

# 1. How to reset the password?

- Click on the hyper link 'Forgot your password?'

**HONEY BEE**  
**RV STORAGE**

My Account Sign In / Pay My Bill

Welcome to the Honey Bee RV Storage online account manager. With account manager you can do more than just pay your rent online. Features include signing up for auto pay and updating your account information such as change of address, phone number, alternate addresses or update your credit card information for auto pay. See the complete list of features located at the bottom of this page.

Enter your Username and Password to login

Sign in

Username or email address

Username

Password

Forgot your password?

SIGN IN

Click here to View Portal FAQ document

Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and gate access code as password.  
For Eg: John@abc.com 123245  
If you do not remember your gate access code, Click on 'Forgot your Password' link, enter your registered E-Mail address and then enter one time verification code sent to your registered email to retrieve your password!!

- Enter username and Email ID.
- Click on the **Send verification code** Button.

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Enter your Username and Password to login

User Details

Email Address

Email Address

SEND VERIFICATION CODE

CONTINUE

CANCEL

Click here to View Portal FAQ document

Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and gate access code as password.  
For Eg: John@abc.com 123245  
If you do not remember your gate access code, Click on 'Forgot your Password' link, enter your registered E-Mail address and then enter one time verification code sent to your registered email to retrieve your password!!

- The Verification code will be sent to the registered Email address.
- Enter the Verification code and click on the **Continue** button.
- Enter the New password.
- Confirm the New password.
- Click on **Continue** button.

Enter your E-Mail and Password to login

New Password

[What is this?](#)

Confirm New Password

[What is this?](#)

**CONTINUE**


CANCEL

Note: Our payment portal has been upgraded. Existing tenants can login using your registered E-Mail address and gate access code as password.

For Eg:  
John@abc.com  
Password@123

If you do not remember your password, click on 'Forgot your password' link, enter your registered E-Mail address and then enter one time verification code sent to your registered email to retrieve your password!!




Artiv:



## 2. How to 'Make a Payment'?

- Select one or more units.
- Select One Time Payment option from dropdown.
- Click on **GO** button.


**HONEY BEE RV STORAGE**

Test User:   

Your Location: 01 - Test Storage

Unit#	Lease#	Balance	Paid Thru	Status	Autopay
<input type="checkbox"/> C15340	240216073952444	\$37.93	02/29/2024	Past due	Disabled
<input checked="" type="checkbox"/> 15819	240216110409947	\$0.00	03/31/2024	Current	Disabled
<input type="checkbox"/> C8816	240215135300666	(\$100.00)	04/30/2024	Prepaid	Disabled

One Time Payment **Activate V** **Go**



- Select Number of months to prepay from the drop-down.

**HONEY BEE RV STORAGE** Test User!

Tenant Name: Test User | Address: Test Address, test city, Armed Forces Pacific, 2122 | Cell Phone: (212) 121-2152 | Location: 01 - Test Storage

Unit Detail	Payment Detail	Pay My Bill
Unit #: 15819	Rent: \$100.00	<b>\$0.00</b>
Unit Size: PSCType10	Insurance: \$0.00	
Lease #: 240216110409947	Discount: \$0.00	
Move In Date: 02/16/2024	Tax: \$6.00	
Paid Thru Date: 03/31/2024	Total: \$106.00	
Status: Current	Total Due: \$0.00	
Balance: \$0.00		

Number of Months I'd like to Prepay

**Cancel**

Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.

- Click on Calculator Icon to see Payment Break Down.

**HONEY BEE RV STORAGE** Test User!

Tenant Name: Test User | Address: Test Address, test city, Armed Forces Pacific, 2122 | Cell Phone: (212) 121-2152 | Location: 01 - Test Storage

Unit Detail	Payment Detail	Pay My Bill
Unit #: 15819	Rent: \$100.00	<b>\$106.00</b>
Unit Size: PSCType10	Insurance: \$0.00	
Lease #: 240216110409947	Discount: \$0.00	
Move In Date: 02/16/2024	Tax: \$6.00	
Paid Thru Date: 03/31/2024	Total: \$106.00	
Status: Current	Total Due: \$106.00	
Balance: \$0.00		


1


**Cancel** **Pay \$106.00**

Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.


Payment Break Down		
Payment Details	Balance	PrePay Balance
Deposit	\$0.00	\$0.00
Rent	\$0.00	\$100.00
Property Protection	\$0.00	\$0.00
Fees	\$0.00	\$0.00
Late & Lien Charges	\$0.00	\$0.00
Merchandise	\$0.00	\$0.00
Discount	\$0.00	\$0.00
Tax	\$0.00	\$6.00
<b>Total</b>	<b>\$0.00</b>	<b>\$106.00</b>


- Click on **Pay** button.





Test User! 

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 **Tenant Name**  
Test User

 **Address**  
Test Address,  
test city, Armed Forces  
Pacific, 2122

 **Cell Phone**  
(212) 121-2152

 **Location**  
01 - Test Storage

---

**Unit Detail**

Unit # : 15819

Unit Size : PSCType10

Lease # : 240216110409947

Move In Date : 02/16/2024

Paid Thru Date : 03/31/2024

Status : Current

Balance : \$0.00

**Payment Detail**

Rent : \$100.00


Insurance : \$0.00

Discount : \$0.00

Tax : \$6.00

Total : \$106.00

Total Due : \$106.00

1 

**Pay My Bill**

\$106.00

Cancel
Pay \$106.00

Note: Payments posted online after normal business hours will be posted to your account on the next business day. Immediate access to your unit may not be granted until the next business day.

←


- Enter Credit card details.
- Click on **'Make Payment'** button.

Order Information

Total Amount (\$):  
\$161.32

Transaction Type:  
CREDITSALE


Card Information




Card Number:\*





  
  
Expiry Date:\*  
  
  
CVV: ?  
  
Customer Information


First Name:\*

  
  
Postal Code:\*  
  
 

**HONEY BEE**  
**RV STORAGE**

Test User! 

 <b>Tenant Name</b> Test User	 <b>Address</b> Test Address, test city,Armed Forces Pacific,2122	 <b>Cell Phone</b> (212) 121-2152	 <b>Location</b> 01 - Test Storage
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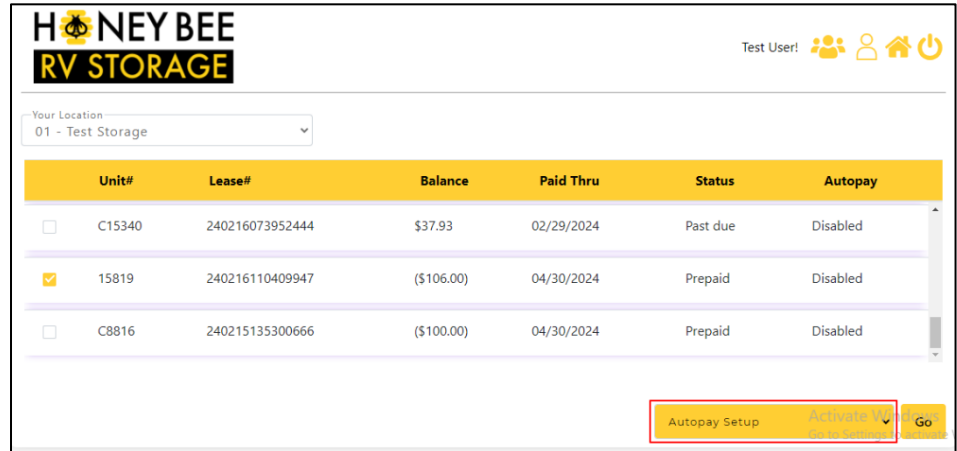
**PAYMENT SUCCESSFUL!**

Authorization Code : 000005525822

A copy of the Receipt has been emailed to you. Click [HERE](#) to view.

### 3. How to set up auto pay?

- Select unit.
- Select Auto Pay Setup option from drop down.
- Click on **GO** button.



The screenshot shows the Honey Bee RV Storage dashboard. At the top left is the logo "HONEY BEE RV STORAGE". At the top right, it says "Test User!" followed by icons for a group of people, a person, a home, and a power button. Below the logo is a "Your Location" dropdown menu set to "01 - Test Storage". The main content is a table with the following data:

Unit#	Lease#	Balance	Paid Thru	Status	Autopay	
<input type="checkbox"/>	C15340	240216073952444	\$37.93	02/29/2024	Past due	Disabled
<input checked="" type="checkbox"/>	15819	240216110409947	(\$106.00)	04/30/2024	Prepaid	Disabled
<input type="checkbox"/>	C8816	240215135300666	(\$100.00)	04/30/2024	Prepaid	Disabled

At the bottom right of the dashboard, there is a yellow button labeled "Autopay Setup" with a dropdown arrow. The dropdown menu is open, showing "Activate" and "Deactivate" options. A red arrow points to the "Go" button next to it.


- Click on **'Setup AutoPay'** button.
- Enter Credit card details.
- Click on **'Make Payment'** button.
- Click on **'Save'** button.

Order Information

Total Amount (\$):  
\$0.00

Transaction Type:  
CREDITAUTH

Card Information



Card Data:\*

Expiry Date:\*

CVV: ?


Customer Information

Customer Title:\*

First Name:\*

State or Province:\*

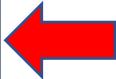
Postal Code:\*

**Make Payment** 

Autopay ×

Enable Autopay

**Update on Internet**

**Cancel** **Save** 

Click Save to Confirm the Autopay Setup

## 4. How to 'Schedule a Move Out'?

- Select unit.
- Select 'Schedule Moveout' option from drop-down.
- Click on 'Go' button.

The screenshot shows the Honey Bee RV Storage dashboard. At the top left is the logo. At the top right, it says 'Test User!' with icons for users, home, and power. Below the logo is a dropdown menu for 'Your Location' set to '01 - Test Storage'. A table lists three units:

Unit#	Lease#	Balance	Paid Thru	Status	Autopay
<input type="checkbox"/> C15340	240216073952444	\$37.93	02/29/2024	Past due	Disabled
<input checked="" type="checkbox"/> 15819	240216110409947	(\$106.00)	04/30/2024	Prepaid	Disabled
<input type="checkbox"/> C8816	240215135300666	(\$100.00)	04/30/2024	Prepaid	Disabled

At the bottom right, there are three buttons: 'Schedule Moveout', 'Activate V [Go to Settings]', and 'Go'. The 'Schedule Moveout' button is highlighted with a red box and a red arrow points to it from the right.

- Select Move out date.
- Select Reason to Move Out.
- Click on **Submit** button.

The screenshot shows the 'Schedule MoveOut' form. At the top, there is a yellow header with tenant information: 'Tenant Name: Test User', 'Address: Test Address, test city/Armed Forces Pacific,2122', 'Cell Phone: (212) 121-2152', and 'Location: 01 - Test Storage'. Below this is a 'Unit Details' section with the following information:

Unit # : 15819  
Unit Size : PSCType10  
Lease # : 240216110409947  
Move In Date : 02/16/2024  
Paid Thru. Date : 04/30/2024  
Status : Prepaid  
Balance : (\$106.00)  
Scheduled MoveOut :

The 'Schedule MoveOut' section contains:

- A date picker for 'Move-Out Date' with a calendar icon, highlighted with a red box and a red arrow pointing to it from the right.
- A dropdown menu for 'Reason to Move-Out' with '--Select--' as the current selection, highlighted with a red box and a red arrow pointing to it from the right.
- A text area for 'Notes'.
- A checkbox for 'Cancel Auto CC / ACH'.
- At the bottom right, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box and a red arrow points to it from the right.



## 5. How to Update 'Contact Info'?

- Select unit.
- Select 'Contact Info'.
- Click on 'GO' button.

**HONEY BEE RV STORAGE** Test User!

Your Location: 01 - Test Storage

Unit#	Lease#	Balance	Paid Thru	Status	Autopay	
<input type="checkbox"/>	C15340	240216073952444	\$37.93	02/29/2024	Past due	Disabled
<input checked="" type="checkbox"/>	15819	240216110409947	(\$106.00)	04/30/2024	Prepaid	Disabled
<input type="checkbox"/>	C8816	240215135300666	(\$100.00)	04/30/2024	Prepaid	Disabled

Contact Info Activate Go

- Click on 'Edit' button.
- Update or Edit the Information.
- Click on 'Update' button.

**HONEY BEE RV STORAGE** Test User!

Contact Detail

\* First Name: Test Middle Name: Last Name: User

\* Address: Test Address \* City: test city \* State: Armed Forces Pacific

\* Zip: 2122 \* Country: United States of America \* Email: test@123.com

Work Phone: 1111111111 Home Phone: Cell Phone: 2121212152

Fax: 1111111111

Cancel Update