HOW TO REGISTER

Clicking the link in your email will bring you to the RentCafe Homepage:

WELCOME TO RESIDENT SERVICES

Email

Password

Sign In

Forgot password?
Click here to register.   **< CLICK HERE**
Send Verification Email

MAKE PAYMENTS
Pay online, check the status of your payments and review your payment history.

TECHNICAL ASSISTANCE
Should you encounter any account / setup issues please email or call with any concerns. Please note that these numbers and emails are not monitored outside of business hours.
Thank you.

For Saskatoon and Area properties please contact:

Telephone: (306) 664-6118
Email: cafesupportsaskatoon@icrcommercial.com

For Regina and Area properties please contact:

Telephone: (306) 721-6116
Email: cafesupportregina@icrcommercial.com

"Click here to register" will bring you to the next page

Already a member? Click here to login.

USER REGISTRATION

* Denotes a Required Field

PERSONAL DETAILS

First Name*

Last Name*

Phone Number*

This information must match what ICR has on file (included in your invite email). If registration fails, please contact the support email for us to update/confirm your information.

ACCOUNT INFORMATION

Email*

Password*   Weak Medium Strong

Confirm Password*

Security Question*   What was your first pet's na ⌄

Security Answer*

After entering your information and accepting the terms and conditions, click "Register"

You will now receive a verification email. Click the link in that email to login.

HOW TO ADD BANK ACCOUNT

After logging in, select "Payments" from the top bar.
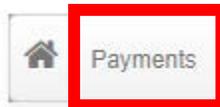
From there, select "Payment Accounts" and "Add Bank Account"

You can now enter your bank account information. Account number and transit number can be found on the bottom of a check or in your online bank account login.

HOW TO SET UP AUTO-PAYMENT

You can set up an auto payment from the Payments tab, under "Auto-Pay". Please note that this option will not appear until after a bank account is added.

Payments

Make Payments   **Auto-pay Setup**   Recent Activity   Payment Accounts

You will see both "Fixed" and "Variable" options. Please ignore the fixed option.

VARIABLE PAYMENT INSTRUCTIONS:

Under Variable Scheduled Charges, you will see a list of charge codes. Please select the ones that you would like to pay monthly. **If you are unsure of what code you pay each month, you can view this in the "Recent Activity" tab.**

For example, this is a condo owner. Each month they pay 100% of their condo fees.

Variable Scheduled Charges

Unit	Description	Auto-Pay Account	Start Date	Pay On	Payment Percent		
408	Condo Fees	Bank Account	27/11/2020	1st	100.00%	Edit	Delete
408	Condo Fees	Select Payment Accour ⌄		⌄			

Next

Select your preferred bank account, start date as the current date, and you will be able to select pay on "1st". Enter 100% for payment, or 50% if you have a roommate who is also signed up. Click "Next"

HOW TO VIEW CHARGES:

If you are unsure on what you pay each month, select the "Recent Activity" tab

Payments

Make Payments   Auto-pay Setup   **Recent Activity**   Payment Accounts

Here you will see past charges and payments, even if you just signed up. This includes anything from rent, to parking, to miscellaneous fees, anything you have previously paid to ICR.