

How to Pay Your Rent over the Internet

SEVEN LOCKS HOUSING

— Strong **Foundations**,
Stronger **Communities**.....

SEVEN LOCKS

HOUSING

Do you currently pay your rent at the Council Offices, or use your payment card at a Paypoint, Post Office® or Payzone?

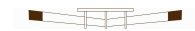
Have you thought about letting your computer save you the time and the trouble and paying your rent via the Internet?

What do I need to make a payment using the Internet?

To make a payment you need:



Access to the internet



Your rent payment card,



Your debit card, and



A valid email address.

And then?

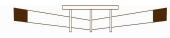
Log on to www.allpayments.net website.



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Tel: 01858 414500, **Fax:** 01858 419156, **Email:** info@sevenlockshousing.co.uk

How do I register to make an Internet Payment?



You will be asked to enter your unique **Rent Payment Card** number.



When you do this for the first time you will be asked to set up a password,
(you have to provide this password every time you use the internet payment service).



You will also be asked to enter you email address.



When you have completed the process to this stage, the system will confirm that your payment will be sent to Seven Locks Housing.

How do I make the payment?

Once your registration is completed successfully:



You can then enter the amount you wish to pay and the details of your debit card.



The transaction will be authorised immediately.



Your confirmation, authorisation code and payment reference will be provided on screen.



This confirmation information will also be sent to the email address you have supplied.

Why are Seven Locks housing introducing all of these new options for how you can pay your rent?

We want to make sure that paying your rent regularly is as easy as possible for all of our customers. We have introduced many more options to enable you to pay your rent quickly and conveniently!

You do not even have to leave your armchair to use some of them. Or, if you are out shopping, you can now pay your rent at any town or local village using the Post Office® or wherever you see the PayPoint sign.

Details of our full menu of payment options are included in our "How to Pay Your Rent" leaflet, or contact us on 01858 414507 and we will be happy to talk to you about your options to pay your rent.

This leaflet gives advice about how to Pay your Rent using Text - If you or someone you know needs this information in another format or language, please contact Customer Service on 01858 414500.

We keep a central register of our customers' with special communication needs so you only need to tell us about your requirements once.