PayProp

✉ support@payprop.co.uk   📞 020 3740 7614

TRAINING MANUAL
TENANT PORTAL

Sign up and log in

There are three ways to access the Tenant Portal:

The first is to click on the 'View invoice' link in the monthly e-mail with your rental invoice, sent to you by your letting agency.

This is to confirm that a payment of

£1,195.00

is due on 21 Jun '20 for Woodlands Cottage, 2.

To view this invoice, please click below to visit our Tenant Portal, powered by PayProp.

View invoice

The second way is to visit http://uk.payprop.com/tenant/login.

If you forget the URL, you can visit www.payprop.co.uk, scroll to the bottom and click on 'Tenant' at the bottom of the page.

PayProp

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📞 **020 3740 7614** (Mon – Fri, 8:00 am to 5:00 pm)

PayProp Limited
PayProp House
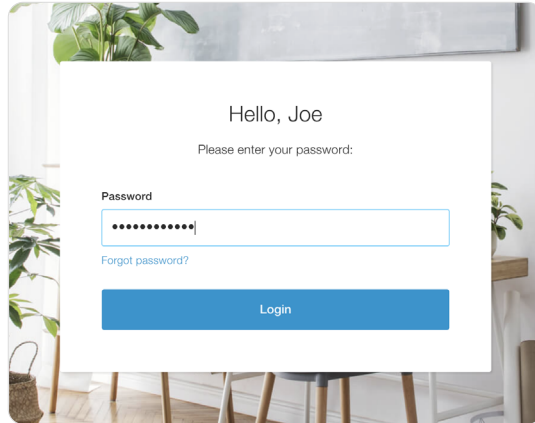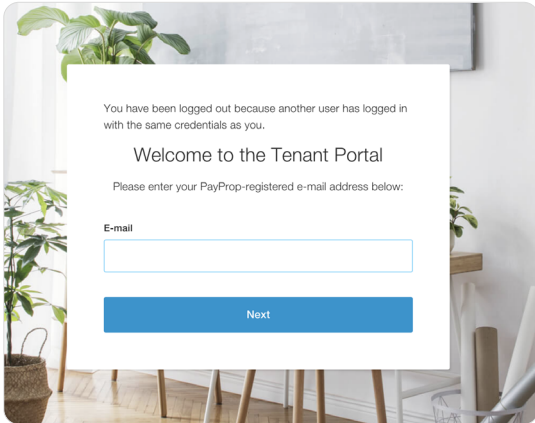44 London Road, Sevenoaks, TN13 1AS
Registration No. 05405100

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Login
Client | Tenant | Partner

Any of these methods will get you to the same page. Once there, simply create your account, log in and use this easy and convenient way to see the money you owe and how to pay.

After successfully logging in to the Tenant Portal, you will see your transaction history, including any invoices sent to you by your agent. The total amount currently owed is displayed on the left-hand side.
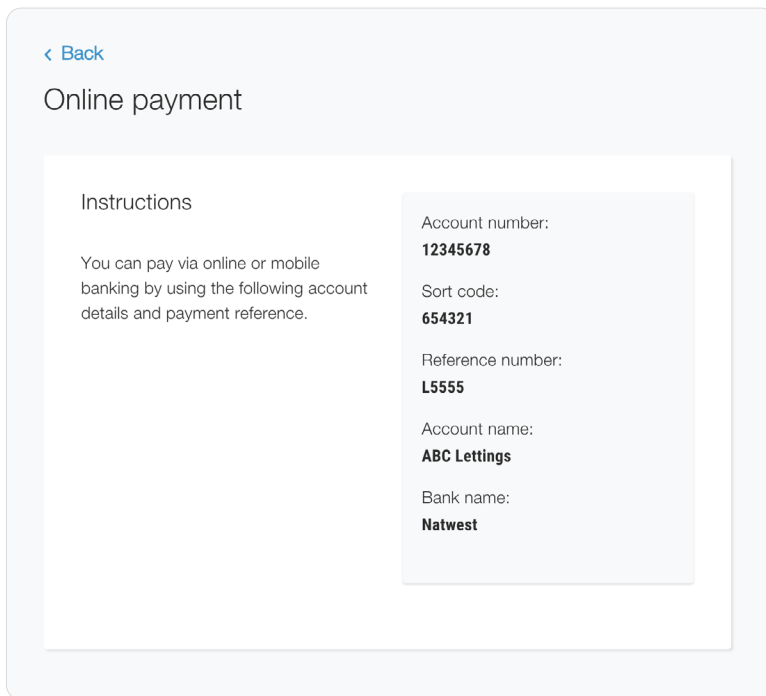
Download an invoice

To download a current or historic invoice, simply find the invoice you want to download in the 'Transaction history' section of the dashboard, click on the invoice's PDF icon and follow the prompts in your browser to save it.
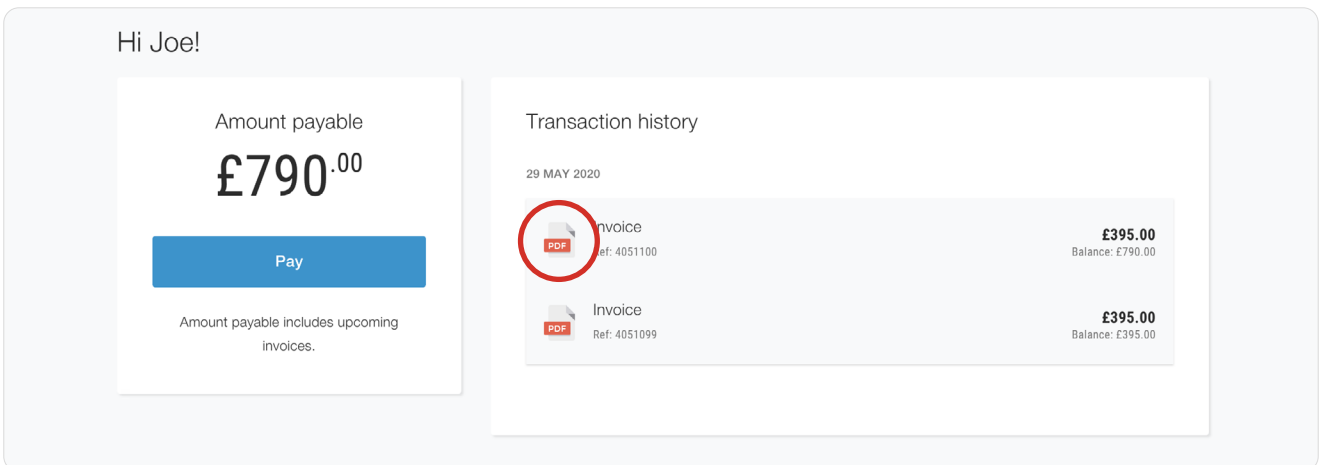
Pay using online banking

To see how to pay the outstanding amount, simply click on the blue 'Pay' button under 'Amount payable'.

This will take you to the 'Online payment' page which gives you all the details you need to pay online or through mobile banking.
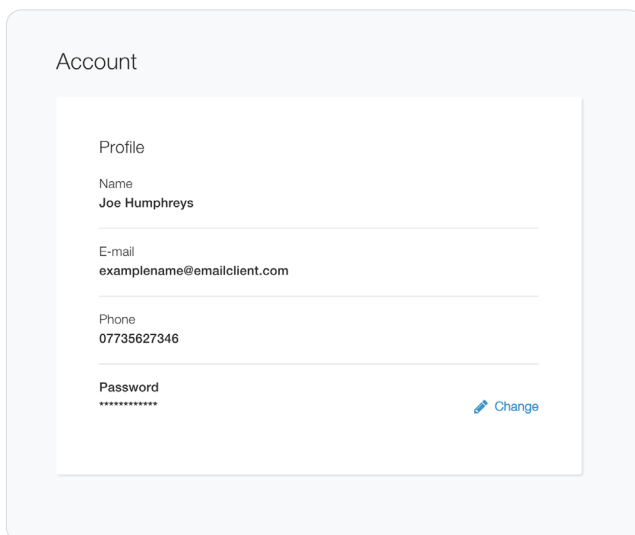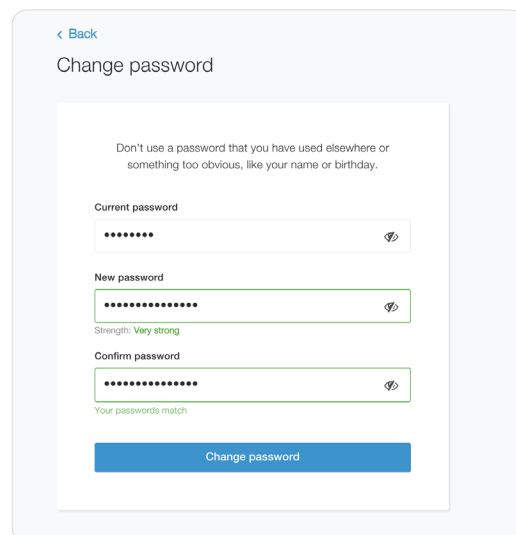

Change your password

To change your password, click on 'Account' on the menu. On the Account page in the 'Password' section click the blue 'Change' link and icon.

On the next screen enter your current password, your new password and confirm your new password.

Once the 'New password' and 'Confirm password' match, click 'Change password'.