

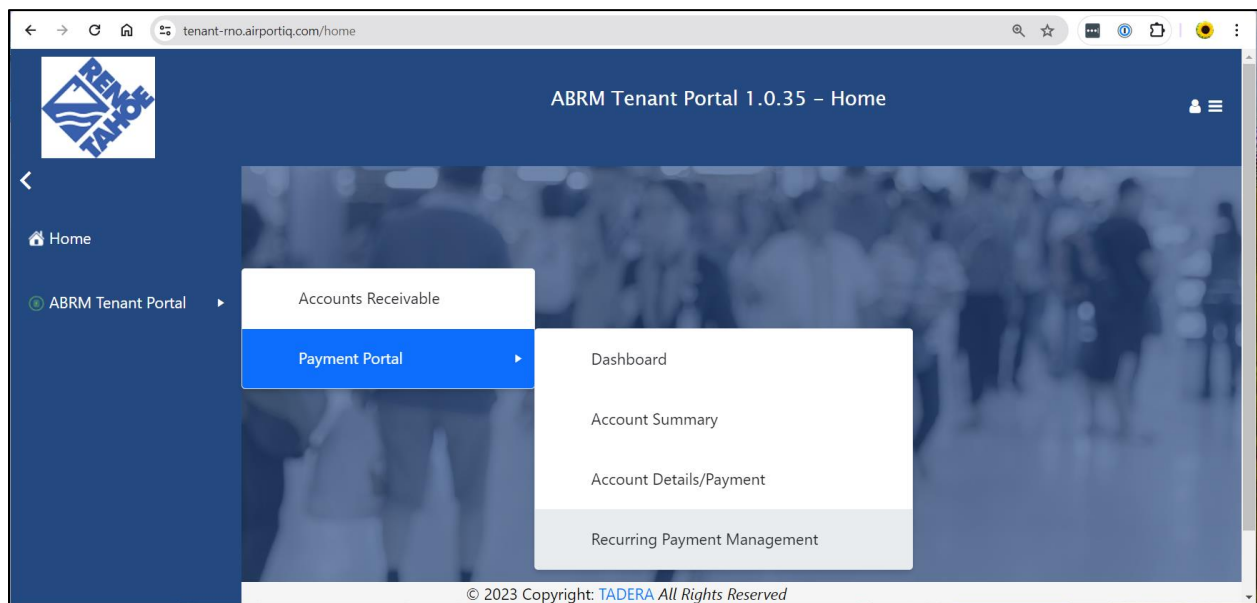
Payment Portal - Overview

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:

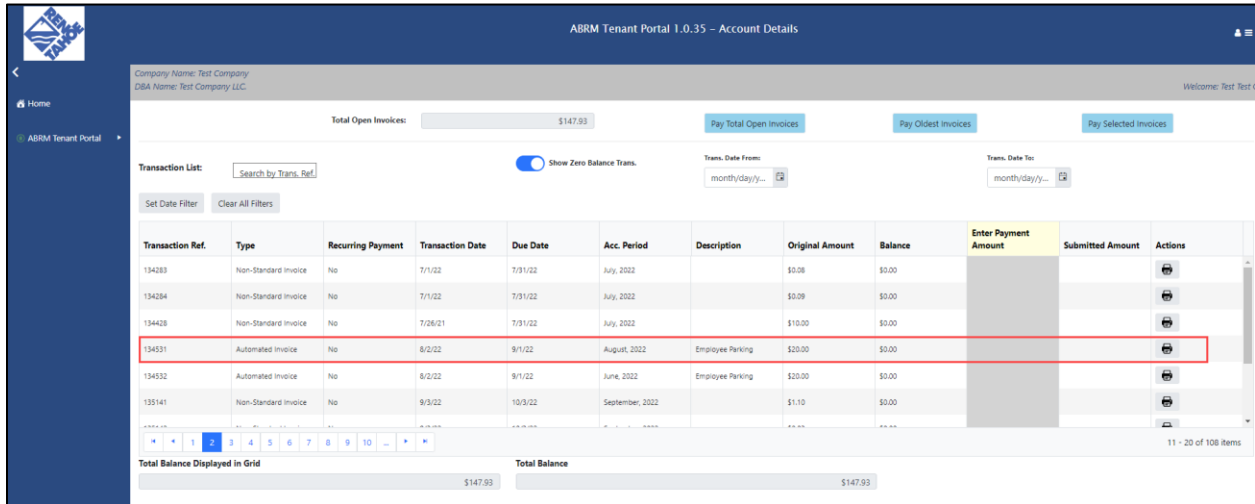
- **Dashboard** (an overview of invoices in various categories)
- **Account Summary** (summary of invoices, similar to the Dashboard)
- **Account Details/Payments** (able to view and pay invoices)
- **Recurring Payment Management** (able to access/edit recurring payments)

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



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

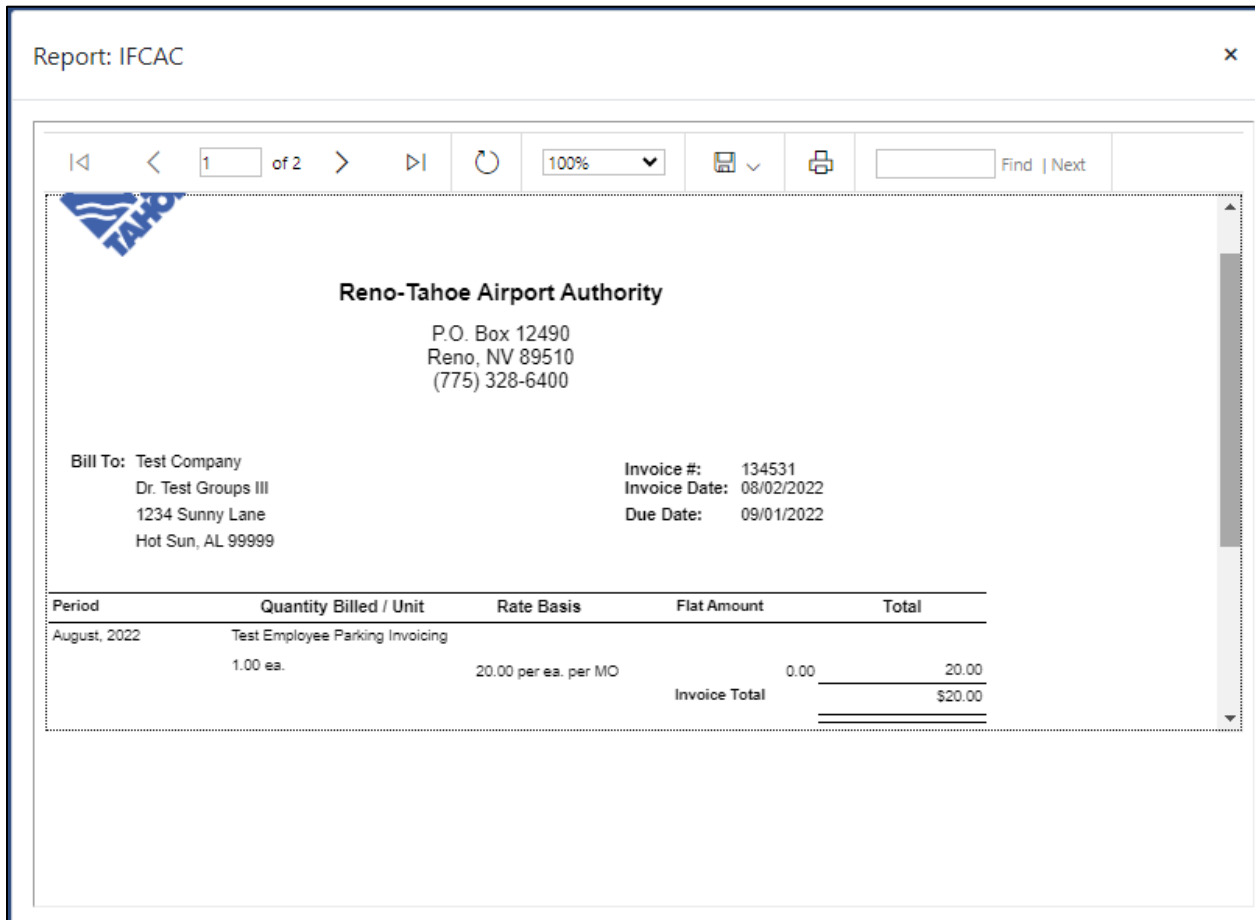
Company Name: Test Company
DBA Name: Test Company LLC

Total Open Invoices: \$147.93

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

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



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: Search by Trans. Ref. Show Zero Balance Trans. Trans. Date From: monthly/day/... Trans. Date To: monthly/day/...

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	8/1/23	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: \$147.93 Total Balance: \$147.93

Report: IFCAC

1 of 2 100% Find | Next

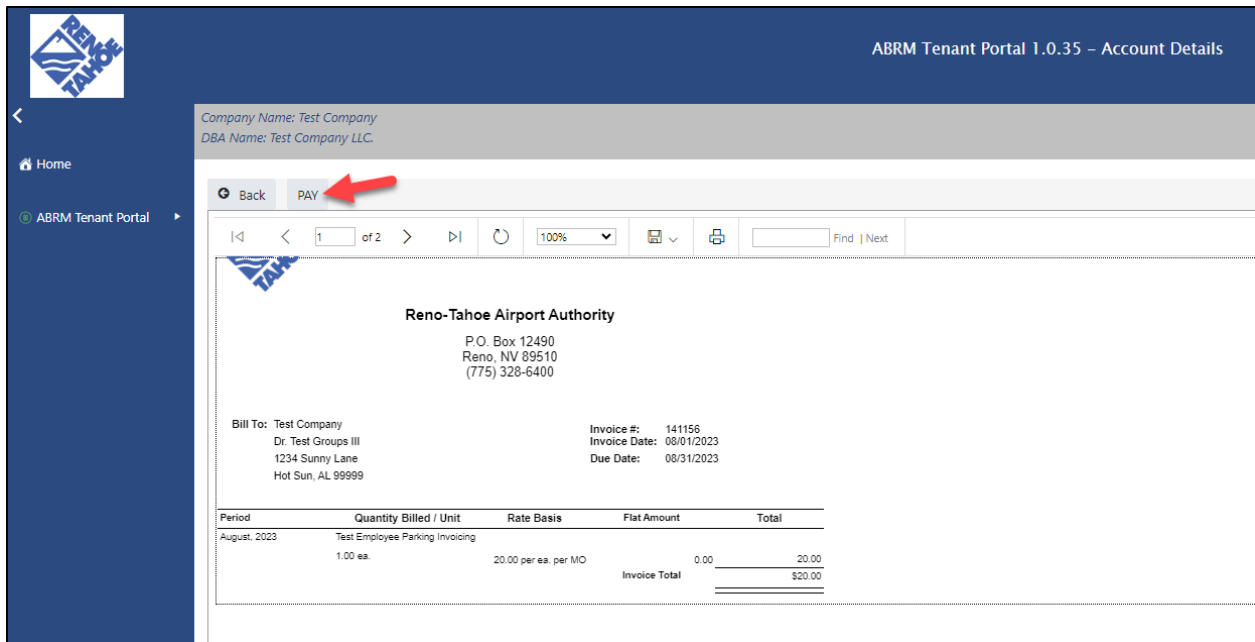
Reno-Tahoe Airport Authority
P.O. Box 12490
Reno, NV 89510
(775) 328-6400

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:

5 Copy to Clipboard

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

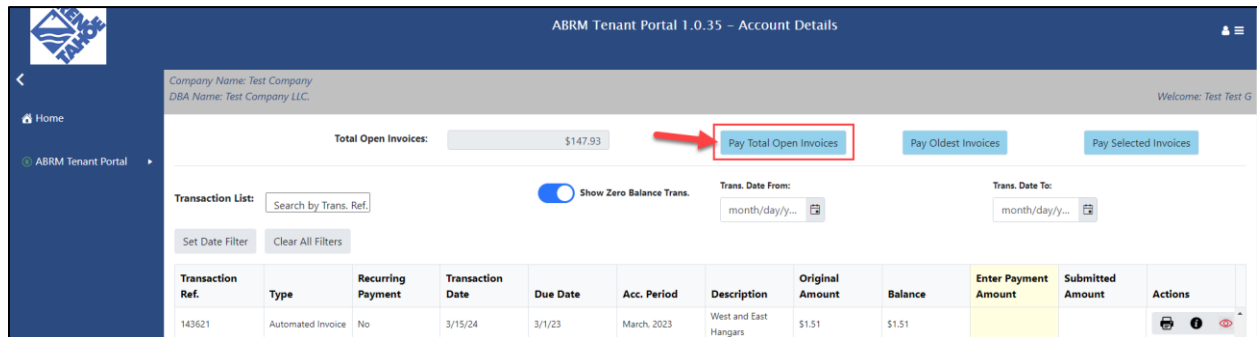
1. Applied To = the Invoice Number
2. Transaction Date = Invoice Date (date the invoice was sent)
3. Application Date = date the airport posted the payment (this may be different from the date on which you submitted the payment, even if you submitted it via the Payment Portal)
4. Amount = the amount 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.



The screenshot displays the 'ABRM Tenant Portal 1.0.35 - Account Details' interface. At the top, it shows the company name 'Test Company' and DBA 'Test Company LLC'. The 'Total Open Invoices' section displays a balance of \$147.93. Three buttons are visible: 'Pay Total Open Invoices' (highlighted with a red box and arrow), 'Pay Oldest Invoices', and 'Pay Selected Invoices'. Below this, there are filters for 'Transaction List' and 'Show Zero Balance Trans.' (checked). A table lists transactions with columns for Transaction Ref., Type, Recurring Payment, Transaction Date, Due Date, Acc. Period, Description, Original Amount, Balance, Enter Payment Amount, Submitted Amount, and Actions.

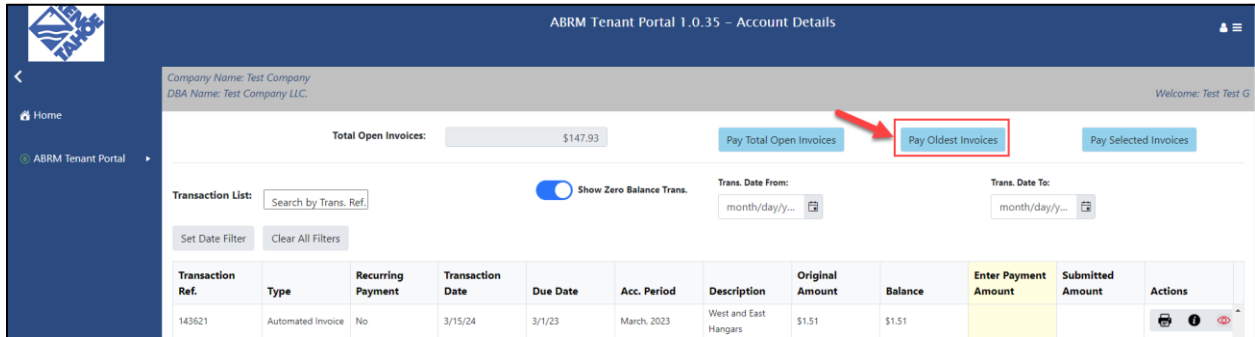
Transaction Ref.	Type	Recurring Payment	Transaction Date	Due Date	Acc. Period	Description	Original Amount	Balance	Enter Payment Amount	Submitted Amount	Actions
143621	Automated Invoice	No	3/15/24	3/1/23	March, 2023	West and East Hangars	\$1.51	\$1.51			  

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...

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
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...

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			

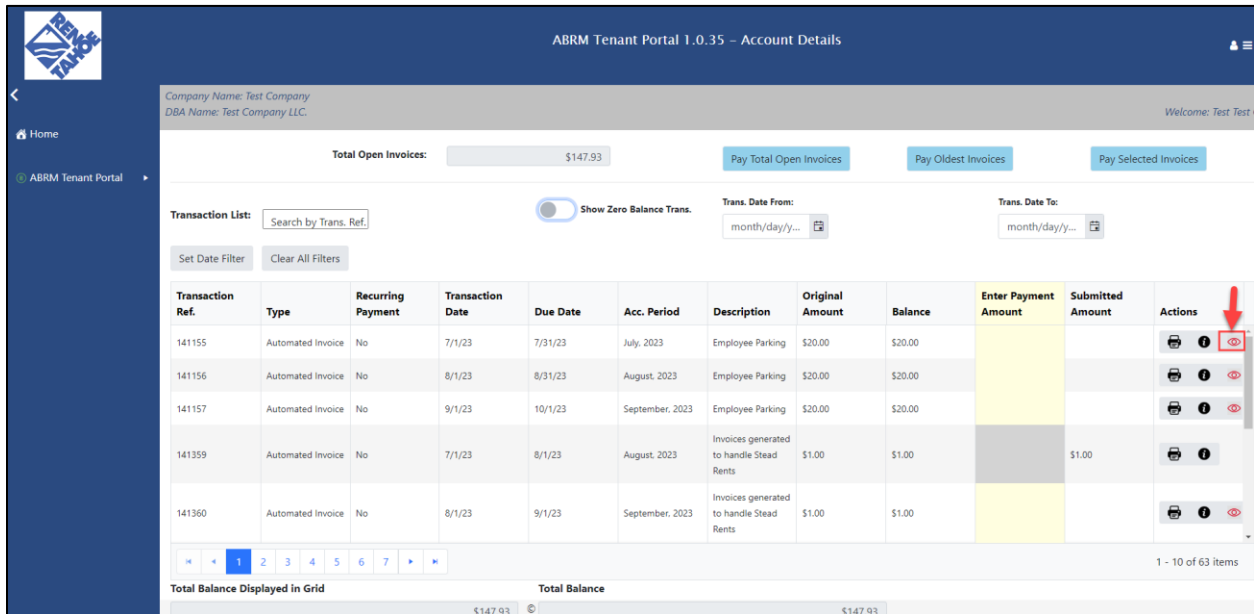
Total Balance Displayed in Grid: \$147.93

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.

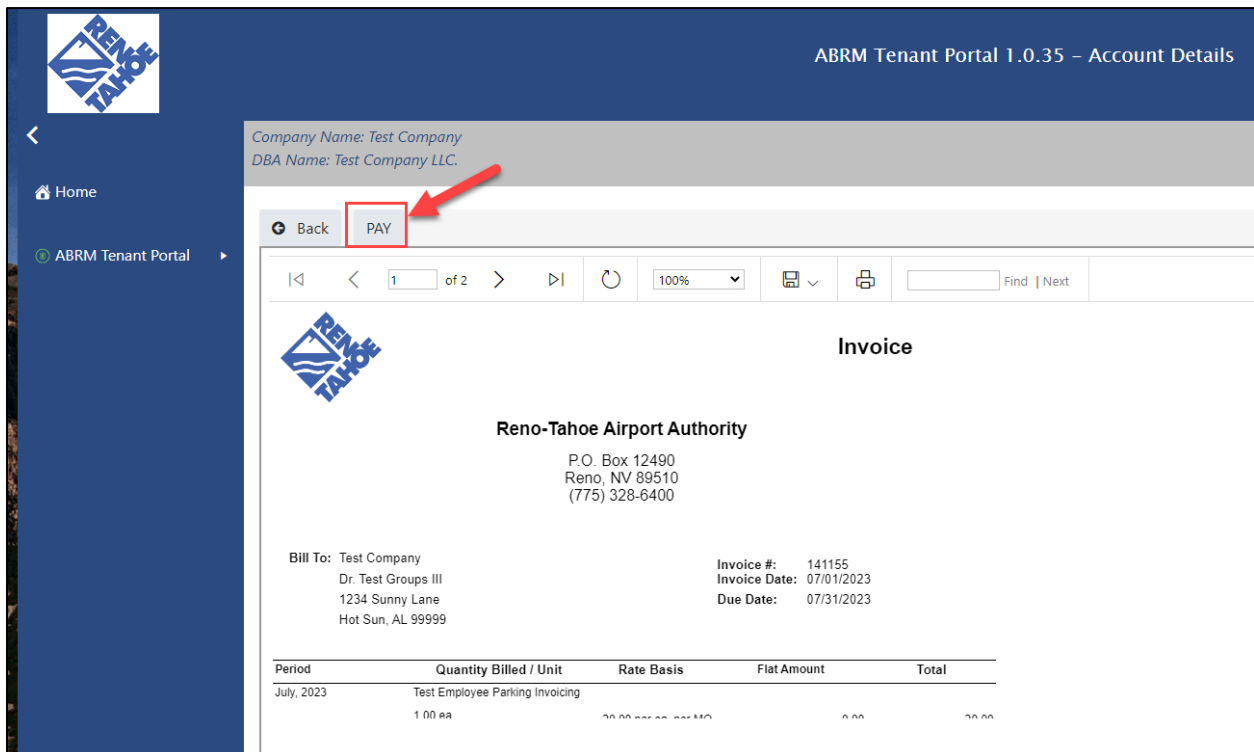
Total Open Invoices: \$147.93

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 Total Balance \$147.93



ABRM Tenant Portal 1.0.35 – Account Details

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

Back PAY

1 of 2

Invoice

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

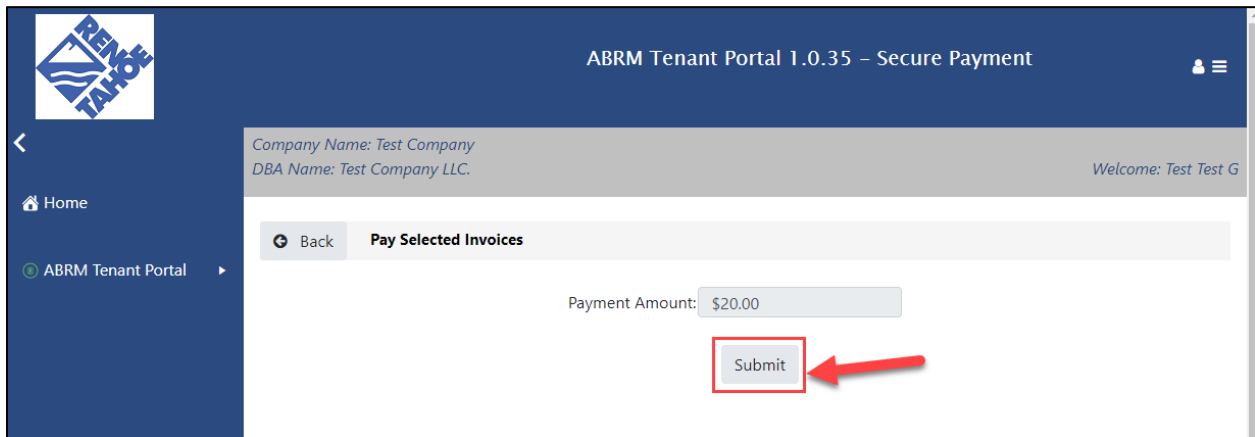
Bill To: Test Company
Dr. Test Groups III
1234 Sunny Lane
Hot Sun, AL 99999

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

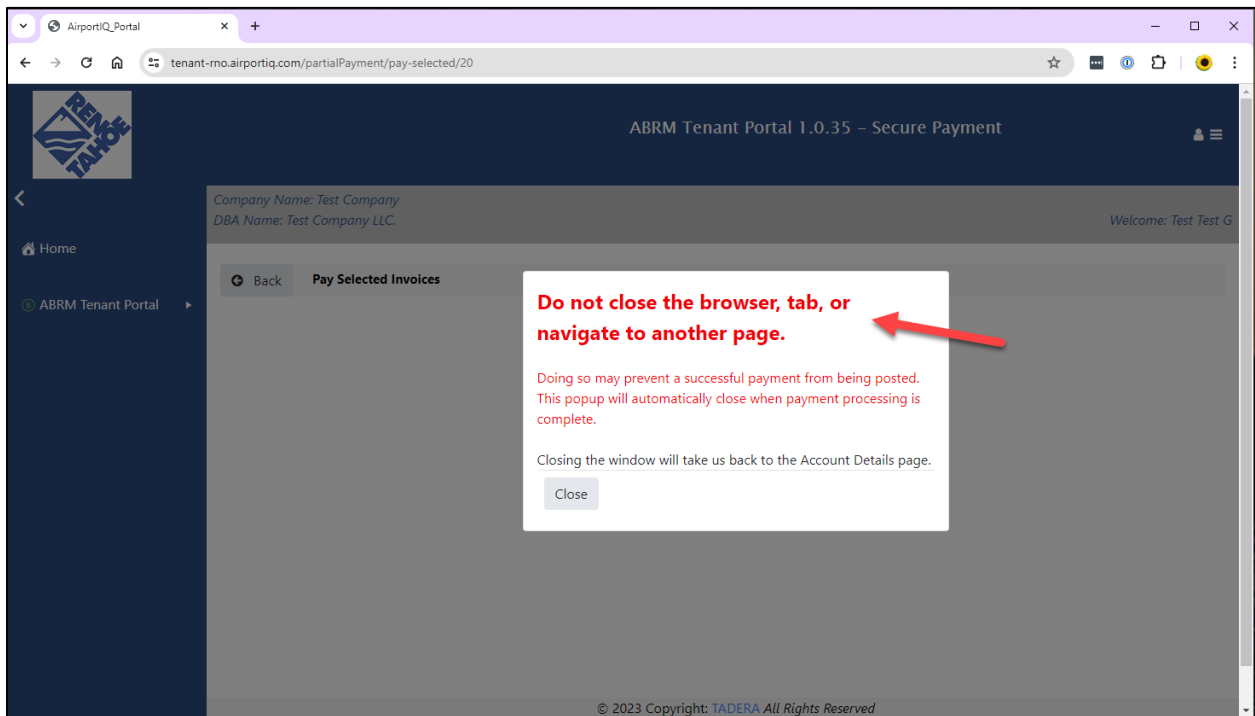
Period	Quantity Billed / Unit	Rate Basis	Flat Amount	Total
July, 2023	Test Employee Parking Invoicing 1.00 EA			

Entering and Submitting a Payment

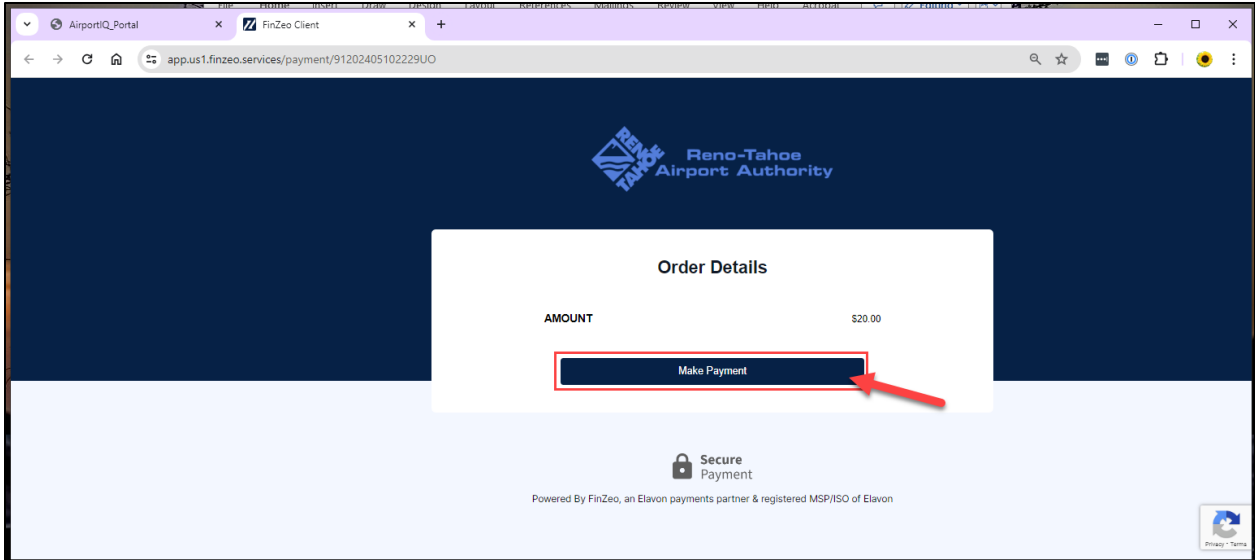
1. The amount you wish to pay will be displayed in the Payment Amount box. Once the value is correct, click submit.



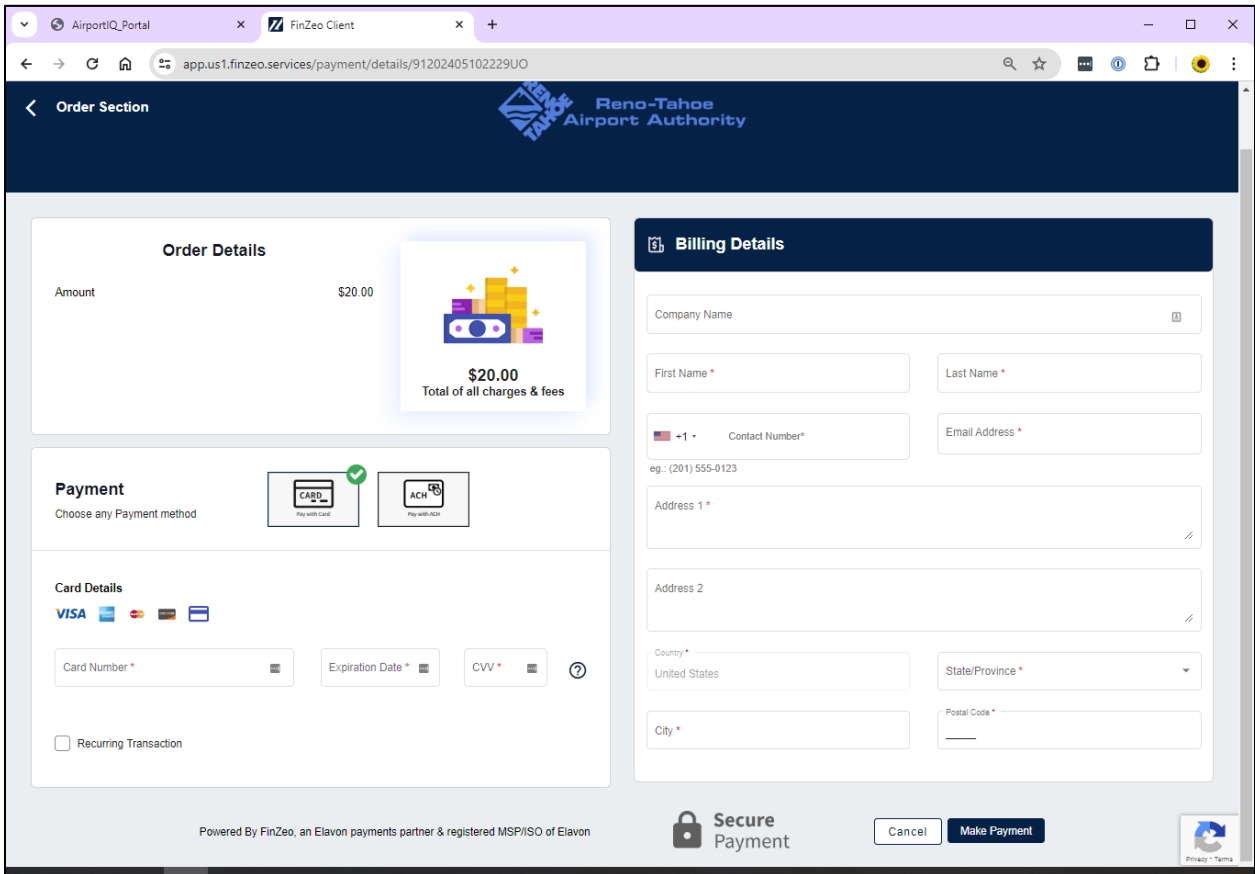
2. The below page will display, please wait for the second window to pop up. If the second window does not display, check your pop-up settings and allow all windows for this website. The process will need to be restarted before the second window will appear again. Click the close button and then proceed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

Order Details

Amount \$20.00

\$20.00
Total of all charges & fees

Billing Details

Company Name

First Name * Last Name *

Contact Number * Email Address *

Country * United States State/Province * City * Postal Code *

Payment

Choose any Payment method

Credit Card ACH

Card Details

Card Number * Expiration Date * CVV * Recurring Transaction

Surcharge

For Credit Card Payments a Surcharge of 1.5% is applicable.
Clicking on agree button will apply surcharge fees on current total Amount.

DISAGREE AGREE

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

Secure

Cancel Make Payment

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 shows a payment gateway interface for TAM Airport Authority. The page is divided into three main sections: Order Details, Payment, and Billing Details.

Order Details: Shows the amount of \$20.00 and surcharge fees of \$0.60. A red arrow points to the 'Surcharge Fees ((%)' field. A summary box indicates a total of \$20.60 for all charges and fees.

Payment: Offers two payment methods: 'CARD' (highlighted with a red box) and 'ACH'. Below this, the 'Card Details' section includes fields for 'Card Number *', 'Expiration Date *', and 'CVV *', all of which are highlighted with red boxes. There is also a checkbox for 'Recurring Transaction'.

Billing Details: Contains various fields for company and personal information, including 'Company Name', 'First Name *', 'Last Name *', 'Email Address *', 'Phone Number', 'Address 1', 'Address 2', 'Country *', 'State/Province *', 'City *', and 'Postal Code *'. The fields are populated with test data.

At the bottom of the page, there is a 'Secure Payment' logo, a 'Cancel' button, and a 'Make Payment' button (highlighted with a red arrow). A 'Privacy Terms' link is also visible in the bottom right corner.

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.

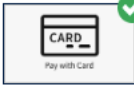
The screenshot displays the 'app.us1.finzeo.services/payment/details/Q8202405102313HB' page. It is divided into several sections:

- Order Details:** Shows an amount of \$20.00 and surcharge fees of \$0.60, totaling \$20.60. A graphic of stacked coins is shown below the total.
- Payment:** Offers 'CARD' (with a green checkmark) and 'ACH' as payment methods.
- Card Details:** Includes fields for Card Number, Expiration Date (01/25), and CVV.
- Recurring Transaction:** A checkbox is checked. The 'Frequency' is set to 'Weekly'. The 'Schedule date' is 5/17/2024. There is an option for 'At end of the month' which is unchecked.
- Number of Payments:** Set to 2.
- Billing Details:** A separate section on the right containing fields for Company Name (RTAA Test Company), First Name (Test), Last Name (MeTwice), Email Address (TMeTwice@test.com), Phone Number (+1 7756666666), Address 1 (1234 Test Lane), Address 2, Country (United States), State/Province (Nevada), City (Reno), and 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. The browser address bar shows 'app.us1.finzeo.services/payment/details/QB202405102313HB'. The page is divided into two main sections: 'Order Details' and 'Billing Details'.

Order Details: Shows an amount of \$20.00 with a red arrow pointing to it. Below this, there are two payment method options: 'CARD' (Pay with Card) and 'ACH' (Pay with ACH), with the ACH option selected and highlighted by a red box. Under 'ACH Details', the 'Account Type' is set to 'Personal' (highlighted by a red box). Below this, there are two input fields for 'Account Number' and 'Routing Number', both highlighted by a red box. A 'Recurring Transaction' checkbox is present and unchecked.

Billing Details: Contains several input fields: 'First Name' (Test), 'Last Name' (MeTwice), 'Phone' (+1 7756666666), 'Email Address' (TMeTwice@test.com), 'Address 1' (1234 Test Lane), 'Address 2', 'Country' (United States), 'State/Province' (Nevada), 'City' (Reno), and 'Postal Code' (89502).

At the bottom of the page, there is a 'Secure Payment' logo, a 'Cancel' button, and a 'Make Payment' button highlighted by a red box with a red arrow pointing to it. A footer note reads 'Powered by FinZeo, an Elavon payments partner & registered MSP/ISO of Elavon'.

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

The screenshot displays the FinZeo Client payment interface. On the left, the 'Order Details' section shows a total amount of \$20.00. Below this, the 'Payment' section allows selecting a payment method, with 'ACH' chosen. Under 'ACH Details', the 'Business' account type is selected. The 'Account Number' and 'Routing Number' fields are highlighted with a red box. On the right, the 'Billing Details' section contains fields for Company Name (RTAA Test Company), Phone Number (+1 7756666666), Email Address (TMeTwice@test.com), Address 1 (1234 Test Lane), Address 2, Country (United States), State/Province (Nevada), City (Reno), and Postal Code (89502). At the bottom, the 'Secure Payment' section includes a 'Cancel' button and a 'Make Payment' button, which is highlighted with a red box and a red arrow.

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. The page is divided into several sections:

- Order Details:** Shows an amount of \$20.00 and a total of all charges & fees of \$20.00. A red arrow points to the \$20.00 amount.
- Payment:** Offers two payment methods: CASH and ACH. The ACH method is selected with a green checkmark.
- ACH Details:** Includes fields for Account Type (Personal or Business), Account Number, and Routing Number.
- Recurring Transaction:** A checkbox is checked. The frequency is set to 'Weekly', the schedule date is '5/17/2024', and the number of payments is '2'. A red box highlights the 'Recurring Transaction' checkbox, and another red box highlights the 'Schedule date' field.
- Billing Details:** Includes fields for Company Name (RTAA Test Company), Email Address (TimeTwice@test.com), Phone Number (+1 7756666666), Address 1 (1234 Test Lane), Address 2, Country (United States), State/Province (Nevada), City (Reno), and Postal Code (89502).

A red box at the bottom of the page contains the following note: "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.

The screenshot shows an Outlook email window titled "Payment Receipt for Invoice MER-". The interface includes a standard Outlook ribbon with icons for Block, Delete, Archive, Report, Reply, Reply all, Forward, Meeting, Zoom, Rules, Read / Unread, Categorize, Flag / Unflag, and Tags. The email content is as follows:

Payment Receipt for Invoice MER-

Payment Successful

Hi [REDACTED],

Thank you for your payment of **\$1.05** on **February 20, 2024**
using Card 47*****[REDACTED]

PAYMENT DETAILS

Amount	\$1.05
Date	02-20-2024
Payment Method	CREDITCARD
Transaction Id	6I14WHNCSE
Confirmation Number	MER-[REDACTED]

2024 © All Rights Reserved | The Reno Airport Team
This is a system generated email. Please do not reply.

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. Trans. Date From: month/day/y... Trans. Date To: month/day/y...

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 features 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 with the following data:

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 "Home" link 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>		
Reno-Tahoe International Airport		
Batch #	MER-	
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	
AirportQ 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.

The screenshot shows an email client interface with a blue header bar containing the text "Payment Receipt for Invoice MER-". Below the header is a toolbar with various icons for actions like Block, Delete, Archive, Report, Reply, Forward, Meeting, Zoom, Rules, Read/Unread, Categorize, Flag/Unflag, Assign policy, Print, and Immersive reader. The main content area displays the email body, which includes the Reno-Tahoe Airport Authority logo, a large heading "Payment has been processed", a personalized greeting "Hi [redacted]", and a thank-you message for a payment of \$1.04 on February 17, 2024. Below this is a section titled "PAYMENT DETAILS" with a table of transaction information. At the bottom, there is a copyright notice and a disclaimer: "This is a system generated email. Please do not reply."

Payment Receipt for Invoice MER-

RENO-TAHOE Reno-Tahoe Airport Authority

Payment has been processed

Hi [redacted],

Thank you for your payment of **\$1.04** on **February 17, 2024**
using Bank Account Number **** * [redacted]

PAYMENT DETAILS

Amount	\$1.04
Date	02-17-2024
Payment Method	ACH
Transaction Id	D125D27718
Confirmation Number	MER-[redacted]

2024 © All Rights Reserved | The Reno Airport Team

This is a system generated email. Please do not reply.

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. 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
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 Total Balance © 2023 Copyright: TADERA All Rights Reserved

\$120.54 \$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.