

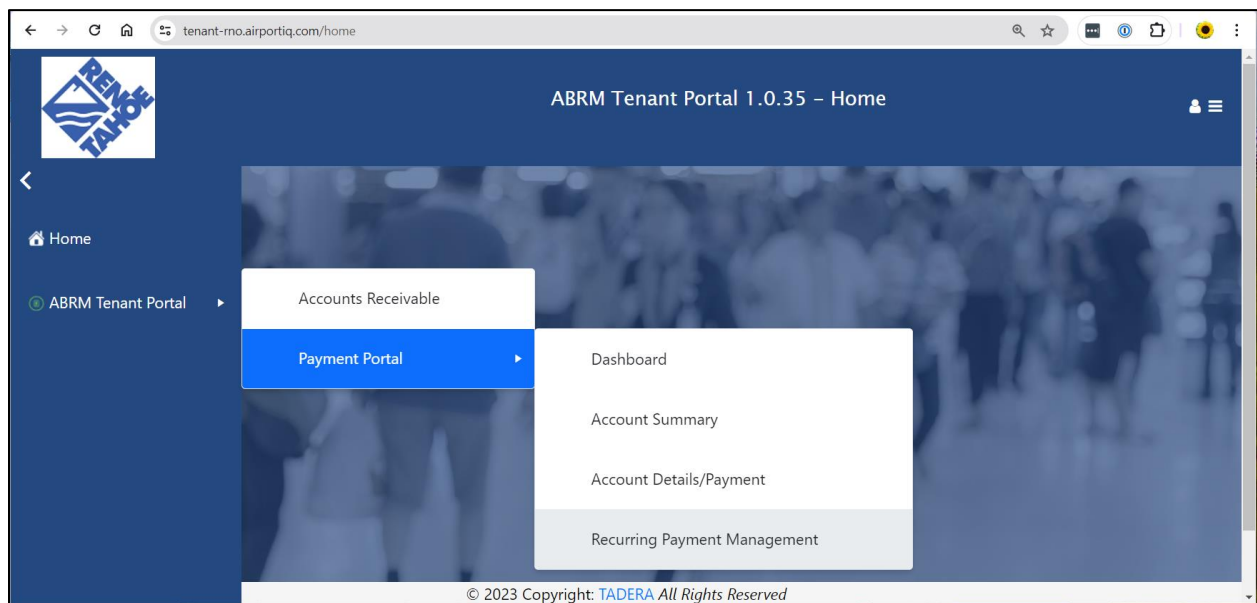
Payment Portal - Overview

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.



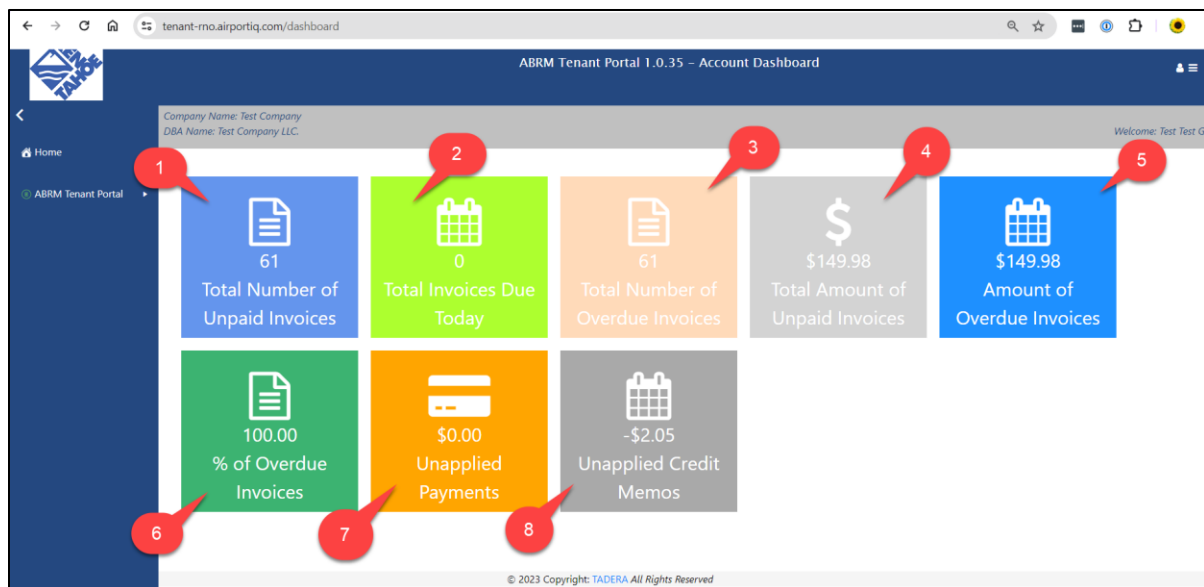
Dashboard

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.

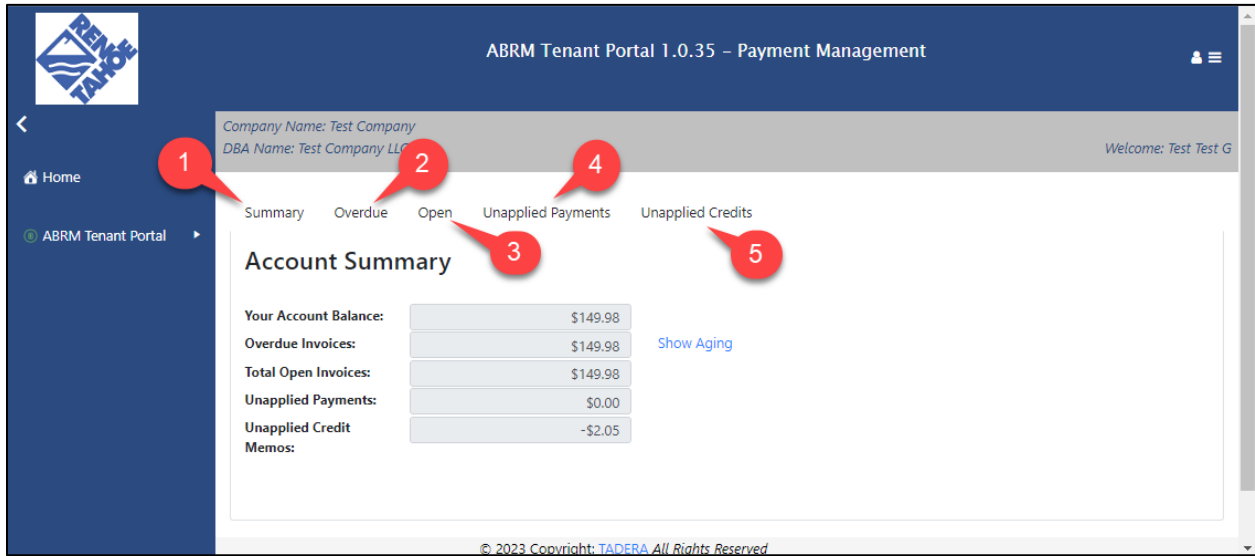
When you are viewing detail screens in each category, click the “Back” button if you wish to return to the Dashboard.

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:



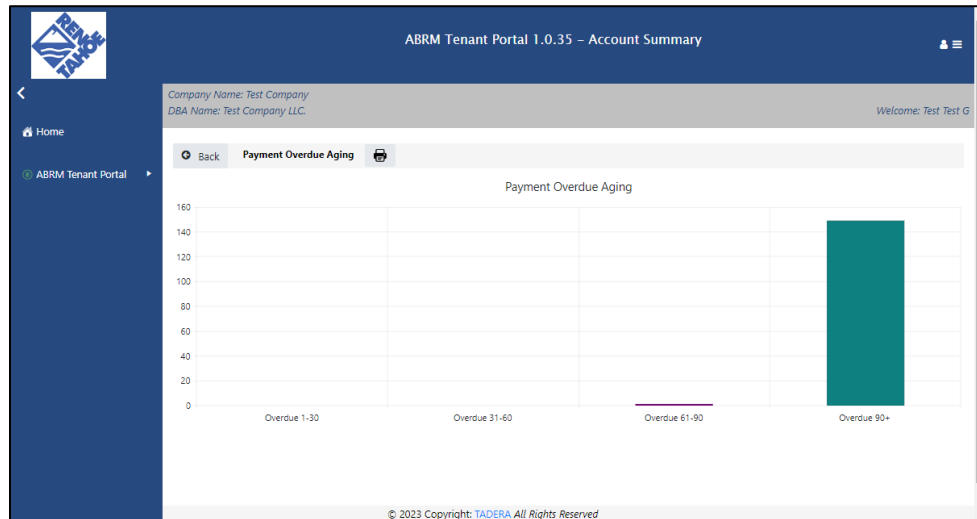
1. Total Number of Unpaid Invoices
2. Total Invoices Due Today – if any of the items are due on the day you are viewing the screen and does not include overdue invoices
3. Total Number of Overdue Invoices
4. Total Amount of Unpaid Invoices
5. Amount of Overdue Invoices
6. % of Overdue Invoices
7. Unapplied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

Welcome: Test Test G

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

Welcome: Test Test G

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: 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			
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

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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. 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			Print, Applied Details, View and Pay
141156	Automated Invoice	No	8/1/23	8/31/23	August, 2023	Employee Parking	\$20.00	\$20.00			Print, Applied Details, View and Pay
141157	Automated Invoice	No	9/1/23	10/1/23	September, 2023	Employee Parking	\$20.00	\$20.00			Print, Applied Details, View and Pay
141359	Automated Invoice	No	7/1/23	8/1/23	August, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00		\$1.00	Print, Applied Details, View and Pay
141360	Automated Invoice	No	8/1/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	\$1.00	\$1.00			Print, Applied Details, View and Pay

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

1 - 10 of 63 items

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- 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.
- 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).
- If you wish to filter for items by a specific date or date range, enter the “Trans Date From” (oldest date in the range).
- If you are filtering by date or date range, enter the “Trans Date To” (most recent date in the range).
- 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).
- Click the “Clear All Filters” button if you have applied date filters and wish to view all available items again.
- 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.
- Click the View and Pay () button to view and pay a specific invoice (see View and Pay One Invoice below).
- 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.

