

HELP for “Creating an Account” that is authenticated in the “Role” of “Landlord-Owner”

We offer the following in hope it will help you to:

1. Create an Account on our new web site, and
2. Show you how to have your account “Authenticated” in the “Role” of a “Landlord-Owner.”

Creating an account is nothing new on web sites, and you probably have done that many times. What may be new is the concept of “Roles” and “Authentication.” “Authentication” is used to validate who you are. And, “Roles” are to distinguish which web site services we are to provide to you. We do this because we want to give you the same features and services we give all “Landlord-Owners,” but we do not want to give these features and services to anyone else. Further, we want to give you the ability to change the data and pictures of your rental unit(s), but we do not want to give anyone else that ability for your unit(s).

We apologize for the picture quality, but hopefully you will be able to follow along when you have an actual screen on your computer.



Step 1

“**User Name**” – This should be an easy to remember name that you will use in the future every time you “Log In” to our web site. It need not be your real name, and sometimes is referred to as your “handle” or “fun name.”

“**Password**” - At least 5 characters long, and it must contain at least 1 number.

“**Confirm Password**” – Retype your password to verify there was no typo.

“**Email**” – **IMPORTANT** – Enter your Email address. In “Authentication” Step 4 below, this Email address must match our records in office.

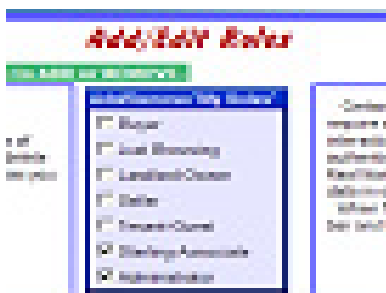
“**Security Question**” – Enter some question you want to be asked in case you lose or forget your password.

“**Security Answer**” – The answer to the above question.



Step 2

After completing Step 1 by having clicked “**Create User**” you will automatically be taken to this screen. Reaching this screen means **your account has been successfully created**, and it advises that upon clicking “**Continue**” you will be taken to the Step 3 screen for requesting your Role(s).



Step 3

This screen provides check boxes that you may check to select a Role or uncheck to delete a Role. When you check “**Landlord-Owner**” a pop-up box will ask you to provide your “Real Name” and a “Code.”

“**Your real name**” - This must be exactly the name that matches our office computer files. You may reference your Owner Statement. If your statement says Harry or Mary Jones, you may use either “Harry Jones” or “Mary Jones.” For Code you are to provide the “**Last 4 digits of your Tax ID#**” – This must match the last 4 digits of your Tax ID (Social Security Number) we have on file in our office. If what you enter matches our computer files in office **AND your Email address matches** our office records, **you will be Authenticated.**