


## Welcome to Uptown Suites Online Payment System!

You can now pay for your stay from any computer, smart-phone or tablet - anytime of the day - without having to wait for the property office to open! The system is available for current guests only. You will need a copy of your Room Agreement/Folio Receipt received at check-in or at the last renewal.

	<b>Property</b> <b>Uptown Suites Test</b> 123 Main Street Everywhere, USA 12345 555-123-4567
<b>Room Agreement</b>	
Guest Folio #4971 ← <b>Folio Number</b> Flintstone, Fred ← <b>Guest Name</b> 345 Maple Anytown, USA 67891	Room: 123 ← <b>Room Number</b> Arrival: 1/1/2019 Next Payment Date: 1/8/2019 Clerk: Wilma

To pay online, navigate your browser to <https://www.uptownsuites.com>, then click the **Renew Online** button. Next, pick the appropriate property from the drop down menu. (Refer to your copy of the Room Agreement/Folio Receipt as needed).

Take the following steps to complete the process:

1. Enter the Folio Number, the guest's last name as it appears on the folio, and the room number; then press "Proceed to Step 2";
2. Verify the amount due is correct; then press "Proceed to Step 3";
3. Enter your billing name, physical address, email address for receipt, etc.; (Information must match credit card billing information);
4. Press submit, then enter credit card number, cvv# and card expiration date;
5. Once all data has been entered, press "Complete". Your payment will be processed over our secure, PCI compliant system.

Once the charge is processed, you will be able to view your online receipt and may also print a copy for your records.

**That's it! You are now paid in full until your next renewal date!**

You must obtain your new key in person. Please come to the office before close of business on your due date, or call the office to arrange after hours pick up if needed.