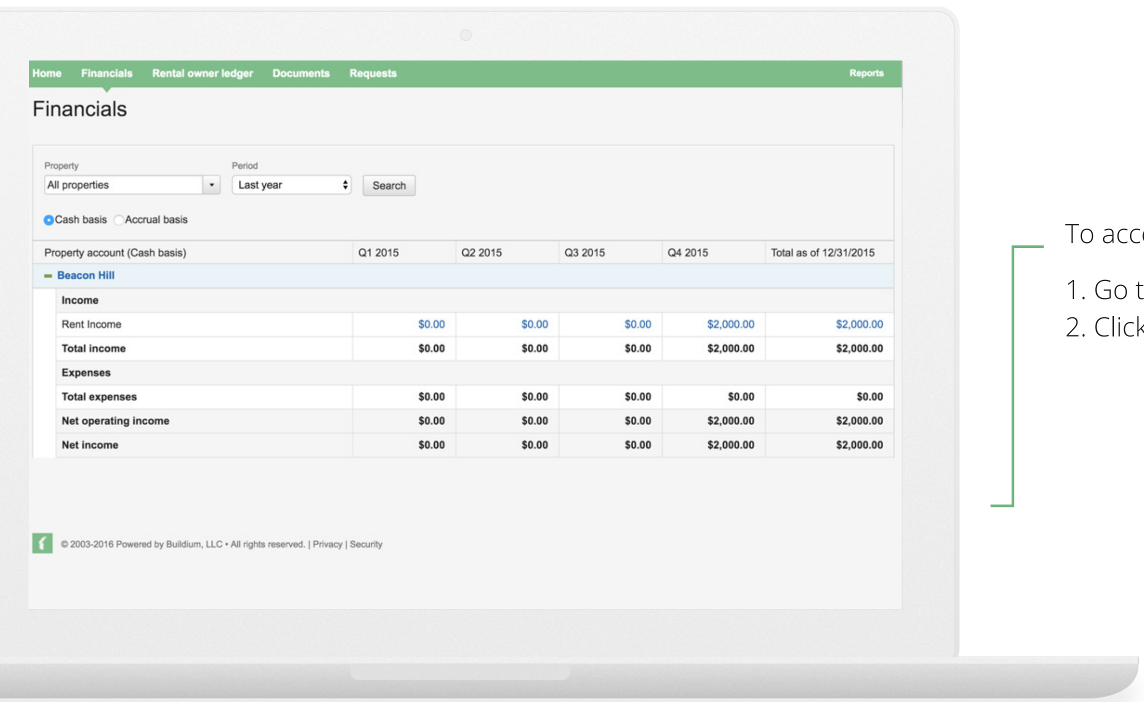
RENTAL OWNER SITE INSTRUCTIONS

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.



To access this page:

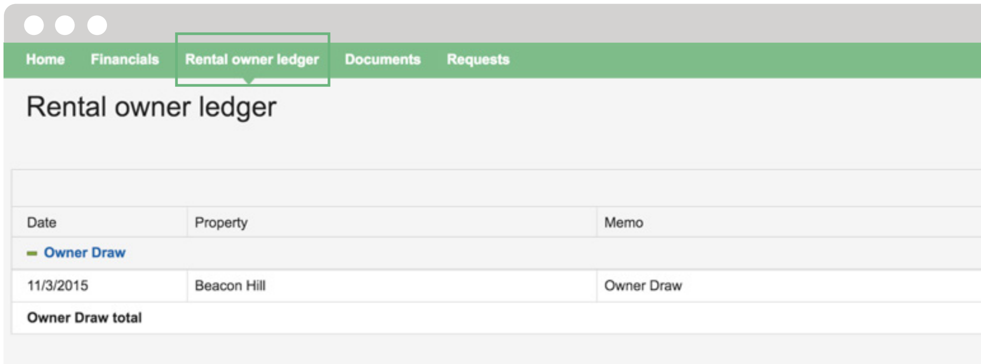
1. Go to the Rental owner menu.
2. Click the Financials page.

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.

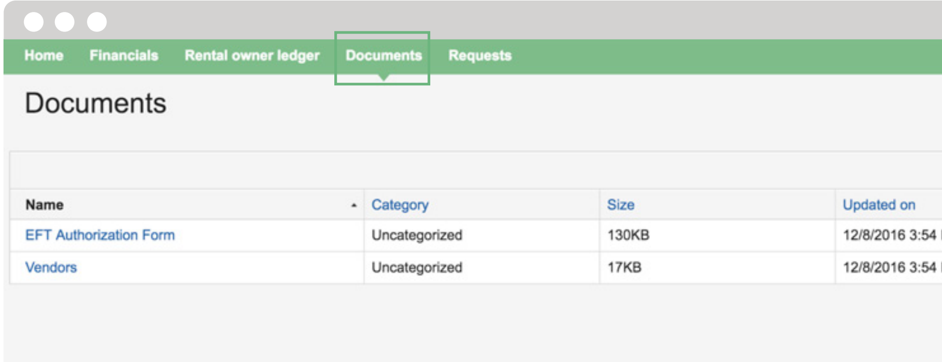


DOCUMENTS

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.



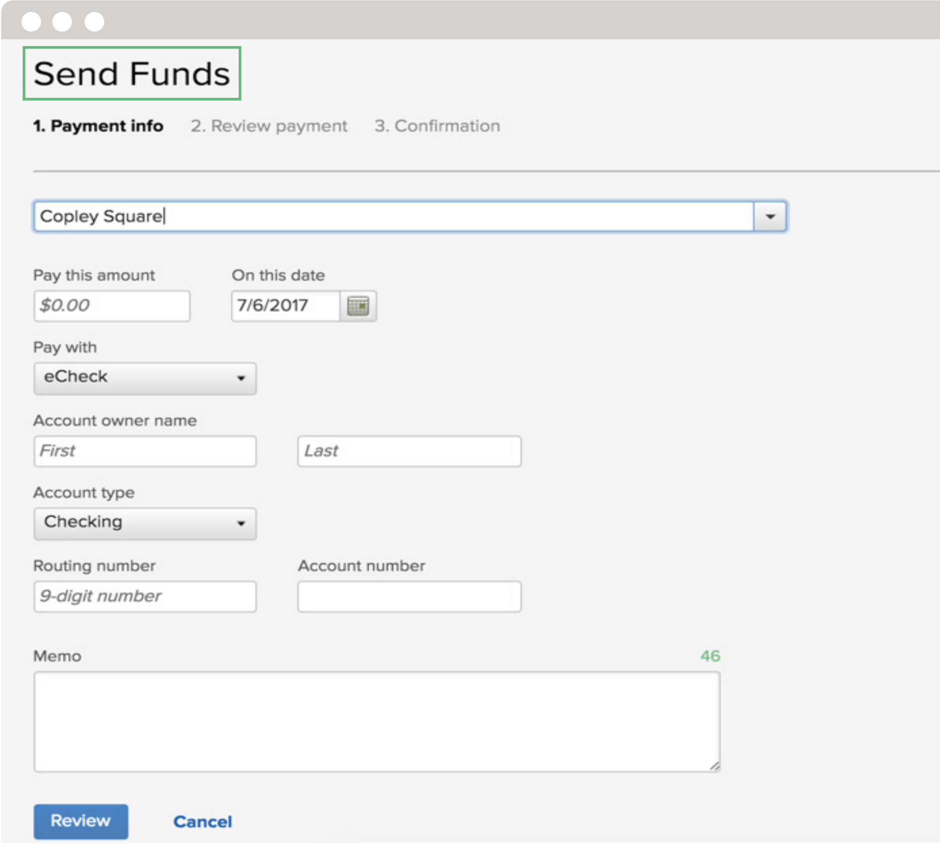
SEND FUNDS

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.



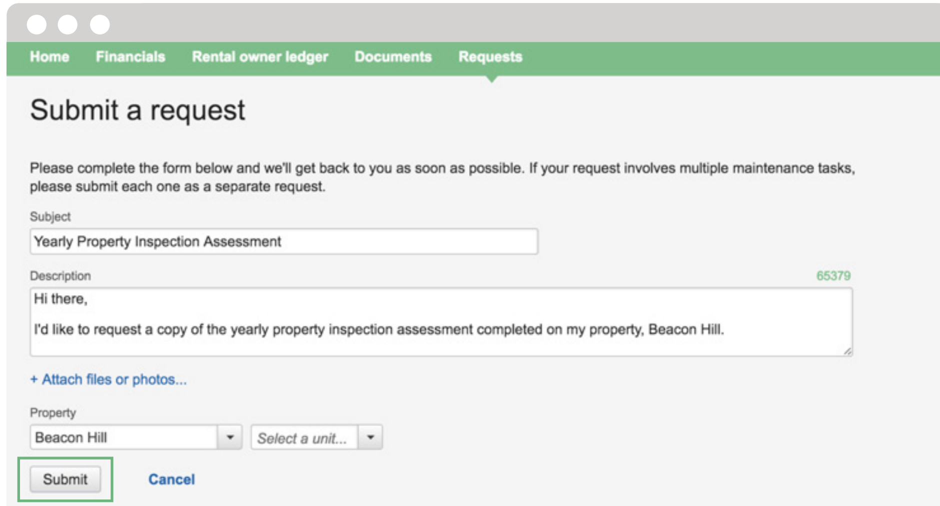
REQUESTS

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.



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.