



GO GREEN WITH PAPERLESS BILLING!

We are pleased to announce our new PAPERLESS BILLING service!

Effective with the **August** billing you will have the option to receive your monthly rent bill via email. This new email service is **FREE** and takes just a few minutes to enroll!

- To enroll you will need a copy of your **latest** rent bill
- Go to the Garden Commercial Properties website at <http://gardencommercial.com>
- Click on **Tenant Portal**
- Click on the **Sign Up for Paperless Billing** link
- This will take you directly to the login page
- Select **Register Now**
- Click the **Create your Account** button and the activation process will begin
- The **Registration Code** can be found on the top right of your **latest** rent bill
- When completed, you will receive an email instructing you to click on the "**activation link**"
- You *must* click on the "**activation link**" to complete your enrollment!

Rent bills are processed on the 15th of every month. Tenants who register before the 15th of the month will receive the next monthly rent bill via email. Enrollments after the 15th will have to wait 1 billing cycle to begin receiving invoices via email.

This service is optional. If you wish to continue to receive your bill via regular mail you do not have to do anything. There is no option to receive both paper and email bills.

Thank you!