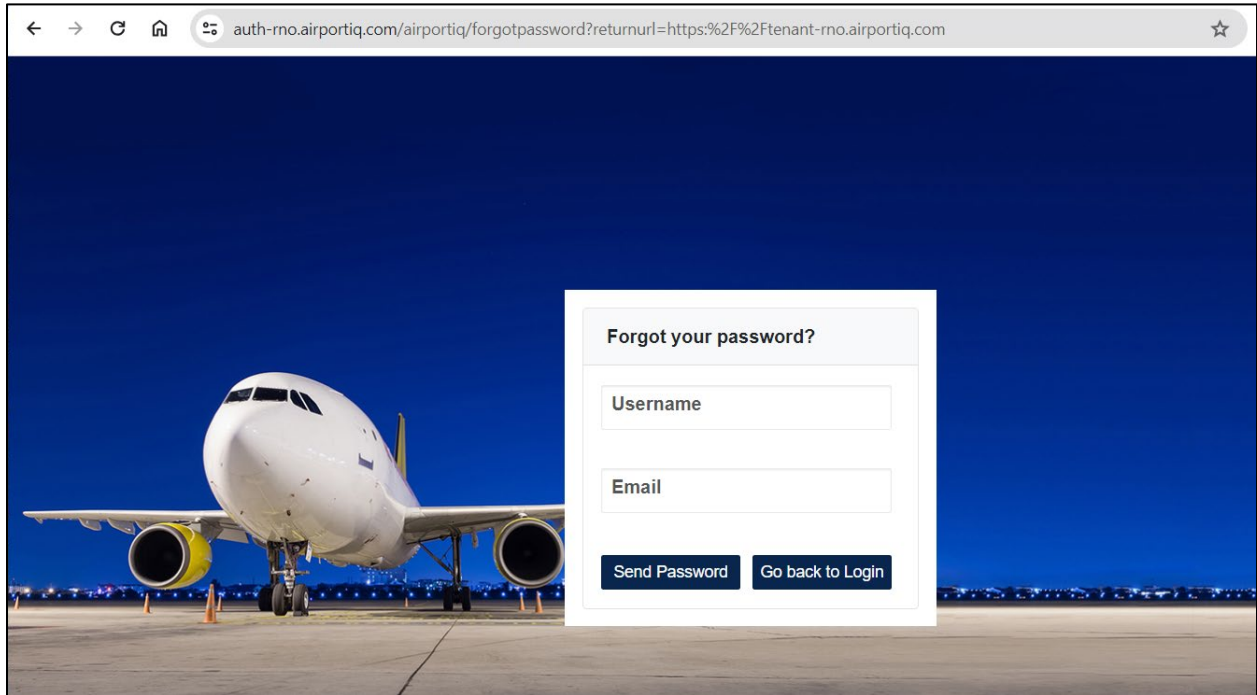
A screenshot of a web browser displaying a login page. The browser's address bar shows the URL: auth-rno.airportiq.com/airportiq/login?returnurl=https:%2F%2Ftenant-rno.airportiq.com. The page features a dark blue background with a photograph of a white airplane on a tarmac at night. Overlaid on the right side is a white login form titled "Sign In To Your Product Name Account". The form contains two input fields: "Username" and "Password", each with a small eye icon to toggle visibility. Below the fields are two links: "Forgot Password?" and "Change Password". At the bottom of the form is a dark blue button labeled "SIGN IN".

6. Enter your Username and the Password you created.
7. Click Sign In.

Forgot Password

If you forget your Tenant Portal password, you can contact your airport administrator to generate a new password link, or you can click the Forgot Password link on the Login screen. If you click the link, the following screen displays:

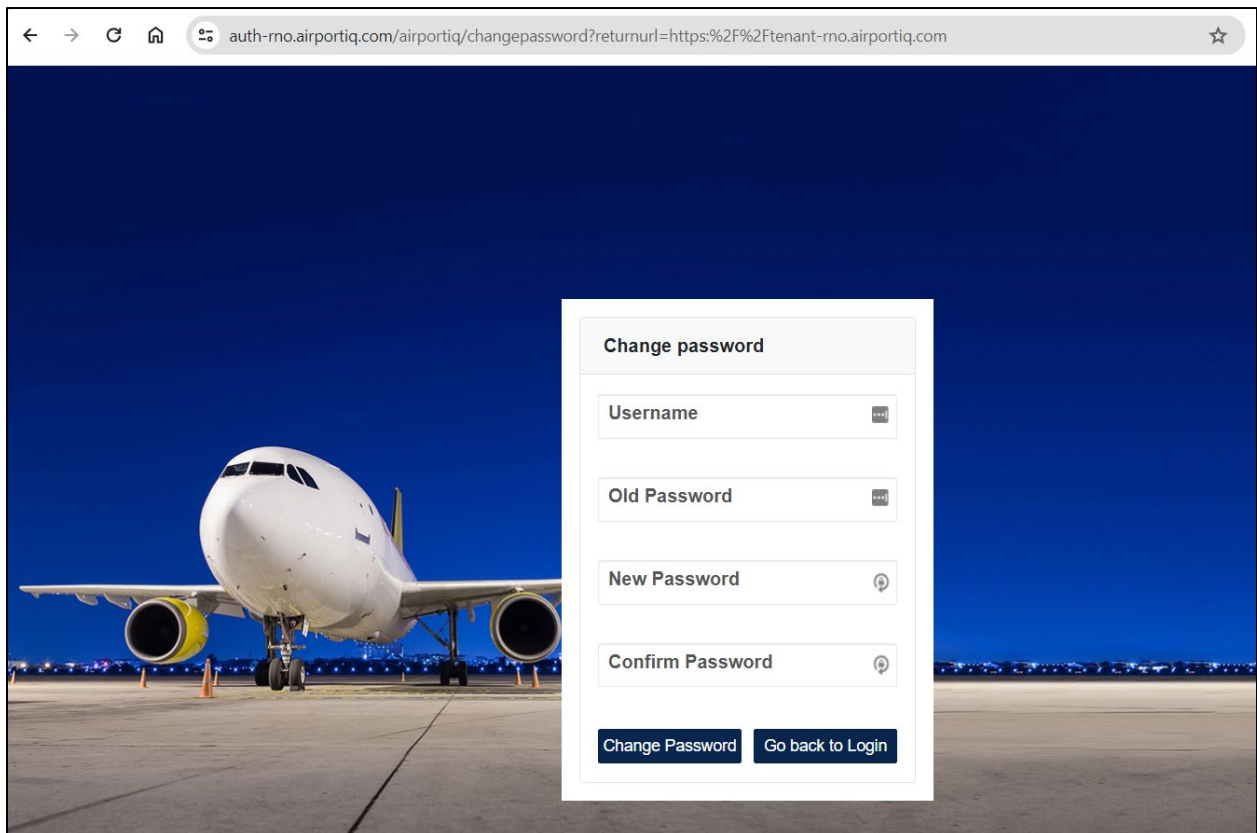
If you enter your valid Username and your valid email address, the system will generate a new password email, similar to the one you received for first-time login. Use the same process used to create a new password.



Change Password

If you wish to change your own password at any time, for any reason, you can do so by clicking the Change Password link on the Login screen. If you click the link, the following screen displays:

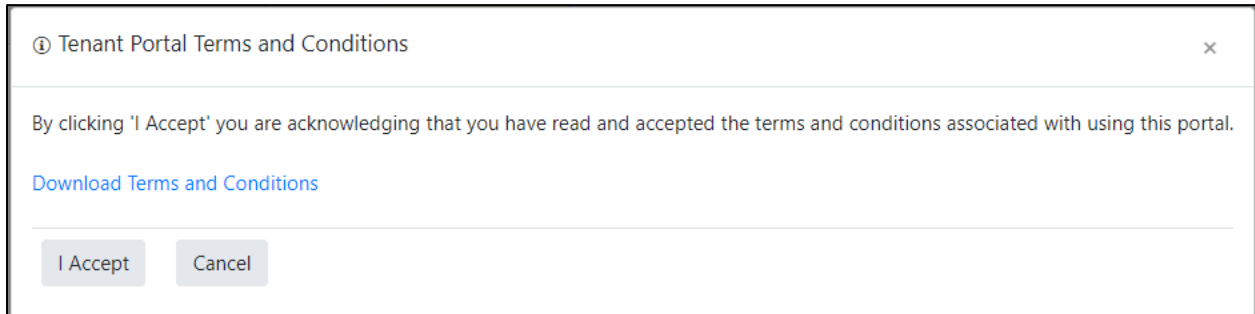
If you enter your valid Username and your correct Old Password, followed by a valid format for your new password in the “New Password” and “Confirm Password” fields, the system will change the password when you click the Change Password button. Be sure to close any browser window that displays after you change your password and use the ABRM Tenant Portal link that was provided to you by your airport administrator to log in fully with the new password.



The screenshot shows a web browser window with the URL `auth-mo.airportiq.com/airportiq/changepassword?returnurl=https:%2F%2Ftenant-mo.airportiq.com`. The background of the page is a photograph of a white airplane on a tarmac at night. Overlaid on the right side of the page is a white form titled "Change password". The form contains four input fields: "Username" (with a text icon), "Old Password" (with a text icon), "New Password" (with a strength indicator icon), and "Confirm Password" (with a strength indicator icon). At the bottom of the form are two buttons: "Change Password" and "Go back to Login".

Accepting Terms and Conditions

Your airport administrator may require you to accept their Terms and Conditions for you to use the Portal. After your first successful login, the following screen will display, when you choose any menu option:



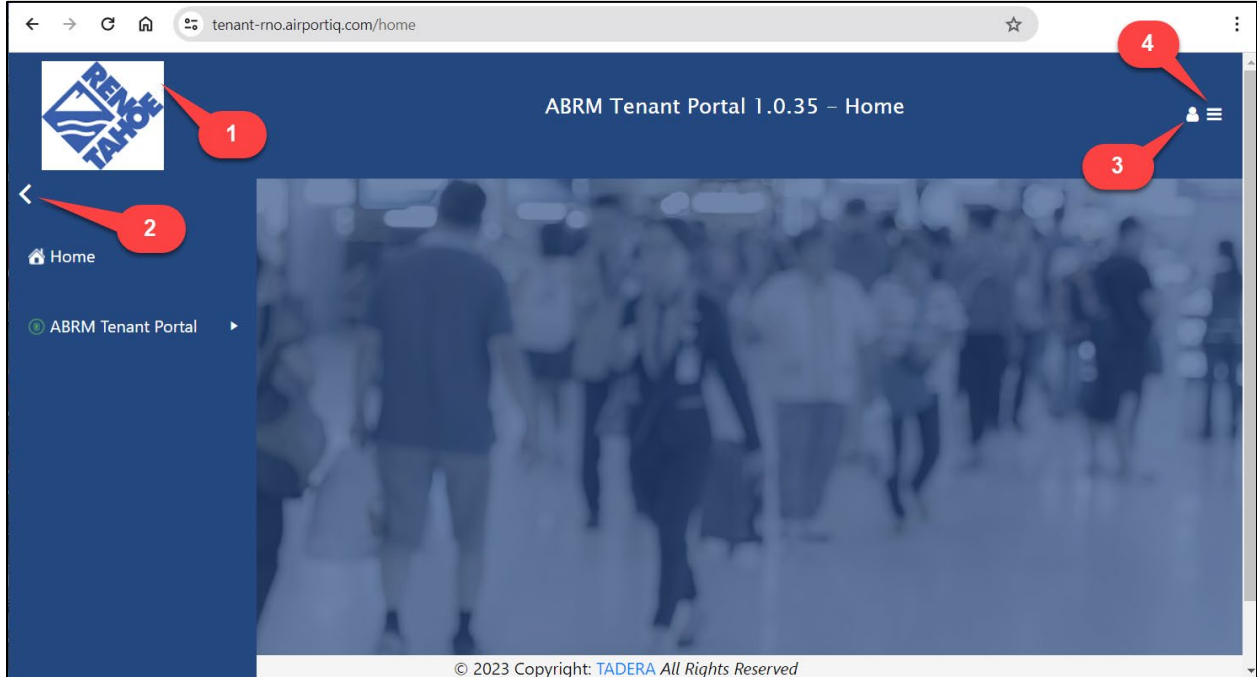
The screenshot shows a dialog box titled "Tenant Portal Terms and Conditions" with a close button (X) in the top right corner. The main text reads: "By clicking 'I Accept' you are acknowledging that you have read and accepted the terms and conditions associated with using this portal." Below this text is a blue hyperlink labeled "Download Terms and Conditions". At the bottom of the dialog box are two buttons: "I Accept" and "Cancel".

1. Click 'I Accept' to continue using the Portal.
2. If you wish to view the specific elements of the Terms and Conditions, click the Download Terms and Conditions link. A document (generally PDF) will open in a separate window. (The document may first download to a small window at the bottom of your screen; click to open that document window.)
3. If you click the Cancel button on this screen, you will be unable to use any features of the Portal. Contact your airport administrator if you have questions or problems viewing the Terms and Conditions.

Home Page

Following a successful login, the Portal displays the Home Page:

The Home Page contains the following elements:



1. Click the RTAA logo to view the airport's main website.
2. Collapse Side Menu button: click this button to show or hide the longer menu names.
3. Logout button: click this button to log out of the Portal.
4. Expand Navigation Menu button: shows or hides the expanded menu; same as Collapse Side Menu button.

NOTE: once you choose any of the available portals from the menu, a gray bar at the top of the screen will display your Company Name / DBA Name and will welcome you with your Username. This bar does not appear on the Home Page.

Company Name: Test Company
DBA Name: Test Company LLC.

Welcome: Test
Test G

Accounts Receivable - Overview

Accounts Receivable is used to view four standard reports as well as to view invoices, credit memos, and other items related to billing. (Invoices and other billed items can also be viewed in the Payment Portal, if your airport uses that portal and has assigned you permission to see it.)

The screenshot displays the ABRM Tenant Portal 1.0.35 - Accounts Receivable interface. The page features a dark blue header with the company logo and navigation options. The main content area includes a search bar for Transaction Ref., a 'Generate Account Reports' section with a 'Select Report' dropdown and a 'Preview Report' button, and a table of transactions. The table has columns for Transaction Ref., Type, Transaction Date, Due Date, Accounting Period, Description, Original Amount, and Balance. The total balance displayed is \$147.93.

Transaction Ref.	Type	Transaction Date	Due Date	Accounting Period	Description	Original Amount	Balance	Actions
141155	Automated Invoice	7/1/23	7/31/23	July, 2023	Employee Parking	\$20.00	\$20.00	
141156	Automated Invoice	8/1/23	8/31/23	August, 2023	Employee Parking	\$20.00	\$20.00	
141157	Automated Invoice	9/1/23	10/1/23	September, 2023	Employee Parking	\$20.00	\$20.00	
141359	Automated Invoice	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00	
141360	Automated Invoice	8/1/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00	
141476	Automated Invoice	9/1/23	10/1/23	October, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00	

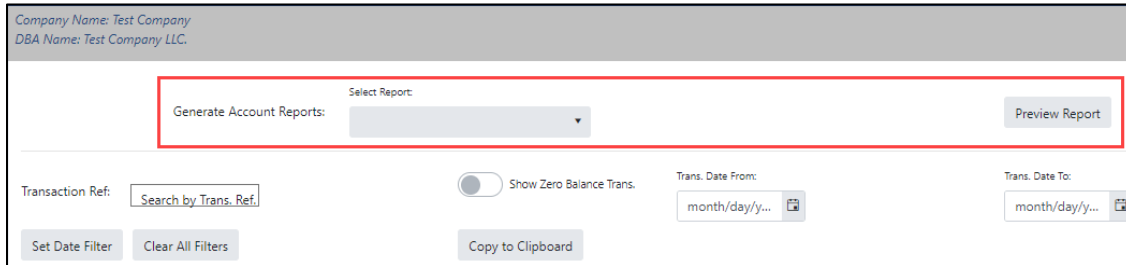
Total Balance Displayed in Grid: \$147.93

Total Balance: \$147.93

© 2023 Copyright-TADERA. All Rights Reserved

Viewing Standard Reports

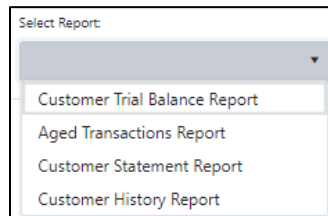
Accounts Receivable contains four standard reports that airports often share with tenants. These reports can be accessed in the top portion of the Accounts Receivable screen:



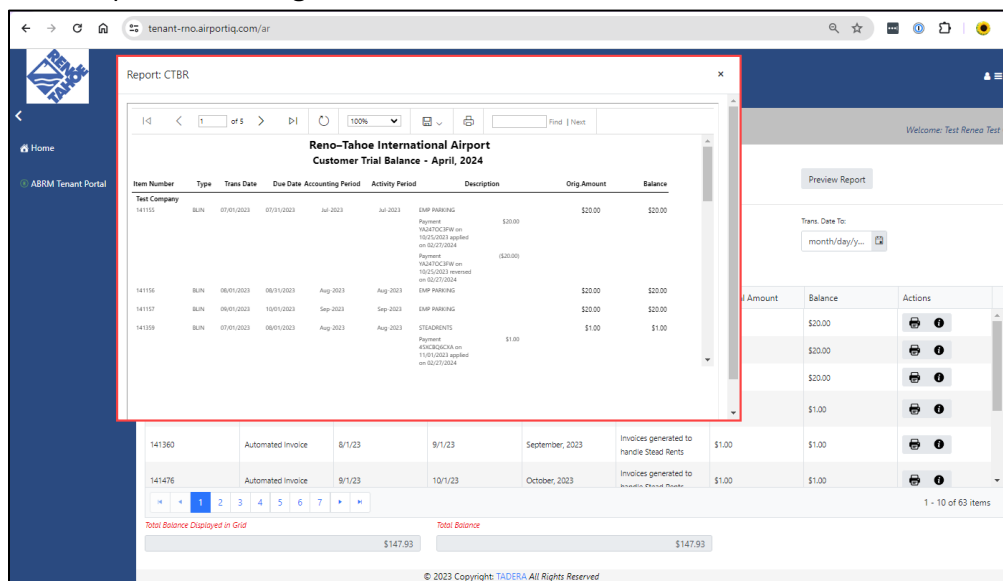
- Customer Trial Balance Report
- Aged Transactions Report
- Customer Statement Report
- Customer History Report

To view one of these reports,

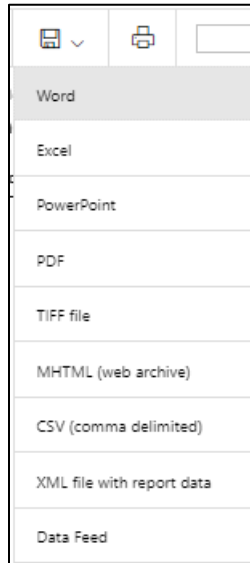
1. Click the drop-down arrow to Select Report.





2. Choose the desired report from the list.
3. Click the “Preview Report” button. The report opens in a new window. The short name of the report (CBTR, ATR, CSR, CHR) is displayed at the top of the window to let you know which report has been generated.



4. Click the Save () button to view a list of options for saving the report to your computer.



5. Click the Refresh () button to refresh the data in the report while keeping the report window open.
6. Click the Close () button at the top right to close the report window and return to the Accounts Receivable screen.

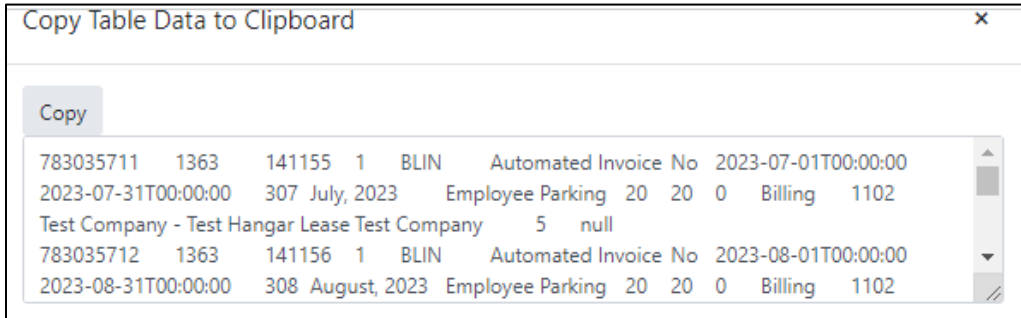
Viewing Invoices and Other Billed Items

The bottom portion of the Accounts Receivable screen displays invoices, credit memos, etc. and can be used to view these items individually:



The screenshot displays the 'Generate Account Reports' interface. At the top, there is a 'Select Report' dropdown and a 'Preview Report' button. Below this, the 'Transaction Ref.' field is highlighted with callout 1, containing a search box 'Search by Trans. Ref.'. Callout 2 points to the 'Show Zero Balance Trans.' toggle switch. Callout 3 points to the 'Trans. Date From' field, and callout 4 points to the 'Trans. Date To' field. Below these are buttons for 'Set Date Filter' (callout 5), 'Clear All Filters' (callout 6), and 'Copy to Clipboard'. The main table has columns: Transaction (callout 5), Type (callout 6), Transaction Date (callout 7), Due Date (callout 7), Billing Period (callout 7), Description, Original Amount, Balance (callout 8), and Actions (callout 9). The table lists several 'Automated Invoice' entries for 'Employee Parking' and 'Invoices generated to handle Stead Rents'. At the bottom, there are pagination controls (callout 13), a 'Total Balance' field showing '\$147.93' (callout 11), and another 'Total Balance' field showing '\$147.93' (callout 12). A '1 - 10 of 63 items' indicator is at the bottom right (callout 10). The footer contains the copyright notice: '© 2023 Copyright: TADERA All Rights Reserved'.

1. To filter the screen for a specific item, enter a Transaction Reference number (or any portion of the number) in the Transaction List field. Press Enter to complete the search. The screen will display a filtered list that matches your entry. To return to the full list of items, delete any entries in the Transaction List field; then press Enter.
2. By default, this screen does not show items that have a zero balance. Click the Show Zero Balance Trans slider to include the items with a Balance of \$0.00. The number of items should change, if there are zero balance items to view (see #10 below).
3. If you wish to filter for items by a specific date or date range, enter the “Trans Date From” (oldest date in the range).
4. If you are filtering by date or date range, enter the “Trans Date To” (most recent date in the range).
5. If you have set date ranges, click the “Set Date Filter” button to activate the date filter. The number of items should change, and the Balance amounts should change as well (see #10, 11, and 12 below).
6. Click the “Clear All Filters” button if you have applied date filters and wish to view all available items again.

- Click the “Copy to Clipboard” button if you wish to copy the contents of the current grid to the Windows Clipboard for pasting into another application. A window displays the contents to be copied: Click the Copy button; then paste the selection into your desired application.



	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	783035711	1363	141155	1	BLIN	Automated Invoice	No	2023-07-01T00:00:00	2023-07-31T00:00:00	307	July, 2023	Employee Parking
3	783035712	1363	141156	1	BLIN	Automated Invoice	No	2023-08-01T00:00:00	2023-08-31T00:00:00	308	August, 2023	Employee Parking
4	783035713	1363	141157	1	BLIN	Automated Invoice	No	2023-09-01T00:00:00	2023-10-01T00:00:00	309	September, 2023	Employee Parking
5	783036154	1363	141359	1	BLIN	Automated Invoice	No	2023-07-01T00:00:00	2023-08-01T00:00:00	308	August, 2023	Invoices generated to handle Stead Rents
6	783036155	1363	141360	1	BLIN	Automated Invoice	No	2023-08-01T00:00:00	2023-09-01T00:00:00	309	September, 2023	Invoices generated to handle Stead Rents
7	783036269	1363	141476	1	BLIN	Automated Invoice	No	2023-09-01T00:00:00	2023-10-01T00:00:00	310	October, 2023	Invoices generated to handle Stead Rents
8	783036270	1363	141477	1	BLIN	Automated Invoice	No	2023-10-01T00:00:00	2023-11-01T00:00:00	311	November, 2023	Invoices generated to handle Stead Rents

- Click the Print () button to print the item to a screen where it can be printed to paper in a desired format.
- Click the Applied Details () button to view a report of any credits or payments that have been applied (does not include payments submitted by the tenant but not yet posted by the airport; posted payments will be reflected in the Balance column). See next section for details of this report.
- The counter at the bottom right of the screen displays the number of items currently showing in the grid.


11. The Total Balance Displayed in Grid field shows the total balance of all items currently displayed on the screen. If you have filtered for specific items or dates, this total will be for only those items.
 - a. For example:
 - i. You have 63 invoices totaling \$147.93.
 - ii. You filter for those in the month of July.
 - iii. You see 5 July invoices in the filtered list, totaling \$27.18.
 - iv. Total Balance Displayed in Grid = \$27.18

The screenshot shows a software interface for generating account reports. At the top, it displays 'Company Name: Test Company' and 'DBA Name: Test Company LLC.' Below this, there are fields for 'Transaction Ref.' (with a search button), a 'Show Zero Balance Trans.' toggle, and date filters for 'Trans. Date From' (7/1/2023) and 'Trans. Date To' (7/31/2023). A table of invoices is displayed below, with the 'Transaction Date' column highlighted in red. At the bottom, two 'Total Balance' fields are shown: 'Total Balance Displayed in Grid' (\$27.18) and 'Total Balance' (\$147.93), both highlighted in red.

Transaction Ref.	Type	Transaction Date	Due Date	Accounting Period	Description	Original Amount	Balance	Actions
141155	Automated Invoice	7/1/23	7/31/23	July, 2023	Employee Parking	\$20.00	\$20.00	
141359	Automated Invoice	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00	
142305	Automated Invoice	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.04	\$1.04	
142355	Automated Invoice	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.02	\$1.02	
142361	Automated Invoice	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$4.12	\$4.12	

12. The Total Balance field always displays the total of all available items, regardless of filters that have been applied. In the example above, the Total Balance would remain at \$147.93.
13. Pagination Area: the screen displays up to 10 items per page. If your current grid display exceeds 10 items, you would use the Pagination Area to view additional pages. (See Common Features and Functionality for details on how to use pagination.)

Viewing Applied Details

Items that show a change from the Original Amount to the Balance will display the details of any payments or credits when you click the Applied Details () button.

Company Name: Test Company
DBA Name: Test Company LLC

Generate Account Reports: Select Report: Preview Report

Transaction Ref: Show Zero Balance Trans. Trans. Date From: month/day/y... Trans. Date To: month/day/y...


Set Date Filter Clear All Filters Copy to Clipboard

Transaction Ref.	Type	Transaction Date	Due Date	Accounting Period	Description	Original Amount	Balance	Actions
134273	Automated Invoice	7/15/22	8/14/22	July, 2022	Employee Parking	\$20.00	\$0.00	
134274	Non-Standard Invoice	7/15/22	8/14/22	July, 2022		\$1.00	\$0.00	
134275	Debit Memo	7/15/22	8/14/22	July, 2022		\$0.99	\$0.00	
134276	Non-Standard Invoice	7/15/22	8/14/22	July, 2022		\$0.01	\$0.00	
134277	Non-Standard Invoice	7/1/22	7/31/22	July, 2022		\$0.06	\$0.00	
134278	Non-Standard Invoice	7/1/22	7/31/22	July, 2022		\$0.02	\$0.00	
134279	Non-Standard Invoice	7/1/22	7/31/22	Julv, 2022		\$0.03	\$0.00	

Total Balance Displayed in Grid Total Balance

\$147.93 \$147.93

1 - 10 of 108 items

Original Amount of Invoice is \$20.00; item has been paid to \$0.00; click () to view details

Company Name: Test Company
DBA Name: Test Company LLC

Generate Account Reports: Select Report: Preview Report

Transaction Ref: Show Zero Balance Trans. Trans. Date From: month/day/y... Trans. Date To: month/day/y...

Set Date Filter Clear All Filters Copy to Clipboard

Transaction Ref.	Type	Transaction Date	Due Date	Accounting Period	Description	Original Amount	Balance	Actions
141359	Automated Invoice	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00	
141360	Automated Invoice	8/1/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00	
141476	Automated Invoice	9/1/23	10/1/23	October, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00	
141477	Automated Invoice	10/1/23	11/1/23	November, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00	
141600	Non-Standard Invoice	11/9/23	12/9/23	July, 2023		\$1.00	\$1.00	

Total Balance Displayed in Grid Total Balance

\$147.93 \$147.93

1 - 10 of 63 items

Original Amount and Balance are equal; no details will be available

The Applied Details screen displays the information about any payments or credits that have been applied.

Transaction Applied Details: 142361 x

[Copy to Clipboard](#)

Transaction Type	Applied To	Transaction Date	Application Date	Amount
BLIN	142361	7/1/23	2/28/24	1.04
BLIN	142361	7/1/23	2/28/24	-1.04

1 - 2 of 2 items

Applied To = the Invoice Number

Transaction Date = Invoice Date (date the invoice was sent)

Application Date = date the airport posted the payment (this may be different from the date on which you submitted the payment, even if you submitted it via the Payment Portal)

NOTE: items that do not have an Invoice Number in the Transaction Ref column, have a negative number in the Original Amount column, and have a Balance of \$0.00 are records of the payments/credits and display all relevant details on the main screen. These items will not display any Print button or Applied Details button.

Company Name: Test Company
DBA Name: Test Company LLC Welcome: Test Renea Test G

Generate Account Reports: Select Report: Preview Report

Transaction Ref: Show Zero Balance Trans. Trans. Date From: month/day/y... Trans. Date To: month/day/y...

[Set Date Filter](#) [Clear All Filters](#) [Copy to Clipboard](#)

Transaction Ref.	Type	Transaction Date	Due Date	Accounting Period	Description	Original Amount	Balance	Actions
142080	Credit Memo	12/12/23	12/12/23	December, 2023		-\$1.00	-\$1.00	
142087	Non-Standard Invoice	12/12/23	1/11/24	December, 2023		\$1.02	\$1.02	
142088	Non-Standard Invoice	12/12/23	1/11/24	January, 2024		\$1.02	\$1.02	
142084	Automated Invoice	12/13/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00	
142085	Automated Invoice	12/13/23	10/1/23	October, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00	
142086	Automated Invoice	12/13/23	11/1/23	November, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00	

11 - 20 of 63 items

Total Balance Displayed in Grid *Total Balance*

\$147.93 \$147.93

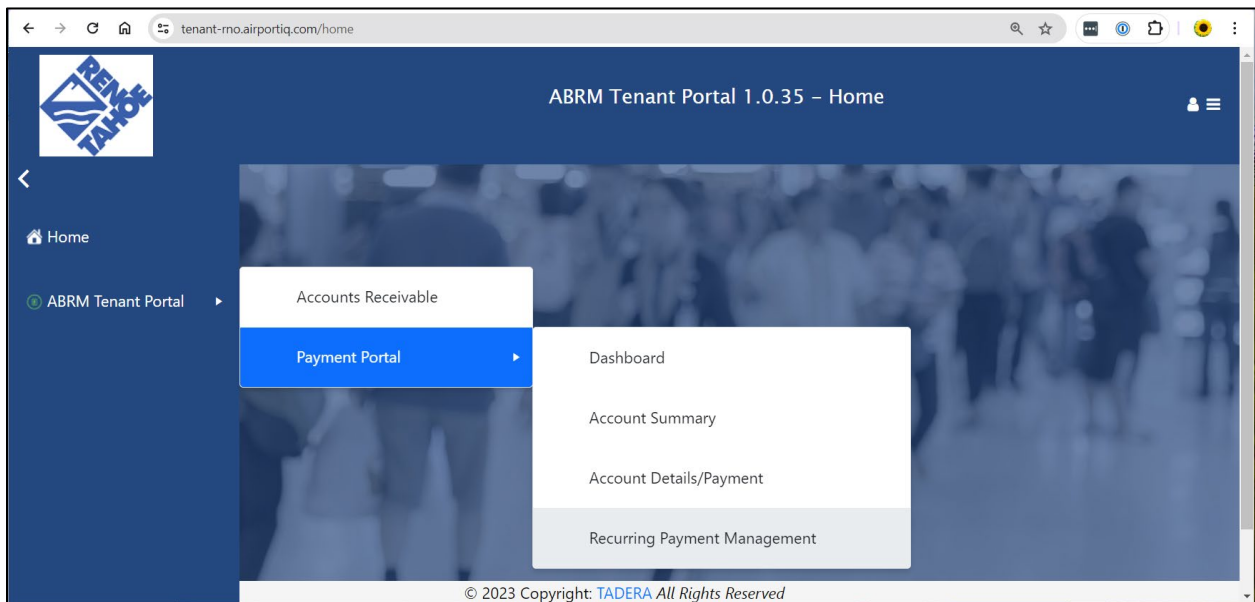
Payment Portal - Overview

The Payment Portal is used to view invoices, payments, and other credits for your company and to make electronic payments (such as credit card or ACH) via a secure payment gateway with your airport.

The Payment Portal consists of four portlets:

- **Dashboard** (an overview of invoices in various categories)
- **Account Summary** (summary of invoices, similar to the Dashboard)
- **Account Details/Payments** (able to view and pay invoices)
- **Recurring Payment Management** (able to access/edit recurring payments)

These four options are displayed as sub-menus when you hover the mouse over the Payment Portal menu.



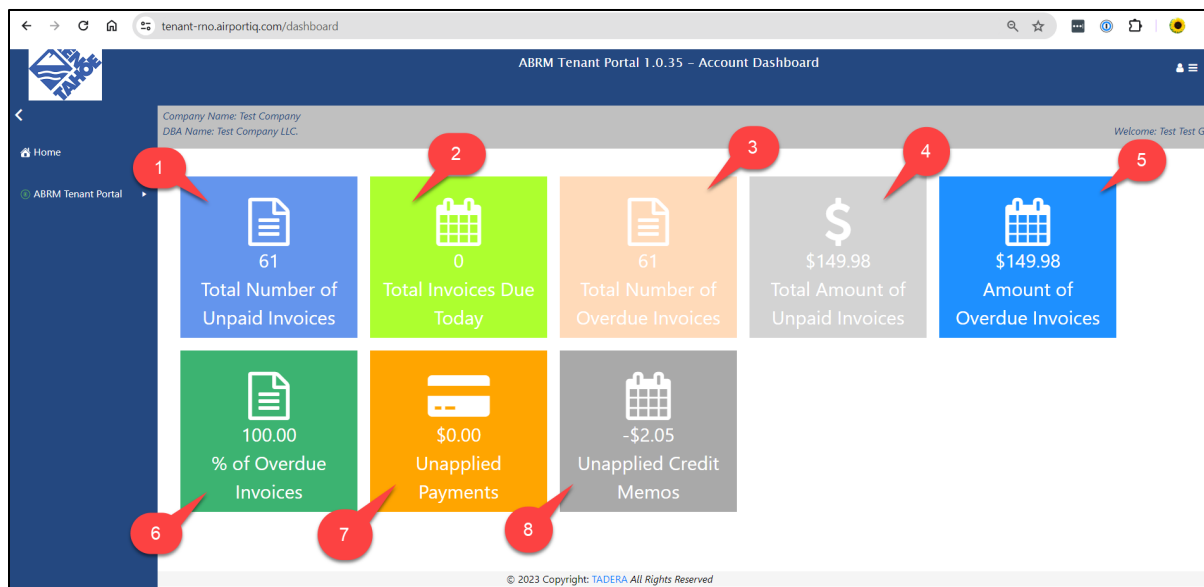
Dashboard

The Dashboard allows you to view invoices and other items in eight different categories, as described on the shortcut buttons for each:

Click on each button to view the specific items in that category. Please note: the purpose of the Dashboard is only to display items. If you wish to take action on the items (such as viewing or paying them), you need to use the Account Details portlet.

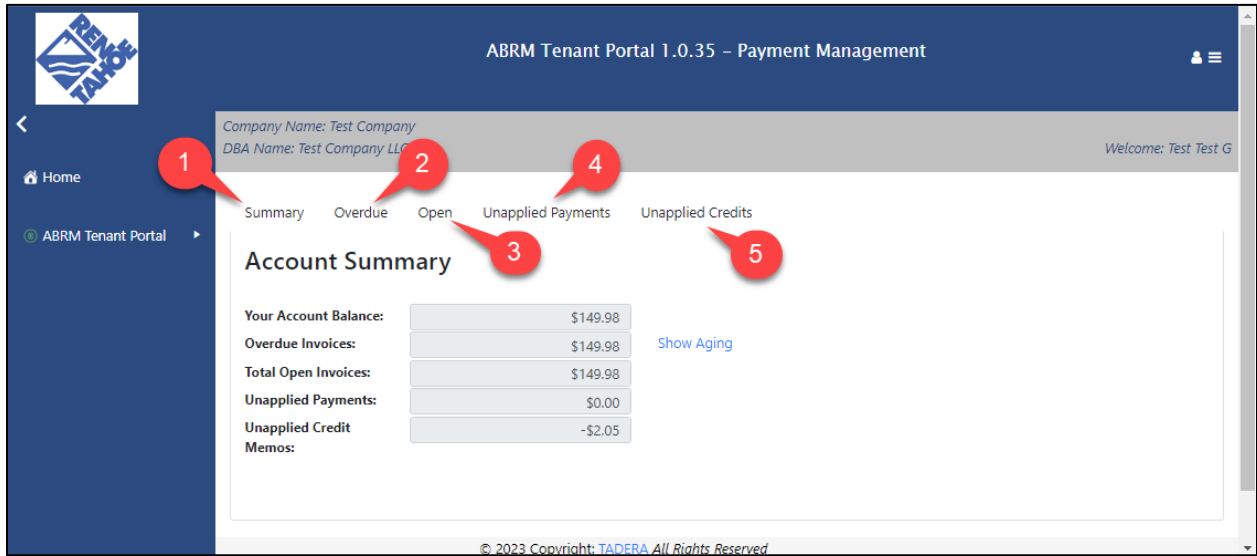
When you are viewing detail screens in each category, click the “Back” button if you wish to return to the Dashboard.

The first six screens show the same type of grid for invoice data and will look like this if they have any details on the screen:



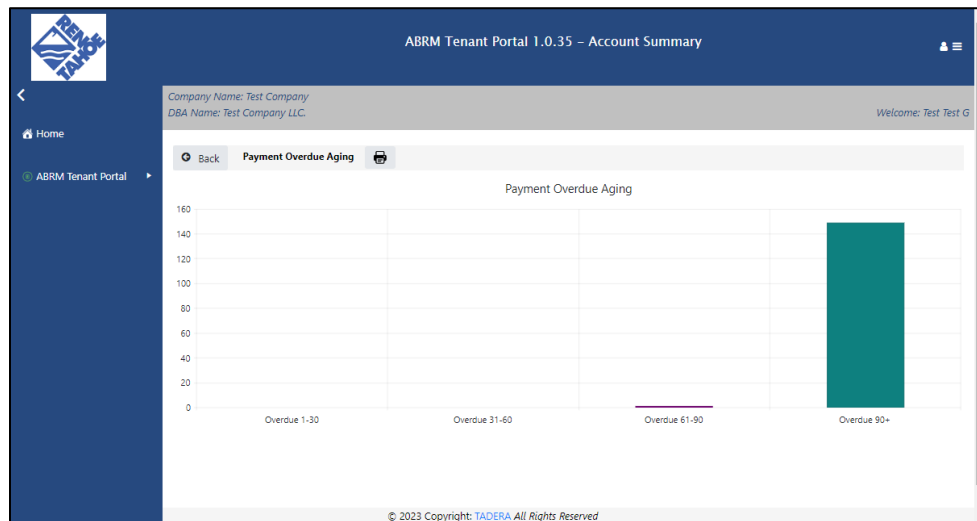
1. Total Number of Unpaid Invoices
2. Total Invoices Due Today – if any of the items are due on the day you are viewing the screen and does not include overdue invoices
3. Total Number of Overdue Invoices
4. Total Amount of Unpaid Invoices
5. Amount of Overdue Invoices
6. % of Overdue Invoices
7. Unapplied Payments
8. Unapplied Credit Memos

Account Summary



The Account Summary displays the same information as the Dashboard but in a different format.

1. The Summary screen shows the following categories of information:
 - a. Your Account Balance (same as Total Amount of Unpaid Invoices from the Dashboard)
 - b. Overdue Invoices (same as Amount of Overdue Invoices from the Dashboard). Click the Show Aging link to display a graph of invoice aging:



- c. Total Open Invoices
- d. Unapplied Payments
- e. Unapplied Credit Memos

- Overdue – displays the same detailed list as Total Number of Overdue Invoices on the Dashboard.

ABRM Tenant Portal 1.0.35 – Payment Management

Company Name: Test Company
DBA Name: Test Company LLC

Summary **Overdue** Open Unapplied Payments Unapplied Credits

Account Dashboard Details - Overdue Invoices

Transaction Reference	Type	Transaction Status	Activity Period	Description	Original Amount	Balance
141155	BUN	POSTED	July, 2023	Test Company - Test Hangar Lease	\$20.00	\$20.00
141156	BUN	POSTED	August, 2023	Test Company - Test Hangar Lease	\$20.00	\$20.00
141157	BUN	POSTED	September, 2023	Test Company - Test Hangar Lease	\$20.00	\$20.00
141359	BUN	POSTED	August, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141360	BUN	POSTED	September, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141476	BUN	POSTED	October, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141477	BUN	POSTED	November, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141600	BUNS	POSTED	July, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141601	BUNS	POSTED	August, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141602	BUNS	POSTED	September, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
142087	BUNS	POSTED	December, 2023	Test Company - Test Hangar Lease	\$1.02	\$1.02
142088	BUNS	POSTED	January, 2024	Test Company - Test Hangar Lease	\$1.02	\$1.02

1 - 20 of 61 Items

- Open – displays the same detailed list as Total Amount of Unpaid Invoices on the Dashboard.

ABRM Tenant Portal 1.0.35 – Payment Management

Company Name: Test Company
DBA Name: Test Company LLC

Summary Overdue **Open** Unapplied Payments Unapplied Credits

Account Dashboard Details - Unpaid Invoices

Transaction Reference	Type	Transaction Status	Activity Period	Description	Original Amount	Balance
141155	BUN	POSTED	July, 2023	Test Company - Test Hangar Lease	\$20.00	\$20.00
141156	BUN	POSTED	August, 2023	Test Company - Test Hangar Lease	\$20.00	\$20.00
141157	BUN	POSTED	September, 2023	Test Company - Test Hangar Lease	\$20.00	\$20.00
141359	BUN	POSTED	August, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141360	BUN	POSTED	September, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141476	BUN	POSTED	October, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141477	BUN	POSTED	November, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141600	BUNS	POSTED	July, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141601	BUNS	POSTED	August, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
141602	BUNS	POSTED	September, 2023	Test Company - Test Hangar Lease	\$1.00	\$1.00
142087	BUNS	POSTED	December, 2023	Test Company - Test Hangar Lease	\$1.02	\$1.02
142088	BUNS	POSTED	January, 2024	Test Company - Test Hangar Lease	\$1.02	\$1.02

1 - 20 of 61 Items

- Unapplied Payments – displays the same detailed list as Unapplied Payments on the Dashboard.

ABRM Tenant Portal 1.0.35 – Payment Management

Company Name: Test Company
DBA Name: Test Company LLC

Welcome: Test Test G

Summary Overdue Open **Unapplied Payments** Unapplied Credits

Account Dashboard Details - Unapplied Payment

Transaction Reference	Type	Transaction Status	Activity Period	Description	Original Amount	Balance
No records available.						

0 - 0 of 0 Items

- Unapplied Credits – displays the same detailed list as Unapplied Credit Memos on the Dashboard.

ABRM Tenant Portal 1.0.35 – Payment Management

Company Name: Test Company
DBA Name: Test Company LLC

Welcome: Test Test G

Summary Overdue Open Unapplied Payments **Unapplied Credits**

Account Dashboard Details - Unapplied Credit Memo

Transaction Reference	Type	Transaction Status	Activity Period	Description	Original Amount	Balance
142080	BUCM	POSTED	December, 2023	Test Company - Test Hangar Lease	-\$1.00	-\$1.00
142271	BUCM	POSTED	December, 2023	Test Company - Test Hangar Lease	-\$1.05	-\$1.05

1 - 2 of 2 Items

Account Details/Payments

The Account Details screen is used to view and pay invoices. Your airport may not offer all the payment options described in this guide. Check with your airport administrator if you have questions about ways in which you can make payments using the Tenant Portal.

ABRM Tenant Portal 1.0.35 – Account Details

Company Name: Test Company
DBA Name: Test Company LLC. Welcome: Test Test G

Total Open Invoices: \$147.93 [Pay Total Open Invoices](#) [Pay Oldest Invoices](#) [Pay Selected Invoices](#)

Transaction List: Show Zero Balance Trans. Trans. Date From: Trans. Date To:

Set Date Filter [Clear All Filters](#)

Transaction Ref.	Type	Recurring Payment	Transaction Date	Due Date	Acc. Period	Description	Original Amount	Balance	Enter Payment Amount	Submitted Amount	Actions
141155	Automated Invoice	No	7/1/23	7/31/23	July, 2023	Employee Parking	\$20.00	\$20.00			
141156	Automated Invoice	No	8/1/23	8/31/23	August, 2023	Employee Parking	\$20.00	\$20.00			
141157	Automated Invoice	No	9/1/23	10/1/23	September, 2023	Employee Parking	\$20.00	\$20.00			
141359	Automated Invoice	No	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00		\$1.00	
141360	Automated Invoice	No	8/1/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00			

Total Balance Displayed in Grid: \$147.93 **Total Balance**: \$147.93

1 - 10 of 63 items

© 2023 Copyright: TADERA All Rights Reserved

The bottom portion of the Accounts Details screen displays invoices, credit memos, etc. and can be used to view these items individually. This screen works similarly to the Accounts Receivable screen, detailed in an earlier section of this guide.

ABRM Tenant Portal 1.0.35 – Account Details

Company Name: Test Company
DBA Name: Test Company LLC

Welcome: Test Test G

Total Open Invoices: \$147.93

Pay Total Open Invoices | Pay Oldest Invoices | Pay Selected Invoices

Transaction List: Search by Trans. Ref. [1] Show Zero Balance Trans. [2] Trans. Date From: [3] Trans. Date To: [4]

Set Date Filter [5] Clear All Filters [6]




Transaction Ref.	Type	Recurring Payment	Transaction Date	Due Date	Acc. Period	Description	Original Amount	Balance	Enter Payment Amount	Submitted Amount	Actions [7, 8, 9]
141155	Automated Invoice	No	7/1/23	7/31/23	July, 2023	Employee Parking	\$20.00	\$20.00			[7] [8] [9]
141156	Automated Invoice	No	8/1/23	8/31/23	August, 2023	Employee Parking	\$20.00	\$20.00			[7] [8] [9]
141157	Automated Invoice	No	9/1/23	10/1/23	September, 2023	Employee Parking	\$20.00	\$20.00			[7] [8] [9]
141359	Automated Invoice	No	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00		\$1.00	[7] [8] [9]
141360	Automated Invoice	No	8/1/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00			[7] [8] [9]

Total Balance Displayed in Grid [11] \$147.93

Total Balance [12] \$147.93

1 - 10 of 63 items [10]

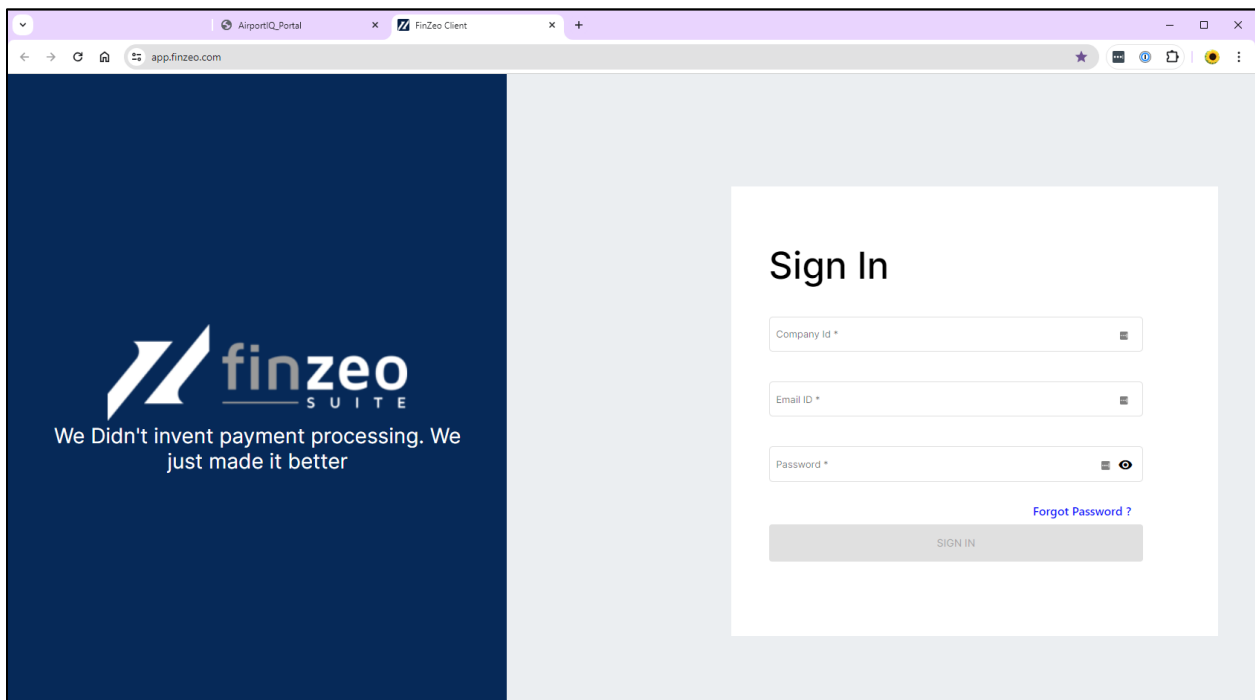
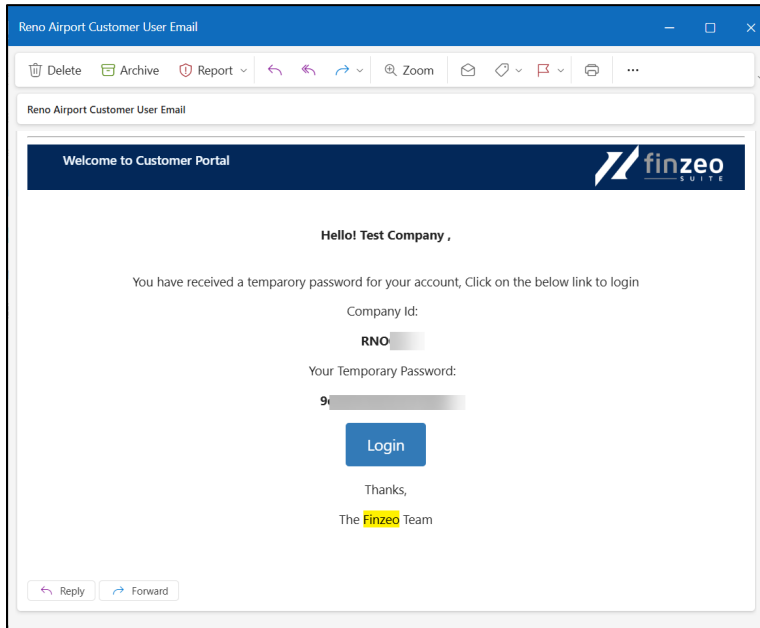
© 2023 Copyright: TADERA All Rights Reserved

1. To filter the screen for a specific item, enter a Transaction Reference number (or any portion of the number) in the Transaction List field. Press Enter to complete the search. The screen will display a filtered list that matches your entry. To return to the full list of items, delete any entries in the Transaction List field; then press Enter.
2. By default, this screen does not show items that have a zero balance. Click the Show Zero Balance Trans slider to include the items with a Balance of \$0.00. The number of items should change, if there are zero balance items to view (see #10 below).
3. If you wish to filter for items by a specific date or date range, enter the “Trans Date From” (oldest date in the range).
4. If you are filtering by date or date range, enter the “Trans Date To” (most recent date in the range).
5. If you have set date ranges, click the “Set Date Filter” button to activate the date filter. The number of items should change, and the Balance amounts should change as well (see #10, 11, and 12 below).
6. Click the “Clear All Filters” button if you have applied date filters and wish to view all available items again.
7. Click the Print () button to print the item to a screen where it can be printed to paper in a desired format.
8. Click the Applied Details () button to view a report of any credits or payments that have been applied (does not include payments submitted by the tenant but not yet posted by the airport; posted payments will be reflected in the Balance column). See next section for details of this report.
9. Click the View and Pay () button to view and pay a specific invoice (see View and Pay One Invoice below).
10. The counter at the bottom right of the screen displays the number of items currently showing in the grid.


11. The Total Balance Displayed in Grid field shows the total balance of all items currently displayed on the screen. If you have filtered for specific items or dates, this total will be for only those items.
 - a. For example:
 - i. You have 63 invoices totaling \$147.93.
 - ii. You filter for those in the month of October.
 - iii. You see 4 October invoices in the filtered list, totaling \$7.18.
 - iv. Total Balance Displayed in Grid = \$147.93
12. The Total Balance field always displays the total of all available items, regardless of filters that have been applied. In the example above, the Total Balance would remain at \$147.93.
13. Pagination Area: the screen displays up to 10 items per page. If your current grid display exceeds 10 items, you would use the Pagination Area to view additional pages. (See Common Features and Functionality for details.)

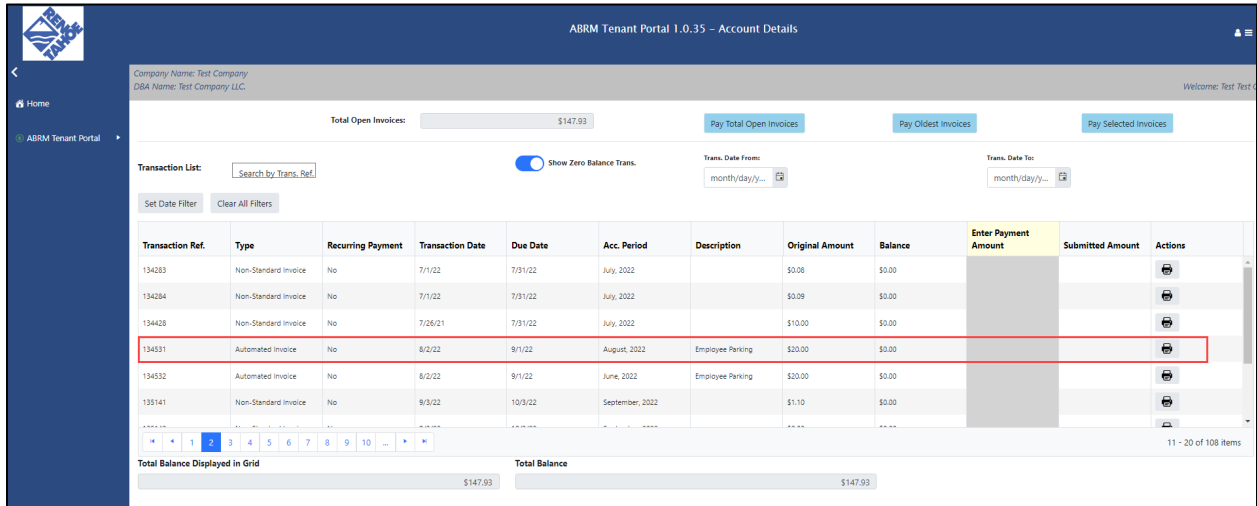
Recurring Payment Management Website

During the first recurring payment that is made with an ACH, Credit Card, Debit Card, there will be an email sent to you with the login information to this website. It will come from Finzeo directly. This will be the portal where you can manage recurring payments along with other transactions.



Viewing Applied Details

Items that show a change from the Original Amount to the Balance will display the details of any payments or credits when you click the Applied Details () button.



ABRM Tenant Portal 1.0.35 - Account Details

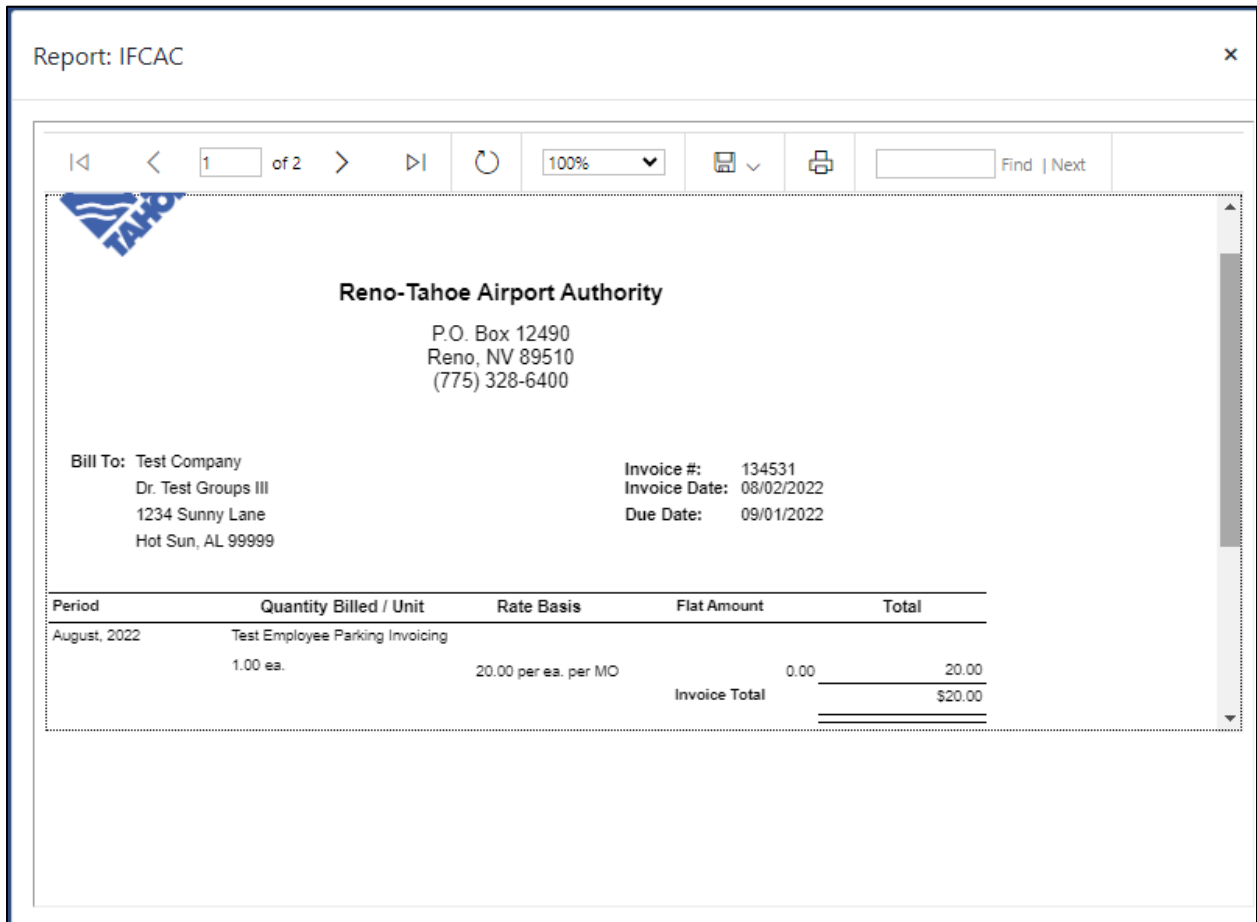
Company Name: Test Company
DBA Name: Test Company LLC

Total Open Invoices: \$147.93

Transaction List: Show Zero Balance Trans. Trans. Date From: monthly/day/y... Trans. Date To: monthly/day/y...

Transaction Ref.	Type	Recurring Payment	Transaction Date	Due Date	Acc. Period	Description	Original Amount	Balance	Enter Payment Amount	Submitted Amount	Actions
134283	Non-Standard Invoice	No	7/1/22	7/31/22	July, 2022		\$0.08	\$0.00			
134284	Non-Standard Invoice	No	7/1/22	7/31/22	July, 2022		\$0.09	\$0.00			
134428	Non-Standard Invoice	No	7/26/21	7/31/22	July, 2022		\$10.00	\$0.00			
134531	Automated Invoice	No	8/2/22	9/1/22	August, 2022	Employee Parking	\$20.00	\$0.00			
134532	Automated Invoice	No	8/2/22	9/1/22	June, 2022	Employee Parking	\$20.00	\$0.00			
135141	Non-Standard Invoice	No	9/3/22	10/3/22	September, 2022		\$1.10	\$0.00			

Total Balance Displayed in Grid: \$147.93 Total Balance: \$147.93



Report: IFCAC

Navigation: 1 of 2, 100%, Find | Next

Reno-Tahoe Airport Authority
P.O. Box 12490
Reno, NV 89510
(775) 328-6400

Bill To: Test Company
Dr. Test Groups III
1234 Sunny Lane
Hot Sun, AL 99999

Invoice #: 134531
Invoice Date: 08/02/2022
Due Date: 09/01/2022

Period	Quantity Billed / Unit	Rate Basis	Flat Amount	Total
August, 2022	Test Employee Parking Invoicing			
	1.00 ea.	20.00 per ea. per MO	0.00	20.00
			Invoice Total	\$20.00

Original Amount of Invoice is \$20.00; item has been paid to \$0.00; click the print button view the details. Original Amount and Balance are equal; items has not been paid; click the print button view the details. The red eye allows the user to pay the invoice in full with one click.

ABRM Tenant Portal 1.0.35 – Account Details

Company Name: Test Company
DBA Name: Test Company LLC

Total Open Invoices: \$147.93

Pay Total Open Invoices Pay Oldest Invoices Pay Selected Invoices

Transaction List: Show Zero Balance Trans. Trans. Date From: monthly/day/... Trans. Date To: month/day/...

Set Date Filter Clear All Filters

Transaction Ref.	Type	Recurring Payment	Transaction Date	Due Date	Acc. Period	Description	Original Amount	Balance	Enter Payment Amount	Submitted Amount	Actions
141155	Automated Invoice	No	7/1/23	7/31/23	July, 2023	Employee Parking	\$20.00	\$20.00			
141156	Automated Invoice	No	8/1/23	8/31/23	August, 2023	Employee Parking	\$20.00	\$20.00			
141157	Automated Invoice	No	8/1/23	10/1/23	September, 2023	Employee Parking	\$20.00	\$20.00			
141359	Automated Invoice	No	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00		\$1.00	
141360	Automated Invoice	No	8/1/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00			
141476	Automated Invoice	No	8/1/23	10/1/23	October, 2023	Invoices generated to	\$1.00	\$1.00			

Total Balance Displayed in Grid Total Balance

\$147.93 \$147.93

Report: IFCAC

1 of 2 100% Find | Next

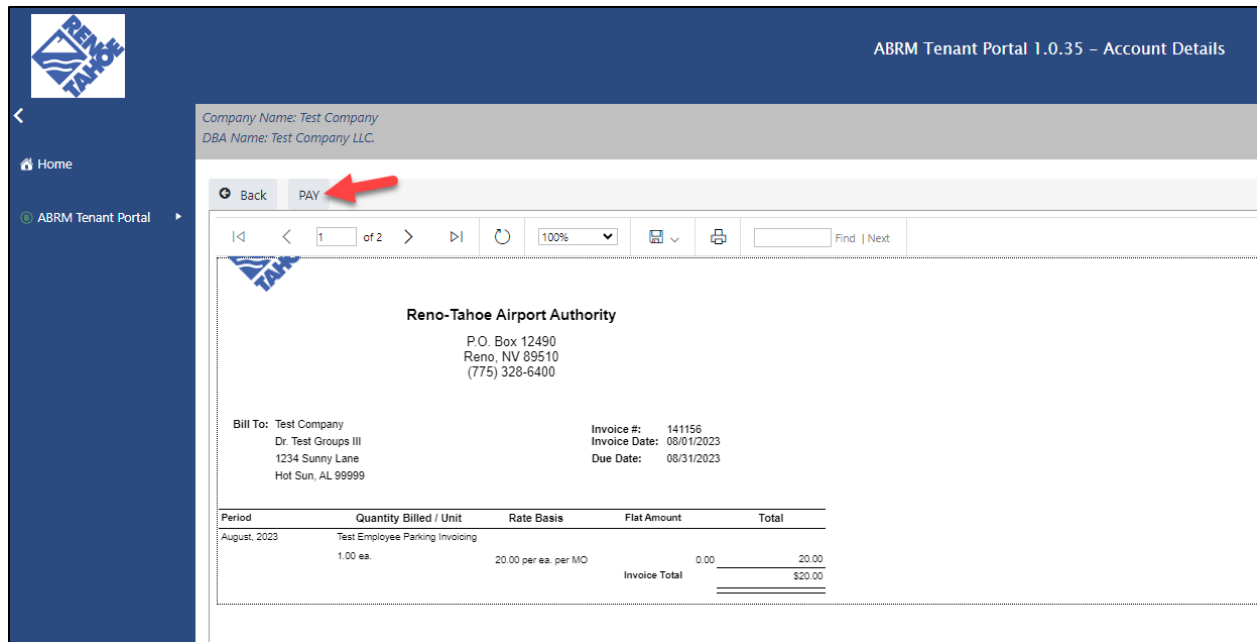
Reno-Tahoe Airport Authority
P.O. Box 12490
Reno, NV 89510
(775) 328-6400

Bill To: Test Company
Dr. Test Groups III
1234 Sunny Lane
Hot Sun, AL 99999

Invoice #: 141156
Invoice Date: 08/01/2023
Due Date: 08/31/2023

Period	Quantity Billed / Unit	Rate Basis	Flat Amount	Total
August, 2023	Test Employee Parking Invoicing 1.00 ea.	20.00 per ea. per MO	0.00	20.00
			Invoice Total	\$20.00

Click the pay button to go directly to the payment screen to pay the invoice in full.



The Applied Details screen displays the information about any payments or credits that have been applied.

Transaction Applied Details:

Transaction Type	Applied To	Transaction Date	Application Date	Amount
BLIN	141155	7/1/23	2/27/24	20
BLIN	141155	7/1/23	2/27/24	-20

1. Applied To = the Invoice Number
2. Transaction Date = Invoice Date (date the invoice was sent)
3. Application Date = date the airport posted the payment (this may be different from the date on which you submitted the payment, even if you submitted it via the Payment Portal)
4. Amount = the amount owed on the invoice.
 - a. **NOTE:** items that do not have an Invoice Number in the Transaction Ref column, have a negative number in the Original Amount column, and have a Balance of \$0.00 are records of the payments/credits and display all relevant details on the main screen. These items will not display any Print button or Applied Details button.
5. Copy to Clipboard = use this to copy transactions displayed on the screen to Excel.

Pay Total Open Invoices

The top of the Account Details screen offers options to pay invoices. The first option is Pay Total Open Invoices.

Pay Total Open Invoices does not require you to select any items. The system will pull the total of all open items to the payment screen.

Proceed to the section on Entering and Submitting a Payment.

ABRM Tenant Portal 1.0.35 – Account Details

Company Name: Test Company
DBA Name: Test Company LLC

Total Open Invoices: \$147.93

Pay Total Open Invoices | Pay Oldest Invoices | Pay Selected Invoices

Transaction List: Search by Trans. Ref. Show Zero Balance Trans. Trans. Date From: Trans. Date To:

Transaction Ref.	Type	Recurring Payment	Transaction Date	Due Date	Acc. Period	Description	Original Amount	Balance	Enter Payment Amount	Submitted Amount	Actions
143621	Automated Invoice	No	3/15/24	3/1/23	March, 2023	West and East Hangars	\$1.51	\$1.51			

Pay Oldest Invoices

The second option is Pay Oldest Invoices.

Pay Oldest Invoices does not require you to select any items. The system will proceed to the payment screen and await your entry for your payment. After you enter the amount you are paying, the system will apply your payment amount to pay off as many invoices as possible from oldest to newest and will apply any remainder as a partial payment (if your airport allows partial payments).

Proceed to the section on Entering and Submitting a Payment.

ABRM Tenant Portal 1.0.35 - Account Details

Company Name: Test Company
DBA Name: Test Company LLC

Total Open Invoices: \$147.93

Pay Total Open Invoices Pay Oldest Invoices Pay Selected Invoices

Transaction List: Search by Trans. Ref. Show Zero Balance Trans. Trans. Date From: month/day/y... Trans. Date To: month/day/y...

Transaction Ref.	Type	Recurring Payment	Transaction Date	Due Date	Acc. Period	Description	Original Amount	Balance	Enter Payment Amount	Submitted Amount	Actions
143621	Automated Invoice	No	3/15/24	3/1/23	March, 2023	West and East Hangars	\$1.51	\$1.51			

Pay Selected Invoices

The third option is Pay Selected Invoices.

1. Begin by entering a payment amount for one or more invoices, in the Payment Amount column. The example below shows entries for three of the 14 items available:
2. When you have entered amounts for all the items you wish to pay, click the Pay Selected Invoices button. The system will pull the total of all selected items to the payment screen.

Proceed to the section on Entering and Submitting a Payment.

ABRM Tenant Portal 1.0.35 - Account Details

Company Name: Test Company
DBA Name: Test Company LLC.

Total Open Invoices: \$147.93

Pay Total Open Invoices Pay Oldest Invoices Pay Selected Invoices

Transaction List: Search by Trans. Ref. Show Zero Balance Trans. Trans. Date From: month/day/y... Trans. Date To: month/day/y...

Set Date Filter Clear All Filters

Transaction Ref	Type	Recurring Payment	Transaction Date	Due Date	Acc. Period	Description	Original Amount	Balance	Enter Payment Amount	Submitted Amount	Actions
141155	Automated Invoice	No	7/1/23	7/31/23	July, 2023	Employee Parking	\$20.00	\$20.00	20.00		
141156	Automated Invoice	No	8/1/23	8/31/23	August, 2023	Employee Parking	\$20.00	\$20.00			
141157	Automated Invoice	No	9/1/23	10/1/23	September, 2023	Employee Parking	\$20.00	\$20.00			
141359	Automated Invoice	No	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00		\$1.00	
141360	Automated Invoice	No	8/1/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00			

1 - 10 of 63 items

Total Balance Displayed in Grid Total Balance \$147.93

View and Pay One Invoice

To the right of every invoice is a button to View and Pay (👁️). If you wish to select and pay one specific invoice, begin by clicking this button. A screen displays the selected invoice:

After reviewing the invoice, click the Pay tab if you still wish to pay the item.

Proceed to the section on Entering and Submitting a Payment.

ABRM Tenant Portal 1.0.35 – Account Details

Company Name: Test Company
DBA Name: Test Company LLC.

Total Open Invoices: \$147.93

Buttons: Pay Total Open Invoices, Pay Oldest Invoices, Pay Selected Invoices

Transaction List: Search by Trans. Ref. Show Zero Balance Trans. Trans. Date From: month/day/y... Trans. Date To: month/day/y...

Transaction Ref.	Type	Recurring Payment	Transaction Date	Due Date	Acc. Period	Description	Original Amount	Balance	Enter Payment Amount	Submitted Amount	Actions
141155	Automated Invoice	No	7/1/23	7/31/23	July, 2023	Employee Parking	\$20.00	\$20.00			🖨️ ⓘ 👁️
141156	Automated Invoice	No	8/1/23	8/31/23	August, 2023	Employee Parking	\$20.00	\$20.00			🖨️ ⓘ 👁️
141157	Automated Invoice	No	9/1/23	10/1/23	September, 2023	Employee Parking	\$20.00	\$20.00			🖨️ ⓘ 👁️
141359	Automated Invoice	No	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00		\$1.00	🖨️ ⓘ
141360	Automated Invoice	No	8/1/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00			🖨️ ⓘ 👁️

Total Balance Displayed in Grid: \$147.93

ABRM Tenant Portal 1.0.35 – Account Details

Company Name: Test Company
DBA Name: Test Company LLC.

Buttons: Back, **PAY**

Navigation: 1 of 2, 100%, Find | Next

Invoice

Reno-Tahoe Airport Authority
P.O. Box 12490
Reno, NV 89510
(775) 328-6400

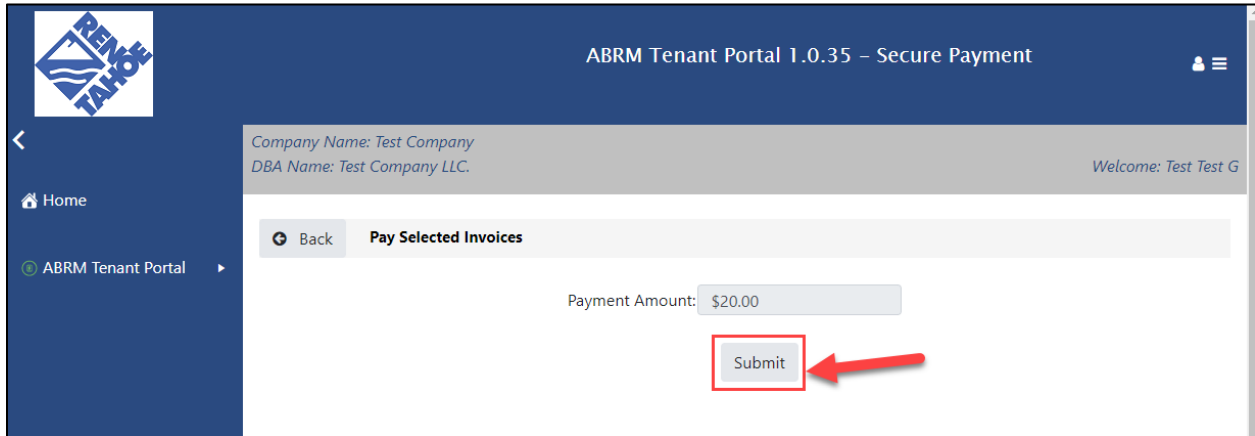
Bill To: Test Company
Dr. Test Groups III
1234 Sunny Lane
Hot Sun, AL 99999

Invoice #: 141155
Invoice Date: 07/01/2023
Due Date: 07/31/2023

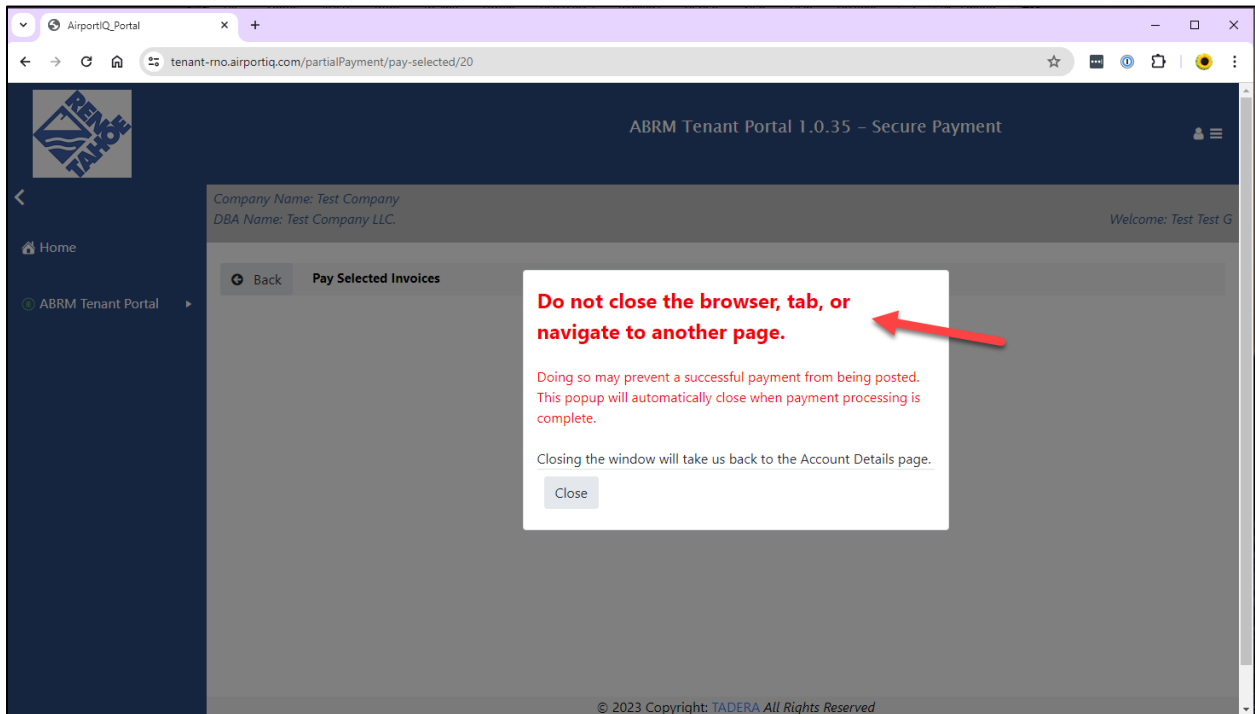
Period	Quantity Billed / Unit	Rate Basis	Flat Amount	Total
July, 2023	Test Employee Parking Invoicing 1.00 EA			

Entering and Submitting a Payment

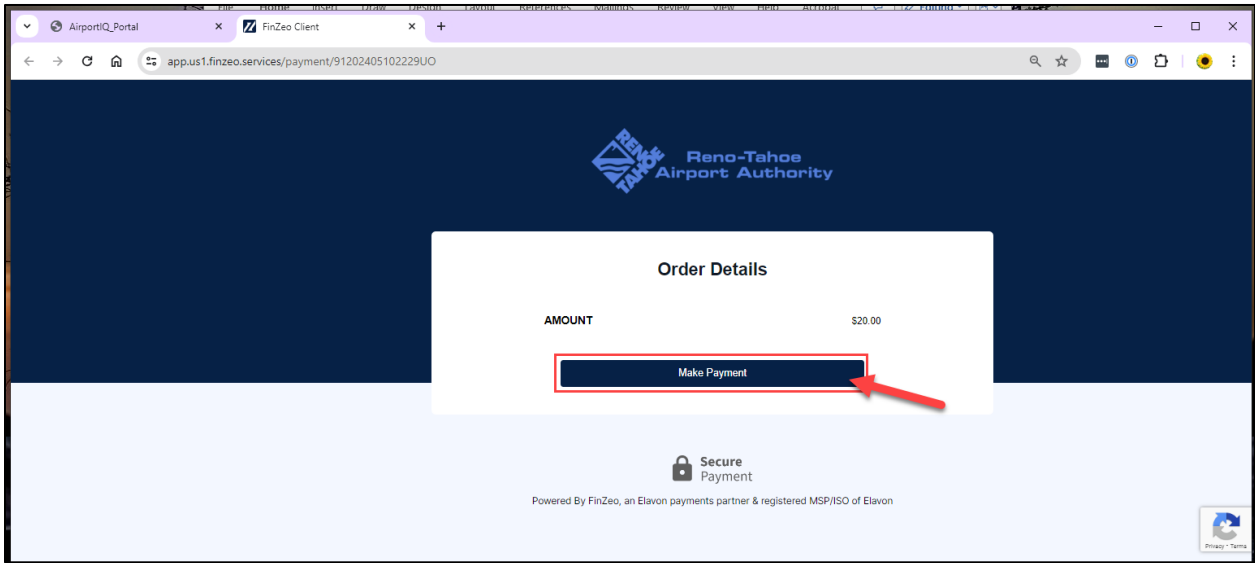
1. The amount you wish to pay will be displayed in the Payment Amount box. Once the value is correct, click submit.



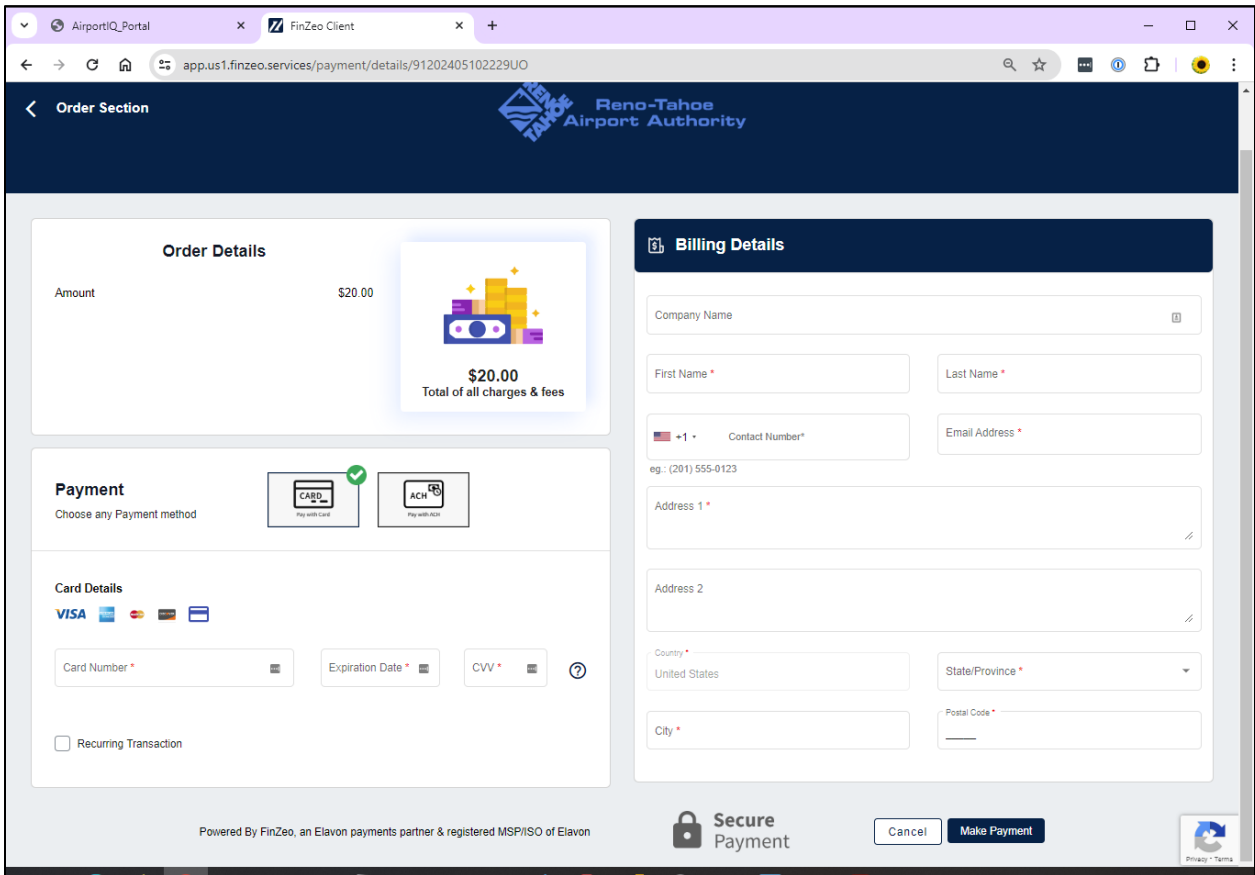
2. The below page will display, please wait for the second window to pop up. If the second window does not display, check your pop-up settings and allow all windows for this website. The process will need to be restarted before the second window will appear again. Click the close button and then proceed to step one again by click the back button.



3. Click Make Payment to move to the next payment screen.



4. Fill out payment screen, choose Credit Card or ACH to start.



Credit Card / Debit Card

1. When selecting Credit Card you will be prompted to accept the required Credit Card surcharge. Click Agree.

The screenshot displays a payment gateway interface for the Airport Authority. The page is titled "Payment" and shows a total amount of \$20.00. A "Surcharge" dialog box is open, stating: "For Credit Card Payments a Surcharge of [] % is applicable. Clicking on agree button will apply surcharge fees on current total Amount." The dialog box has "DISAGREE" and "AGREE" buttons. The background form includes sections for "Order Details", "Billing Details", "Payment" (with "CREDIT CARD" selected), and "Card Details" (with fields for Card Number, Expiration Date, and CVV). The "Billing Details" section includes fields for Company Name, First Name, Last Name, Contact Number, Email Address, Country, State/Province, City, and Postal Code. The page footer includes "Powered By FinZeo" and "Secure" branding.

2. Fill out the fields on the form using the tab button to switch between fields.
 - a. Credit Card / Debit Card number
 - b. Expiration Date (use the format indicated in the field)
 - c. CVV Number (the 3-digit code on the back of the physical card)
 - d. Company name if applicable
 - e. First Name on physical card
 - f. Last Name on physical card
 - g. Phone number
 - h. Email address
 - i. Address
 - j. State/Province name
 - k. City
 - l. Zip Code tied to the credit/debit card account

3. Click Make Payment button when the form has been completed.
4. You will get a receipt displaying the details of the transaction which can be downloaded or printed.
 - a. An emailed receipt will also be sent to you.

The screenshot displays a payment portal for the Airport Authority. The page is divided into several sections:

- Order Details:** Shows a total amount of \$20.00 and surcharge fees of \$0.60, resulting in a total of \$20.60. A red arrow points to the 'Surcharge Fees (%)' label.
- Payment:** Offers two payment methods: 'CARD' (highlighted with a red box and a green checkmark) and 'ACH'. Below this, the 'Card Details' section includes fields for 'Card Number' (highlighted with a red box), 'Expiration Date' (01/25, highlighted with a red box), and 'CVV' (highlighted with a red box). A 'Recurring Transaction' checkbox is also present.
- Billing Details:** Contains fields for 'Company Name' (RTAA Test Company), 'First Name' (Test), 'Last Name' (MaTwice), 'Email Address' (TMeTwice@test.com), 'Address 1' (1234 Test Lane), 'Address 2', 'Country' (United States), 'State/Province' (Nevada), 'City' (Reno), and 'Postal Code' (89502).
- Footer:** Includes the text 'Powered By FinZeo, an Elavon payments partner & registered MSP/ISO of Elavon', a 'Secure Payment' logo, and 'Cancel' and 'Make Payment' buttons. A red arrow points to the 'Make Payment' button.

Recurring Credit Card/Debit Card Transactions

5. Checkmark the box, if recurring payments are needed. Once payment is setup the payments can be managed through the following website: <https://app.finzeo.com/>.
6. Select the frequency, the payment date will automatically be calculated. The next payment date will be displayed when the second payment will be taking out. The first payment will be taken once the payment has been processed.
 - a. NOTE: The invoice must be a recurring invoice. If you are unsure if this applies to the invoice you are paying, please contact the RTAA AR department for more information.
 - b. Frequency Types:
 - i. Weekly
 - ii. Bi-weekly
 - iii. Monthly
 - iv. Yearly
7. Enter the number of payments you would like to pay on the recurring invoice.
 - a. When selecting the number of payments know the initial payment made is not counted towards the total number of scheduled recurring payments.
 - b. The date of the first payment in the series will be displayed on the screen.

For recurring payments, the initial payment made today is not counted towards the total number of scheduled recurring payments that begin on 05/17/2024.

i.

The screenshot displays the 'Payment Details' page in the Finzeo application. The page is divided into two main sections: 'Order Details' and 'Billing Details'.

Order Details:

- Amount: \$20.00
- Surcharge Fees (3%): \$0.60
- Total of all charges & fees: \$20.60

Payment Method:

- Choose any Payment method: CARD (selected) or ACH

Card Details:

- Card Number: [Redacted]
- Expiration Date: 01/25
- CVV: [Redacted]

Recurring Transaction:

- Recurring Transaction
- Frequency: Weekly
- Schedule date: 5/17/2024
- At end of the month
- Number of Payments: 2

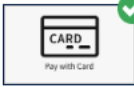
Billing Details:

- Company Name: RTAA Test Company
- First Name: Test
- Last Name: MeTwice
- Email Address: TMeTwice@test.com
- Phone: +1 7756666666
- Address 1: 1234 Test Lane
- Address 2: [Redacted]
- Country: United States
- State/Province: Nevada
- City: Reno
- Postal Code: 89502

A red box highlights the note: "For recurring payments, the initial payment made today is not counted towards the total number of scheduled recurring payments that begin on 05/17/2024." This note is also present in the 'Number of Payments' section.

Payment

Choose any Payment method



Card Details



Card Number *
.....

Expiration Date *
01/25

CVV *
... ?

Recurring Transaction

Frequency*
Weekly
Bi-Weekly
Monthly
Yearly

Schedule date
5/17/2024

At end of the month

For recurring payments, the initial payment made today is not counted towards the total number of scheduled recurring payments that begin on 05/17/2024.

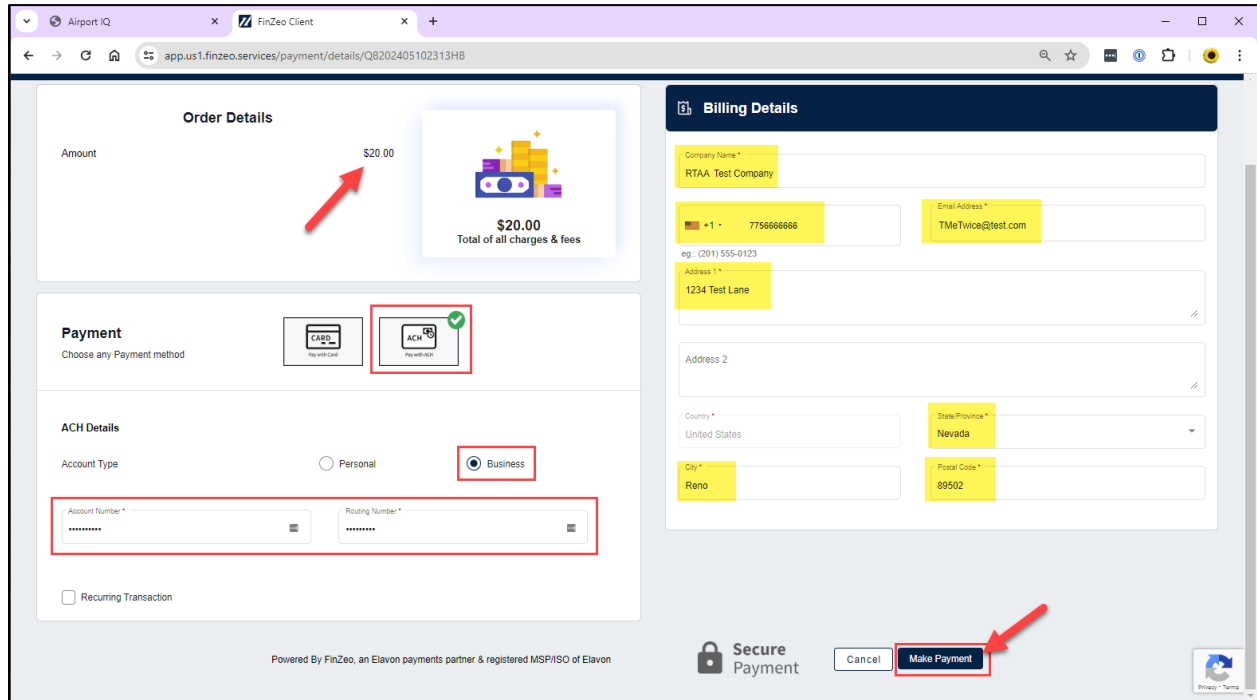
ACH (Automated Clearing House – direct transfer from your bank account)

1. Begin by selecting the type of ACH bank account that will be used.
 - a. Personal or Business
2. Enter the account number and the Routing Number for the bank account being used.
 - a. If you do not know your account number or routing number, try logging into your bank account website and seeing if it is listed .
3. If the account is a personal bank account, enter the following fields:
 - a. First Name
 - b. Last Name
 - c. Phone number
 - i. Area code first
 - d. Email address
 - e. Address used for the bank account
 - f. City
 - g. State
 - h. Zip code used for the bank account

The screenshot displays the FinZeo Client payment interface. On the left, the 'Order Details' section shows an amount of \$20.00 and a 'Total of all charges & fees' of \$20.00. Below this, the 'Payment' section offers two options: 'CARD' and 'ACH', with 'ACH' selected and highlighted by a red box. Under 'ACH Details', the 'Account Type' is set to 'Personal' (also highlighted by a red box). Below this, the 'Account Number' and 'Routing Number' fields are highlighted with a red box. A 'Recurring Transaction' checkbox is present and unchecked. On the right, the 'Billing Details' section contains fields for 'First Name' (Test), 'Last Name' (MeTwice), 'Email Address' (TMeTwice@test.com), 'Phone' (+1 7756666666), 'Address 1' (1234 Test Lane), 'Address 2', 'Country' (United States), 'State/Province' (Nevada), 'City' (Reno), and 'Postal Code' (89502). At the bottom, a 'Secure Payment' logo is visible, along with 'Cancel' and 'Make Payment' buttons. The 'Make Payment' button is highlighted with a red box and a red arrow pointing to it.

4. Click the Make Payment button.

5. If the ACH bank account number is a business account, enter the following fields:
 - a. Company Name
 - b. Phone number
 - i. Area code first
 - c. Email address
 - d. Address used for the bank account
 - e. City
 - f. State
 - g. Zip code used for the bank account



6. Click the Make Payment button.

Recurring ACH Transactions

7. Checkmark the box, if recurring payments are needed. Once payment is setup the payments can be managed through the following website: <https://app.finzeo.com/>.
8. Select the frequency, the payment date will automatically be calculated. The next payment date will be displayed when the second payment will be taking out. The first payment will be taken once the payment has been processed.
 - a. NOTE: The invoice must be a recurring invoice. If you are unsure if this applies to the invoice you are paying, please contact the RTAA AR department for more information.
 - b. Frequency Types:
 - i. Weekly
 - ii. Bi-weekly
 - iii. Monthly
 - iv. Yearly
9. Enter the number of payments you would like to pay on the recurring invoice.
 - a. When selecting the number of payments know the initial payment made is not counted towards the total number of scheduled recurring payments.
 - b. The date of the first payment in the series will be displayed on the screen.

For recurring payments, the initial payment made today is not counted towards the total number of scheduled recurring payments that begin on 05/17/2024.

i.

The screenshot displays the 'Payment Details' page in the FinZeo Client application. The page is divided into several sections:

- Order Details:** Shows an amount of \$20.00 and a note that this is the total of all charges & fees.
- Payment:** Offers two payment methods: 'CARD' and 'ACH'. The 'ACH' option is selected and marked with a green checkmark.
- ACH Details:** Includes fields for 'Account Type' (Personal or Business), 'Account Number', and 'Routing Number'. The 'Recurring Transaction' checkbox is checked.
- Frequency:** A dropdown menu is set to 'Weekly'.
- Schedule date:** A date picker is set to '5/17/2024'. There is an unchecked checkbox for 'At end of the month'.
- Number of Payments:** A field is set to '2'.
- Billing Details:** A separate section on the right contains fields for 'Company Name' (RTAA Test Company), 'Email Address' (TMeTwice@ttest.com), 'Address 1' (1234 Test Lane), 'Address 2', 'Country' (United States), 'State/Province' (Nevada), 'City' (Reno), and 'Postal Code' (89502).

A red box highlights the 'Recurring Transaction' checkbox. Another red box highlights the 'Frequency' dropdown, 'Schedule date' field, and 'At end of the month' checkbox. A third red box highlights the 'Number of Payments' field. A note at the bottom of the page states: 'Note: For recurring payments, the initial payment made today is not counted towards the total number of scheduled recurring payments that begin on 05/17/2024.'

Payment

Choose any Payment method



ACH Details

Account Type

Personal

Business

Account Number *
.....

Routing Number *
.....

Recurring Transaction

Frequency *
Weekly
Bi-Weekly
Monthly
Yearly

Schedule date
5/17/2024

At end of the month

Note: For recurring payments, the initial payment made today is not counted towards the total number of scheduled recurring payments that begin on 05/17/2024

Credit/Debit Card Payment Receipt

Once the make payment button has been clicked, the following receipts will be displayed and sent out. Below is the first receipt. This can be printed if needed.

app.us1.finzeo.services/payment/confirmation/

Reno-Tahoe Airport Authority

Payment Receipt Sent by Email

Thank you. Your payment was successful.

Payment Method	Credit Card
Transaction Id	6II4WHNCSE
Transaction Date	20 Feb 2024 10:37 AM
Amount	\$1.02
Surcharge Fees (%)	\$0.03
Total	\$1.05

Secure Payment
Powered By FinZeo, an Elavon payments partner & registered MSP/ISO of Elavon

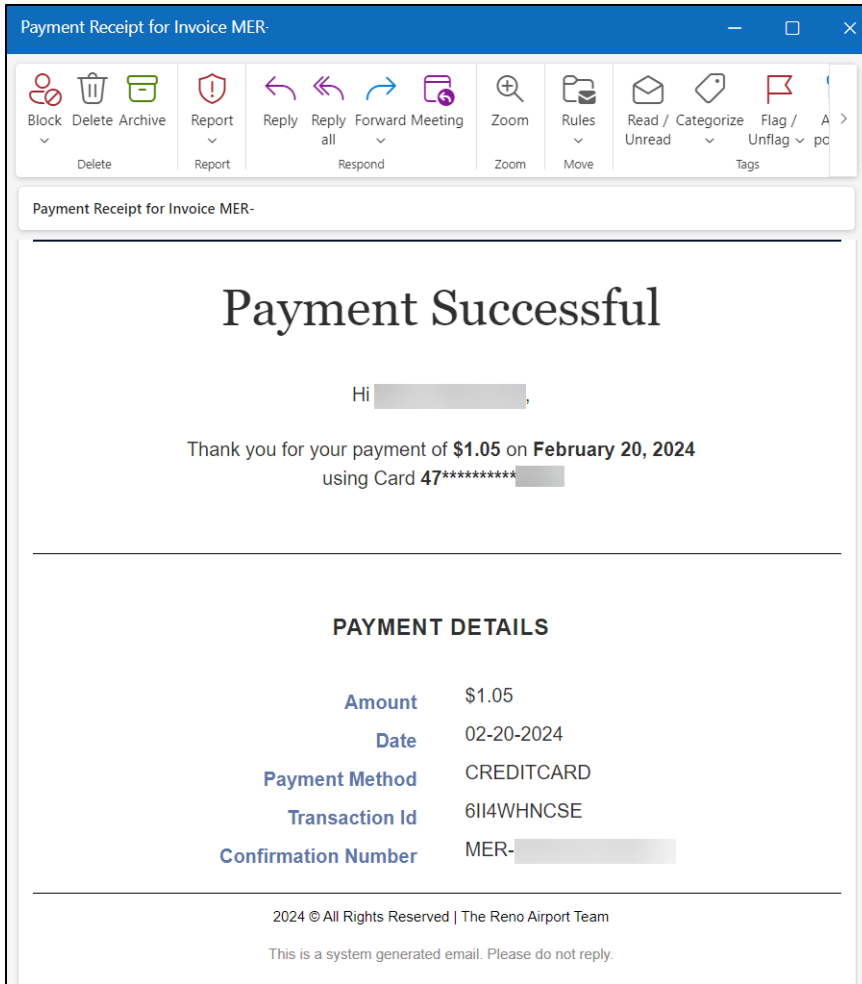
After the above receipt window has been closed, going back to the Tenant portal the following Tadera receipt will be available to print. This can be printed for your records. It contains all the needed information for RTAA to research your transaction if ever needed.

The screenshot shows a web browser window with the URL `tenant-rno.airportiq.com/payment-summary`. The page title is "ABRM Tenant Portal 1.0.35 – Secure Payment". The left sidebar contains a "Home" link and "ABRM Tenant Portal". The main content area displays a "Payment Receipt" for "Reno-Tahoe International Airport". The receipt includes the following details:

Company Name:	Test Company	Welcome:	
DBA Name:			
Payment Receipt			
Reno-Tahoe International Airport			
Batch #	MER-		
Trans ID	20022403A-		
Trans Type	CREDITCARD		
Date/Time	02/20/2024 10:36:43 AM		
Card Type			
Card Number	47*****		
Approval Code	SUCCESS		
Submitted By	Renea Ghassedi		
Submitted For	Test Company		
AirportIQ Batch #	31635		
Payment Number	614WHNCSE		
Payment Amount	\$1.02		
Processing Fee	\$0.03		
Total Amount	\$1.02		

© 2023 Copyright: TADERA All Rights Reserved

The below email will be sent to the email address from the payment configurations.



tenant-mo.airportiq.com/account-details

Company Name: Test Company
DBA Name:

Welcome:

Total Open Invoices: \$142.08

Pay Total Open Invoices Pay Oldest Invoices Pay Selected Invoices

Transaction List Show Zero Balance Trans.

Set Date Filter Clear All Filters

Transacti... Ref.	Type	Recurring Payment	Transacti... Date	Due Date	Acc. Period	Descripti...	Original Amount	Balance	Enter Payment Amount	Submitted Amount	Actions
142355	Automated Invoice	No	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.02	\$1.02		\$1.02	
142356	Automated Invoice	Yes	8/1/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	\$1.02	\$1.02		\$1.02	

31 - 40 of 60 items

Total Balance Displayed in Grid \$142.08 **Total Balance** \$142.08

NOTE: the balance on your invoice will not change in the Portal until your airport posts the payment.

ACH Payment Receipt

Once the make payment button has been clicked, the following receipts will be displayed and sent out. Below is the first receipt. This can be printed if needed.

The screenshot shows a web browser window with the URL `app.us1.finzeo.services/payment/confirmation/`. The page header includes the Reno-Tahoe Airport Authority logo. A green notification box in the top right corner states "Payment Receipt Sent by Email". The main content area displays a confirmation message: "Thank you. Your transaction has been processed." Below this is a table of transaction details:

Payment Method	ACH
Transaction Id	D[REDACTED]
Transaction Date	16 Feb 2024 06:02 PM
Amount	\$1.04
Total	\$1.04

At the bottom of the receipt, there is a "Secure Payment" logo and the text "Powered By FinZeo, an Elavon payments partner & registered MSP/ISO of Elavon".

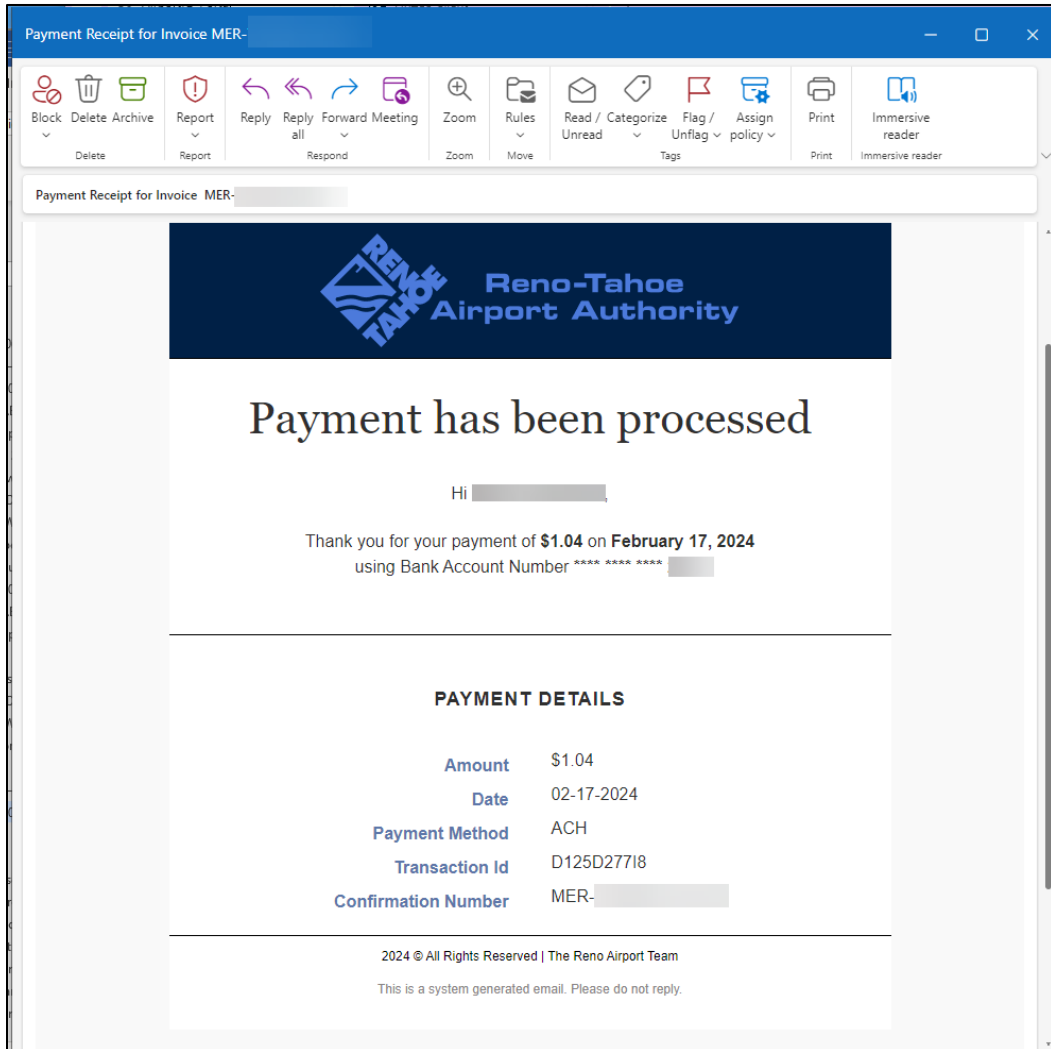
After the above receipt window has been closed, going back to the Tenant portal the following Tadera receipt will be available to print. This can be printed for your records. It contains all the needed information for RTAA to research your transaction if ever needed.

The screenshot shows a web browser window with the URL `tenant-rno.airportiq.com/payment-summary`. The page title is "ABRM Tenant Portal 1.0.35 - Secure Payment". The left sidebar contains a navigation menu with "Home" and "ABRM Tenant Portal". The main content area displays a "Payment Receipt" for "Reno-Tahoe International Airport". The receipt includes a "Back" button and a printer icon. The receipt details are as follows:

<i>Company Name: Test Company</i>		<i>Welcome:</i>
<i>DBA Name:</i>		
Payment Receipt		
Reno-Tahoe International Airport		
Batch #		MER-[REDACTED]
Trans ID		94d7fd66
Trans Type		ACH
Date/Time		2024-03-01T00:00:00
Account Number		
Account Type		Business
Approval Code		Initiated
Submitted By		Renea Ghassedi
Submitted For		Test Company
AirportIQ Batch #		31629
Payment Number		MBP5UT3OLU
Payment Amount		\$1.04
Processing Fee		\$0.00
Total Amount		\$1.04

© 2023 Copyright: TADERA All Rights Reserved

The below email will be sent to the email address from the payment configurations.



tenant-mo.airportiq.com/account-details

ABRM Tenant Portal 1.0.35 – Account Details

Company Name: Test Company DBA Name: Welcome:

Total Open Invoices: \$120.54 [Pay Total Open Invoices](#) [Pay Oldest Invoices](#) [Pay Selected Invoices](#)

Transaction List Show Zero Balance Trans.

[Set Date Filter](#) [Clear All Filters](#)

Transaction Ref.	Type	Recurring Payment	Transaction Date	Due Date	Acc. Period	Description	Original Amount	Balance	Enter Payment Amount	Submitted Amount	Actions
142304	Automated Invoice	No	6/1/23	7/1/23	July, 2023	generated to handle Stead Rents	\$1.04	\$1.04		\$1.04	
142305	Automated Invoice	No	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.04	\$1.04		\$1.04	
142306	Automated Invoice	No	8/1/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	\$1.04	\$1.04	1.04	\$1.04	

11 - 20 of 48 items

Total Balance Displayed in Grid © 2023 Copyright: TADERA All Rights Reserved Total Balance \$120.54

NOTE: the balance on your invoice will not change in the Portal until the airport’s AR department posts the payment. Please allow 3-5 business days for your payment to be posted.