OFF CAMPUS HOUSING
INSTRUCTIONS FOR ONLINE APPLICATION & PAYMENT

1. Click the “Start Your Online Application & Payment” link
2. Leave “Quantity Box” at 1 (this means that you are 1 person registering)
3. Click the “Add to Registration” button
4. Fill in info and click “Continue”
5. Review your info and click “Checkout”
6. Enter your email address (this is the email where your confirmation will be sent) and click “Continue”
7. Enter your payment info; scroll down and enter name and address. Click “Use this Payment Method”
8. If you are a faculty/staff member, student or alumni, you will need to call the Student Support Services office at 937-775-3749 or email barbara.allbright@wright.edu to get the Promo Code to override the payment information. The Promo Code box is on the right side of the “Payment Methods” page. Enter the code and click “Apply”
9. Review your info and click “Submit your Order”
10. Return to the Student Support Services Off Campus Housing site and click on the link for the Rental Unit Listing Form. Fill out the Rental Form and click the Submit button at the bottom. It will be sent to our email. We will post it promptly on our Rental Board in the Student Union as well as in our Rental Unit Listing database.

Call Student Support Services at 937-775-3749 with any questions