My Booth Rent: Renter Getting Started Guide

Booth Rental Manager · https://haircutnow.com/docs/my-booth-rent-renter-getting-started-guide/

My Booth Rent gives you access to the rent records your business maintains for you.

Sign in

Ask the owner or manager to save your Haircut Now account email on your renter record and enable **My Booth Rent** access.

Sign in to Haircut Now Shops with that email, choose the correct business, and open **My Booth Rent**. The access setting does not send a separate invitation email.

Review your account

You can see your connected rent schedule, current balance, charges, confirmed payments, and last payment received.

A balance due means the ledger shows money owed. A credit means the account has a recorded credit. Contact the owner or manager if an amount looks incorrect.

Report a payment

When **Report a payment** is available:

1. Pay the business using your agreed payment method.
2. Open **Report a payment**.
3. Enter the amount, date paid, and payment method.
4. Add a reference or note if helpful.
5. Select **Submit payment for review**.

Submitting a report does not transfer money. It also does not immediately change the official balance.

Follow the review status

Pending review means the owner or manager has not confirmed it yet. **Confirmed** or **Confirmed with adjustment** reflects their review. **Not added** means it was rejected; check the review note.

Do not submit the same payment repeatedly. Ask the business about a report that remains pending or was adjusted.

Download records

Use the available year's **CSV** or **PDF** link for your own rent records. Imported opening balances are shown separately from individual payments.

Reminders

Allow Haircut Now notifications if you want to receive manual rent reminders. You can always open My Booth Rent to check the latest recorded balance.

Related guides

- How to Give Renters Access to My Booth Rent
- Understanding Booth Rental Manager Balances, Ledger, and Downloads
- Booth Rental Manager Access, Payments, and Reminder Troubleshooting

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