



**Do not forget to Spring Forward**

**March 12th**

**Breakfast on the GO!**

**When: March 22nd**

**Where: Mailboxes next to the Leasing Office**

**Time: 6:30a-8:30a**

**Dad Bod BBQ Food Truck:**

**When: March 30th**

**Where: In Front of the Leasing Office**

**Time: 5p-7p**

W**e want to give a HUGE SHOUTOUT and Thank you to EndZone for Sponsoring our St. Patrick’s Day Party this year!**

**ENDZONEPIZZACVILLE.COM**

**Pick up or Delivery! 434-973-3207**

**Terrace Greene Annual St. Patrick’s Day Party**

**When: Thursday, March 16th**

**Where: Community Room, Building 15**

**Time: 6p-7:30p**



**FREQUENTLY ASKED QUESTIONS**

# **HOW DO I SET UP A RECURRING/SCHEDULED PAYMENT?**

1. Log in to the portal
2. Click Make a Payment
3. Select Set Up Recurring Payments
4. Click Schedule a New Recurring Payment
5. Enter a Payment Nickname
	* Note: Adding a nickname for this account setup will allow you to easily distinguish this saved account from other saved accounts you may enter.
6. Select what Type of Recurring Amount
7. Select the Frequency
8. Select the Date of the First Payment
	* Note: This is the date that your payment will process. In the event this falls on a banking holiday or weekend and you are paying from a bank account; the payment will process on the next banking business day. If the first payment is indicated to fall on the 30th of the month, each future payment will fall on the last day of the month.
9. Select the Number of Occurrences
10. Check I agree to the Terms & Conditions
11. Click Review and Confirm Payment
12. Check the two statements:
	* I understand and agree that the amounts of my payments will vary, and that I may not receive advanced notice of those payment amounts.
	* By choosing to make a payment using your bank account, you are authorizing (property name) to debit your bank account for the total amount specified. If the debit is dishonored for any reason, you are also authorizing an additional debit for the state-allowed, returned-check fee.
13. Click Submit