



RENTAL OWNER SITE INSTRUCTIONS

FINANCIALS AND GENERAL LEDGER

The Financials page reports property income and expense activity. You can drill down to specific line items within the General Ledger.

Property account (Cash basis)	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Total as of 12/31/2015
Income					
Rent Income	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total income	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Expenses					
Total expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net operating income	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Net income	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00

To access this page:

1. Go to the Rental owner menu.
2. Click the Financials page.

RENTAL OWNER LEDGER

The Rental owner ledger shows all owner contributions and owner draws.

To access this page:

1. Go to the Rental owner menu.
2. Click the Rental owner ledger page.

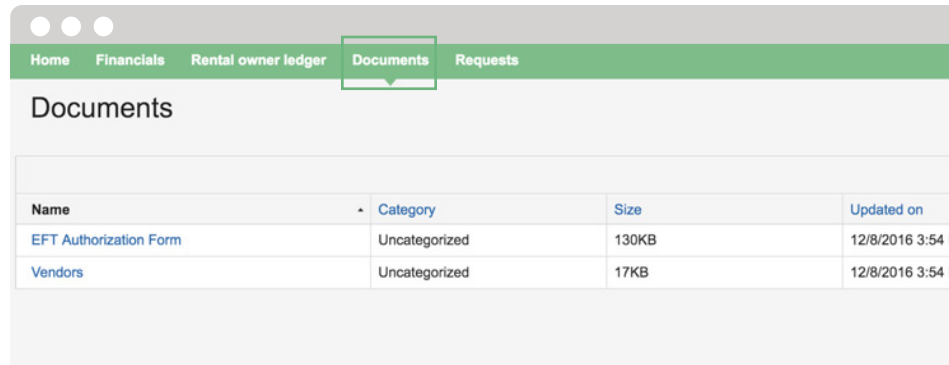
Date	Property	Memo
Owner Draw		
11/3/2015	Beacon Hill	Owner Draw
Owner Draw total		

DOCUMENTS

The Documents page shows all files that have been shared with you, such as a management agreement or property condition reports.

To download a document:

1. Go to the Rental owner menu.
2. Click the Documents page.
3. Click the document you wish to download.



SEND FUNDS

Send money immediately for repairs or capital expenses with online payments. You can send funds as long as the bank account being used is enabled for ePay and you have been enabled to send funds.

To send funds:

1. Log into your portal and click the Send funds button.
2. You will begin a three-step process to submit your payment electronically.

After you finish your submission, the transaction will automatically begin funding into the default operating account of that property.

A screenshot of a web application interface for sending funds. The title 'Send Funds' is at the top, with a green box around it. Below the title are three steps: '1. Payment info' (highlighted), '2. Review payment', and '3. Confirmation'. The form contains several fields: a dropdown menu for 'Copley Square', 'Pay this amount' (\$0.00), 'On this date' (7/6/2017), 'Pay with' (eCheck), 'Account owner name' (First and Last), 'Account type' (Checking), 'Routing number' (9-digit number), and 'Account number'. There is also a 'Memo' field with a character count of 46. At the bottom are 'Review' and 'Cancel' buttons. A green bracket on the left side of the screenshot points from the 'Send Funds' title to the '1. Payment info' step.

REQUESTS

The Requests tab allows for the submission of maintenance requests.

To submit a request:

1. Go to the Rental owner menu.
2. Go to the Requests page.
3. Click Add request.
4. Complete the form.
5. Click Submit.

A full history of the request is available online. To access it, click the request from the Requests page.

The screenshot shows a web application window with a navigation bar at the top containing 'Home', 'Financials', 'Rental owner ledger', 'Documents', and 'Requests'. The 'Requests' tab is active. The main heading is 'Submit a request'. Below it is a message: 'Please complete the form below and we'll get back to you as soon as possible. If your request involves multiple maintenance tasks, please submit each one as a separate request.' The form has two main sections: 'Subject' and 'Description'. The 'Subject' field contains 'Yearly Property Inspection Assessment'. The 'Description' field contains 'Hi there, I'd like to request a copy of the yearly property inspection assessment completed on my property, Beacon Hill.' To the right of the description field is a small green number '65379'. Below the description field is a link '+ Attach files or photos...'. At the bottom of the form, there is a 'Property' section with a dropdown menu showing 'Beacon Hill' and a 'Select a unit...' dropdown. At the very bottom are two buttons: 'Submit' (highlighted with a green box) and 'Cancel'.

REPORTS

The Reports tab allows you to run selected reports about your properties on demand. Data is updated in real time. To access this page, click the Reports menu at the far right of the navigation bar.

The screenshot shows the 'Reports' page in the software interface. The navigation bar at the top has 'Home', 'Financials', 'Rental owner ledger', 'Documents', 'Requests', and 'Reports' (which is highlighted with a green box). The main heading is 'Reports'. Below it, there are four columns of report categories: 'Financial reports', 'Rental reports', 'Property reports', and 'Compliance reports'. Each column lists various reports, some with sub-options. For example, under 'Financial reports', there is 'Balance sheet' with a sub-option 'Consolidated'. Under 'Rental reports', there is 'Current tenants' with a sub-option 'Delinquent tenants'. Under 'Property reports', there is 'Appliances' with a sub-option 'Event history'. Under 'Compliance reports', there is 'Bank account balance breakdown' with a sub-option 'Bank reconciliation'. There are also 'Task reports' and 'Administrative reports' sections. The 'Task reports' section includes 'Completed tasks', 'Open tasks', 'Tasks performance', and 'Work orders'. The 'Administrative reports' section includes 'Audit log' and 'Email notification preferences'.