

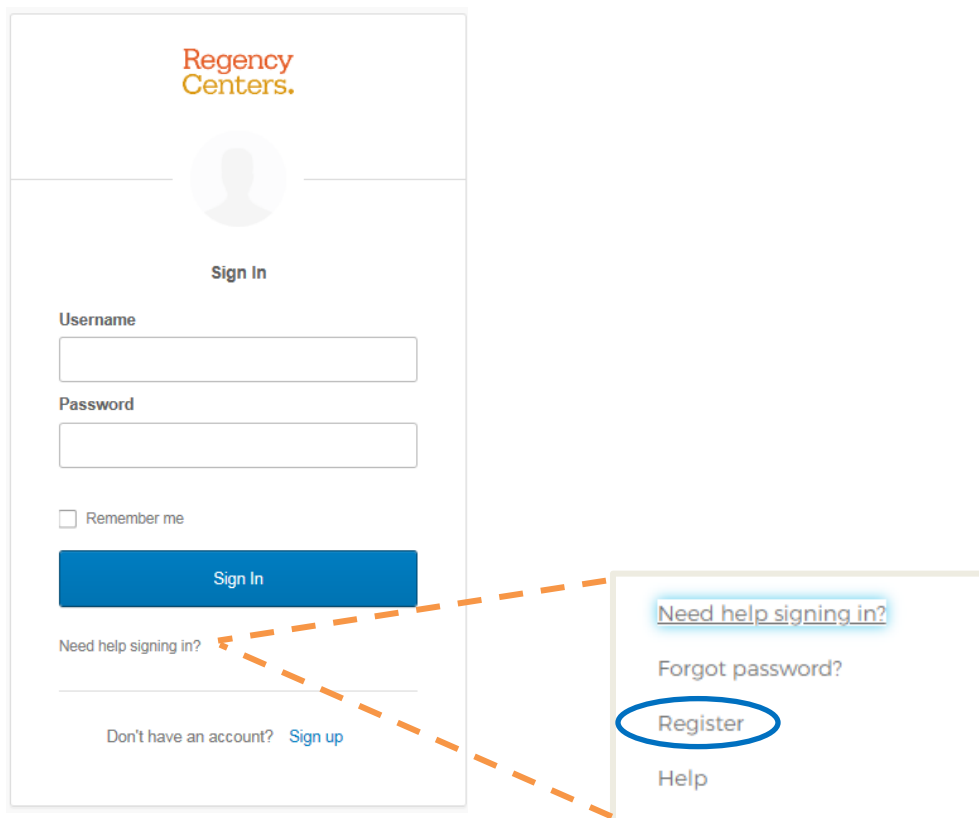
## Register to use VersaPay – Regency’s Tenant Payment Portal!

**Note:** All tenants must register to use VersaPay. Tenants previously enrolled in Regency’s former payment platform (PayerExpress) must register anew in VersaPay to resume managing their account online. Former usernames, passwords and bank information will not be transferred from the old platform to VersaPay.

Additionally, if previously enrolled in auto-pay in PayerExpress, tenants must unenroll in PayerExpress and reconfigure their payment method using VersaPay.

Regency will discontinue use of PayerExpress on or around 03/31/2021. Thereafter, VersaPay will become Regency’s exclusive payment platform.

1. To Register with VersaPay click “Need help signing in?” More options will appear. Select Register.



The image shows a screenshot of the Regency Centers Sign In page. The page features the Regency Centers logo at the top, a placeholder for a profile picture, and a 'Sign In' button. Below the button are input fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'Need help signing in?' link. A callout menu is shown next to the 'Need help signing in?' link, containing the following options: 'Need help signing in?' (highlighted with a blue box), 'Forgot password?', 'Register' (circled in blue), and 'Help'. A dashed orange line connects the 'Need help signing in?' link on the page to the callout menu.

2. Input your credentials. You will need both your Lease and Tenant Number to Register. Your Lease and Tenant Number can be referenced from your past rent statements.

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First Name

Last Name

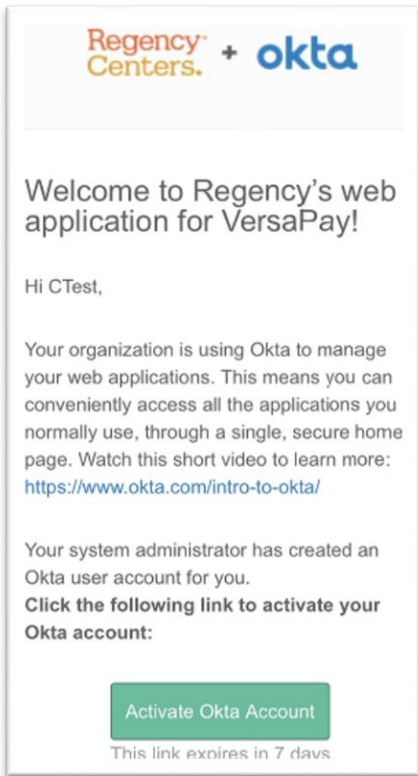
Email

Tenant Number

Lease Number

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3. Check your inbox for a verification email from [noreply@okta.com](mailto:noreply@okta.com) to activate your account!



4. Once you have chosen to activate your account, you will be prompted to setup (1) a password, (2) security question, and (3) two-factor authentication for your security protection.

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Welcome to Regency Centers Tenant Portal, CTest!  
Create your Regency Centers Tenant Portal account

**Enter new password**

Password requirements: at least 9 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 4 passwords.

**Repeat new password**

**Choose a forgot password question**

What is the food you least liked as a child?

**Answer**

**Regency Centers.**

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**Set up multifactor authentication**

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

**SMS Authentication**  
Enter a single-use code sent to your mobile phone.

Setup

**Voice Call Authentication**  
Use a phone to authenticate by following voice instructions.


Setup

Powered by Okta [Privacy Policy](#)

Two-factor authentication can be verified by text message or voice call after inputting your preferred phone number.

**Regency Centers.**

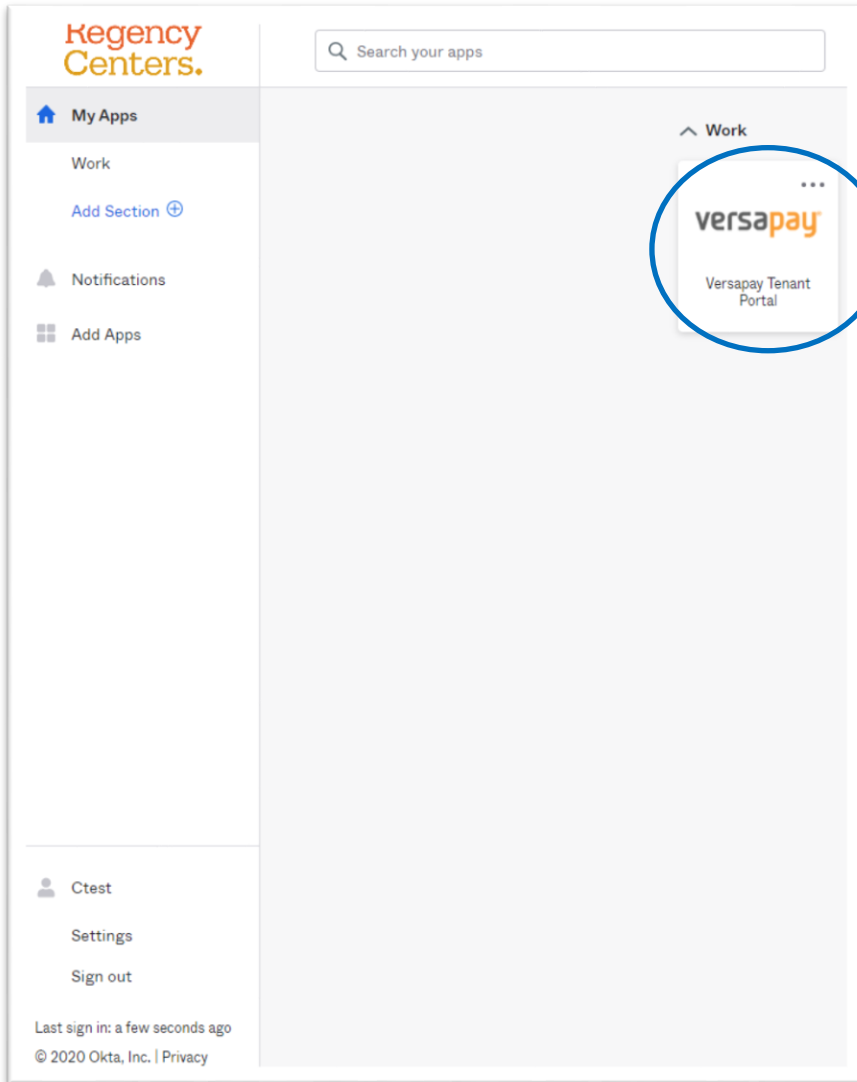
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**Verification email sent**

We just sent a verification email to TestTenantSignUp@domain.com Please check your email and verify your account to continue.

[Back to Sign In](#)

5. After verifying your email and device for login, you will be brought to an Okta landing page where the VersaPay application will be housed. Click the VersaPay icon to begin managing your account online!



Logged in and looking for additional help? A tenant guidebook has been posted to our corporate website at [regencycenters.com/tenants](https://regencycenters.com/tenants) to help you navigate the many features and benefits available through VersaPay. Have questions beyond what the guidebook can help you with? Don't hesitate to reach out to your property manager for assistance!