

## How to set up and make a Chase Quickpay rental payment to Green Ivy Property Management:

- Set up Quickpay
  - Log into your Chase bank account
  - Under the Payments & Transfers section select “Chase Quickpay”
  - Then select “Add a Recipient”
  - Enter the following information
    - Recipient - “Green Ivy Property Management”
    - Nickname (Optional) - Put in whatever nickname you want
    - Email Address - “[payments@greenivypropmgt.com](mailto:payments@greenivypropmgt.com)”
    - Confirm email Address - “[payments@greenivypropmgt.com](mailto:payments@greenivypropmgt.com)”
    - Do not put in any phone number
    - Click Next
    - Complete the “More Recipient Settings”
    - Click Add Recipient
- Send Money via Chase Quickpay
  - Log into your Chase bank account
  - Under the Payments & Transfers section select “Chase Quickpay”
  - Then select “Send Money”
  - Select the Green Ivy recipient that was added at set up
  - Enter the amount
    - You may also choose to “make this a repeating payment”
  - Select your account
  - Enter a message that references your property address and unit
  - Select a send on date
  - Click Next
  - Verify your Details and select “Send Money”

If you have any questions or issues please contact us at 773-913-2525.