

RealPage® OneSite Collections Interface

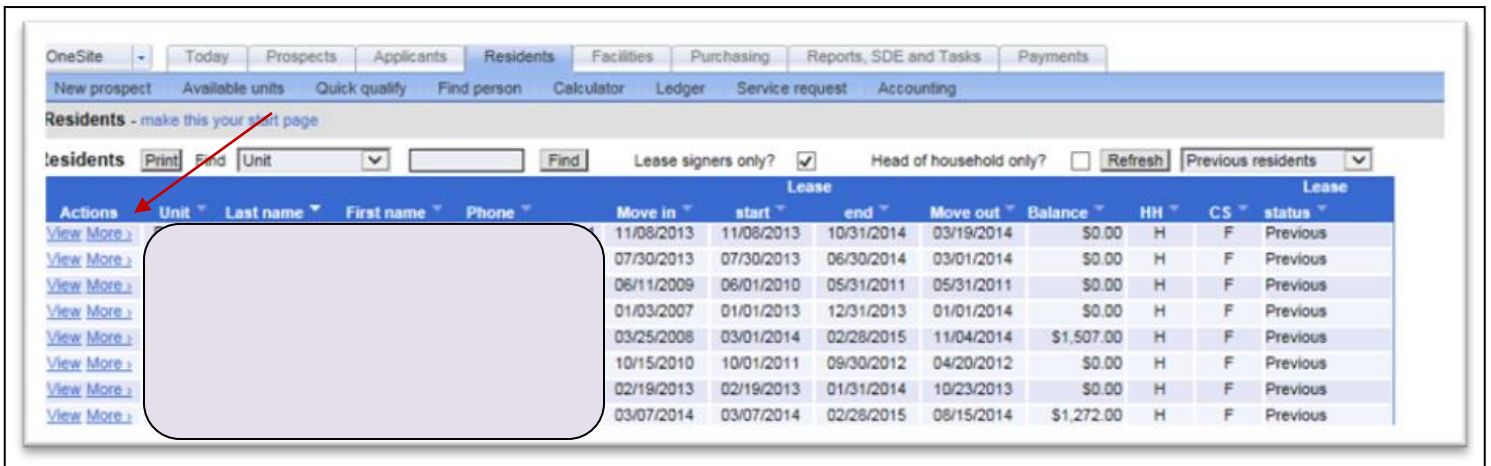
RDAC is fully integrated with RealPage® OneSite and part of an elite group of collection agencies approved by RealPage® to utilize the Collection Interface.

Using the RealPage® Interface also includes an option of utilizing the document management functionality, to create a paperless placement process. The benefits to using this process include:

- Automated compliance with company policies regarding bad debt collections.
- Increased productivity of on-site teams by eliminating the burden of managing their collection placements manually.
- Streamlined checks and balances to ensure placements are submitted.
- Empowers management at all levels to better manage their portfolio.

RealPage® publishes a Setup Guide that will take you step by step to complete the needed initial configurations. The following are examples of the steps the on-site staff would complete to submit an account using the interface:

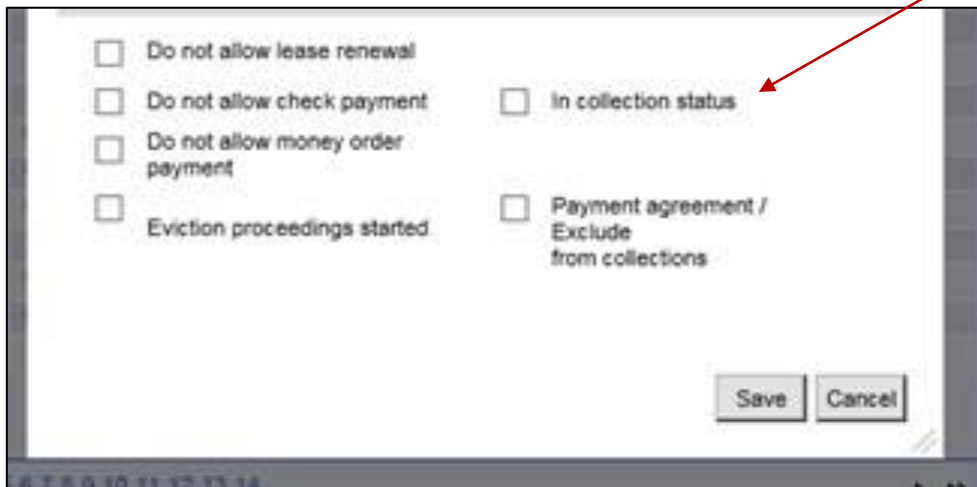
1. Navigate to the Residents screen and select “More” under the “Actions” column



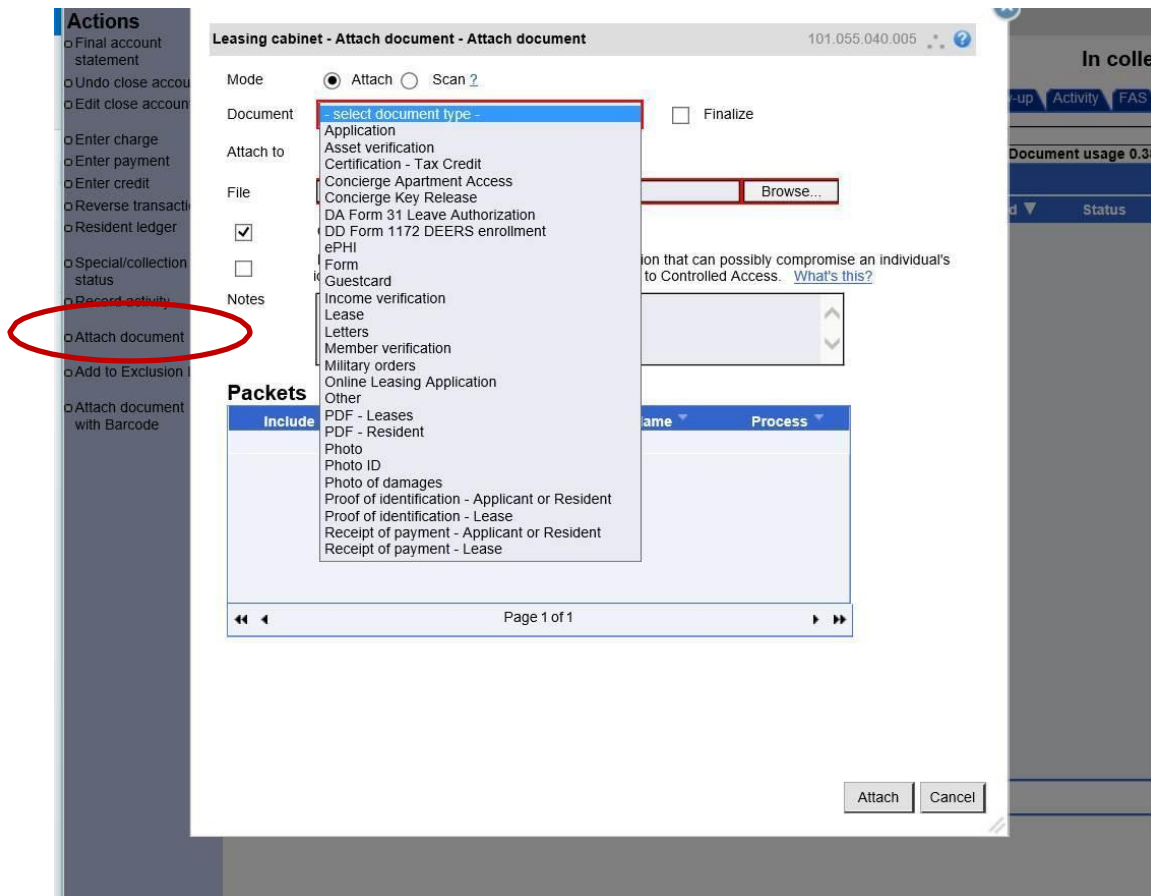
2. Select "Special/collection status" in this sub-menu.



3. Check the box "In collection status" for the account to be sent to RentDebt or check "Payment agreement/Exclude from collections" for the account to stay in-house and "Save".



Using Doc Management: Your RealPage representative will need to be contacted to have this functionality added to Leasing and Rents in OneSite.



1. Select the Doc Management Tab within the resident's screen
2. Select "Attach document" in left navigation menu
3. You have the option to name the document and browse to the file to attach
4. Select "Attach"