

STEP 1 – DOWNLOAD THE DOMUSO MANAGER APP

The Domuso Manager app is used to accept check payments if your property does not have a check scanner.

Scan the code below with your phone or table camera to download the Domuso Manager App


For iPhone



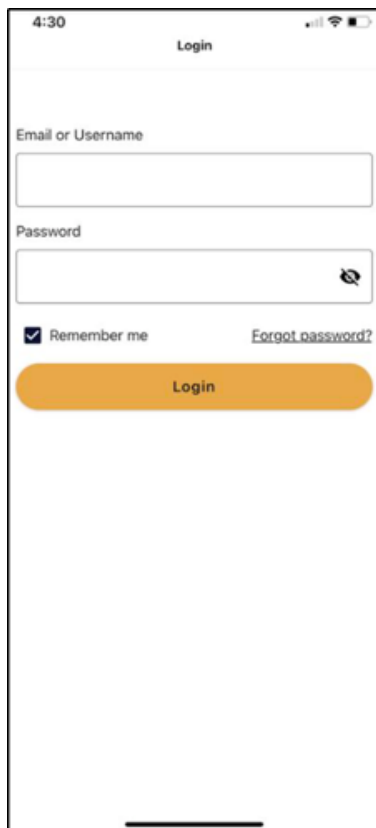
For iOS App Store


For Android



For Google Play Store

STEP 2: LOGIN TO YOUR DOMUSO MANAGER ACCOUNT

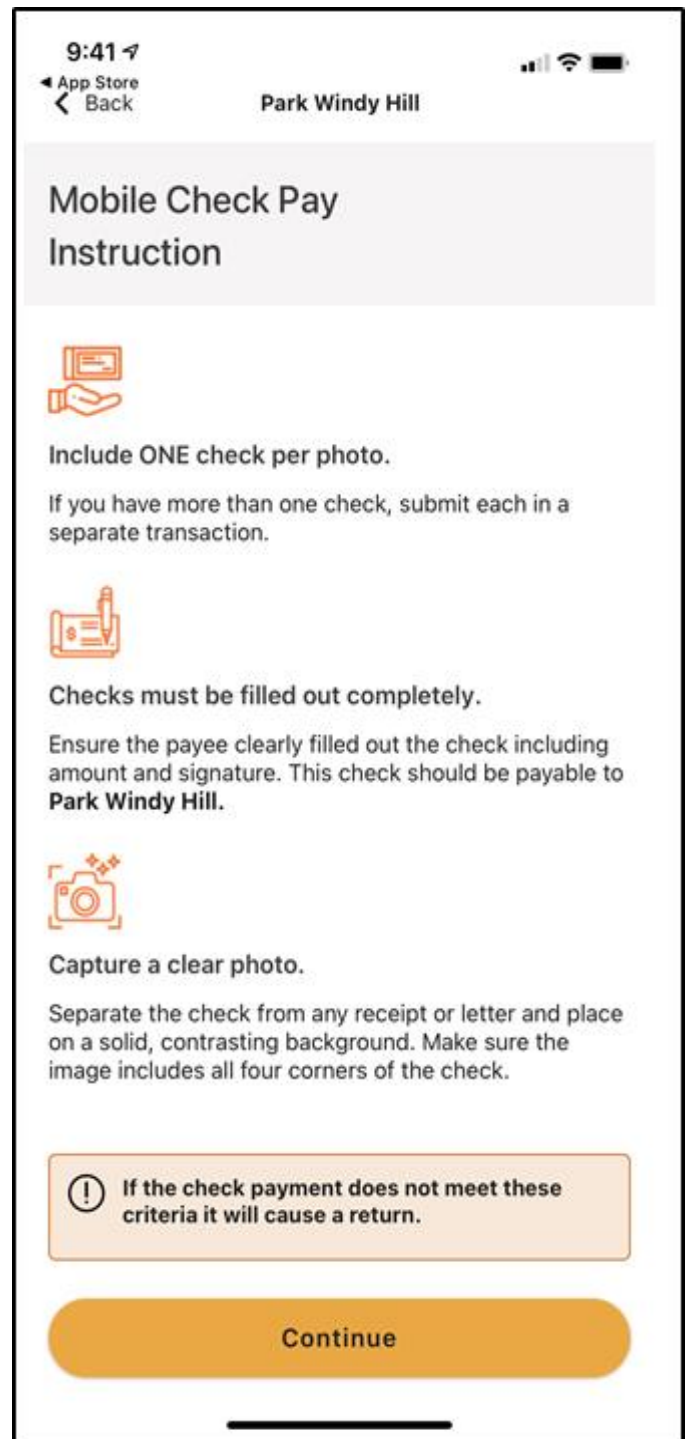
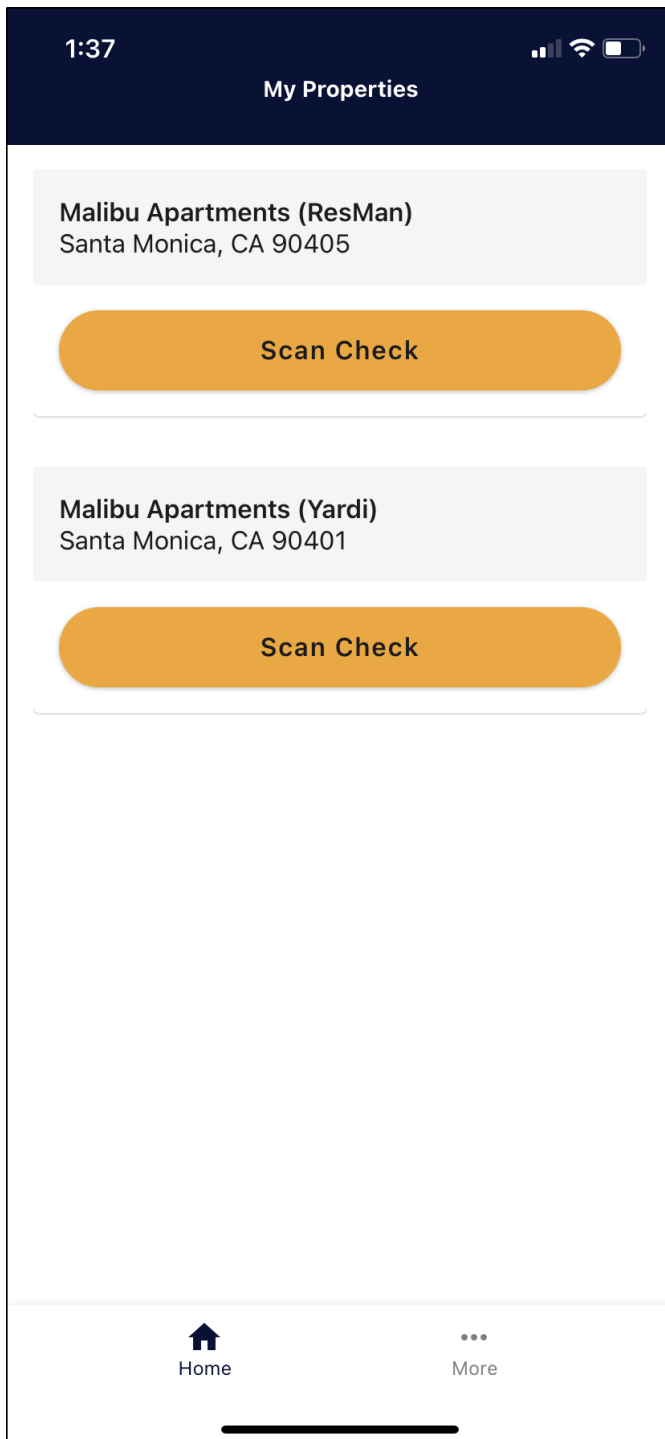


The screenshot shows the login interface of the Domuso Manager app. At the top, the time is 4:30 and the status bar shows signal, Wi-Fi, and battery icons. The title "Login" is centered at the top. Below the title is a large empty text input field. Underneath, the label "Email or Username" is followed by a smaller text input field. Below that, the label "Password" is followed by a password input field with a toggle icon on the right. At the bottom left, there is a checked checkbox labeled "Remember me" and a link labeled "Forgot password?". A large orange "Login" button is centered at the bottom of the form area.



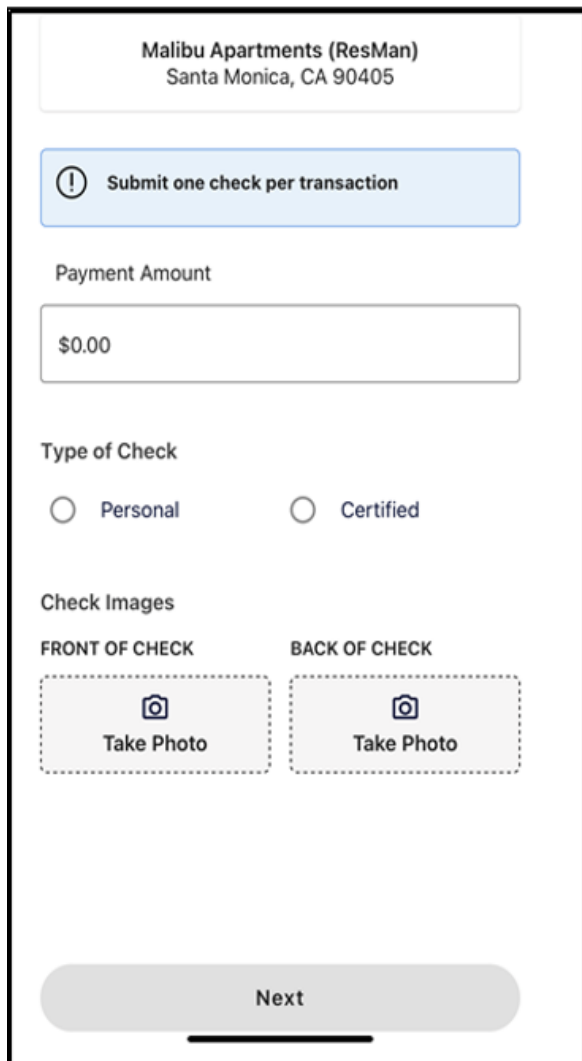
STEP 3: SELECT PROPERTY

If you manage more than one Domuso property you will be asked to choose the site for submitting payment



STEP 4: SELECT PAYMENT TYPE, ENTER AMOUNT AND PHOTOGRAPH ITEM

Money orders, vendor checks, housing checks and bill pay checks should be scanned as certified.



Malibu Apartments (ResMan)
Santa Monica, CA 90405

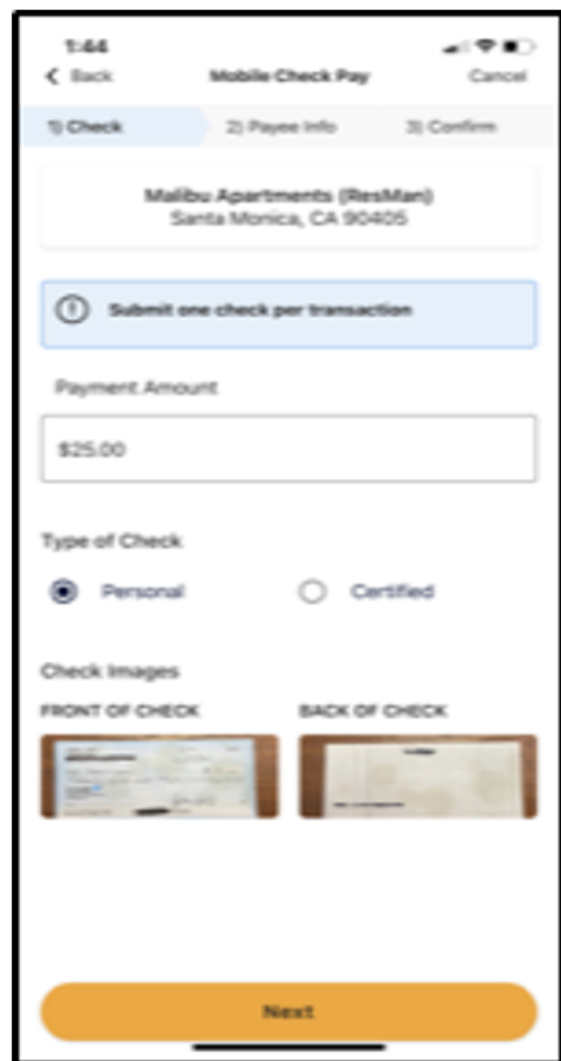
Submit one check per transaction

Payment Amount
\$0.00

Type of Check
 Personal Certified

Check Images
FRONT OF CHECK BACK OF CHECK
Take Photo Take Photo

Next



1:44 Mobile Check Pay Cancel



1) Check 2) Payee Info 3) Confirm

Malibu Apartments (ResMan)
Santa Monica, CA 90405

Submit one check per transaction

Payment Amount
\$25.00

Type of Check
 Personal Certified

Check Images
FRONT OF CHECK BACK OF CHECK
 

Next



STEP 5: SELECT RESIDENT FROM QUICK SEARCH PULLDOWN AND SUBMIT

Type resident name or unit in pulldown and click Next button

Review payment for accuracy and hit Submit Payment button

2:20 Mobile Check Pay Cancel

1) Check 2) Payee Info 3) Confirm

Quick Search

QUICK SEARCH

john

Dedrick Johnson
Unit #B - B21

Alex Johnson
Unit #WAIT-3B2B

Alex Johnson
Unit #WAIT-3B2B

John Nagy
Unit #F - F91

Balance Balance Not Available

Next

2:24 Mobile Check Pay Cancel

1) Check 2) Payee Info 3) Confirm

CONFIRM DETAILS

Property 17th Street

Unit #F - F91

Name John Nagy

Date Received 02/25/2021

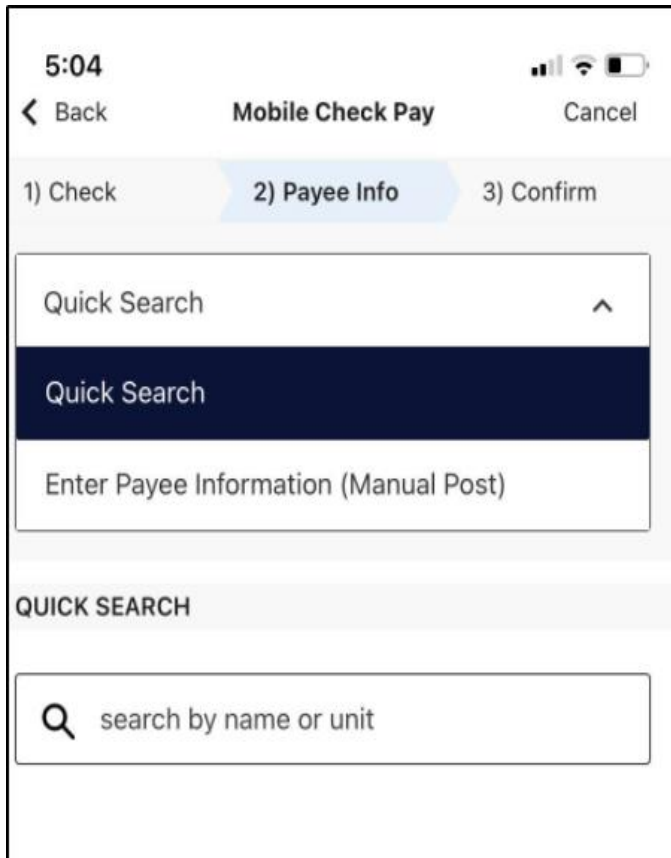
Check Type Personal

Amount \$25.00

Submit Payment

MANUAL POST OPTION

Use Manual post for checks that do not post directly to a resident ledger (**ex. Vendor or Housing checks**). Submitting them through the app will process the check and deposit the funds into your account. You will need to manually post the items to the correct charge codes directly in ResMan.



5:04

Back Mobile Check Pay Cancel

1) Check 2) Payee Info 3) Confirm

Quick Search ^

Quick Search

Enter Payee Information (Manual Post)

QUICK SEARCH

search by name or unit



5:05

Back Mobile Check Pay Cancel

1) Check 2) Payee Info 3) Confirm

Enter Payee Information (Manual Post) v

ENTER PAYEE INFORMATION

First Name

Housing

Last Name

Check

Email Address (Optional)

Manual Post Reason/Description

Housing check

Next

Scanned from my iPhone