

# Owner Portal Guide

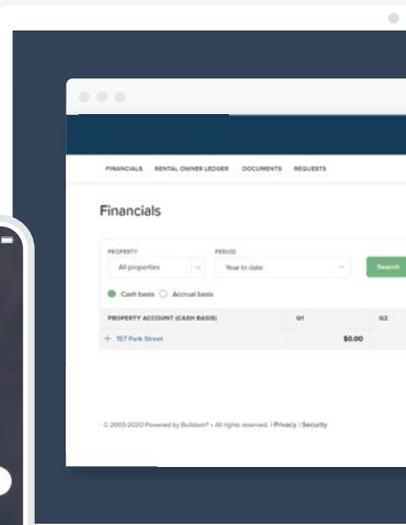
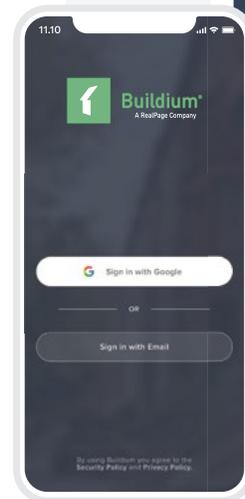
Your Logo

**Welcome to the Owner Portal!** It has been designed specifically to let you easily keep track of your property investments anytime, anywhere. We've provided some instructions below to help you get up and running—let's get started!

## Sign-in

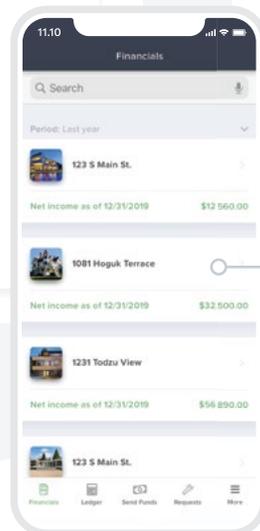
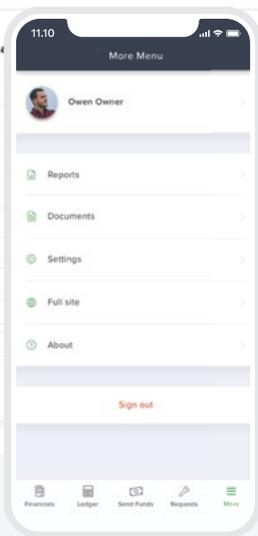
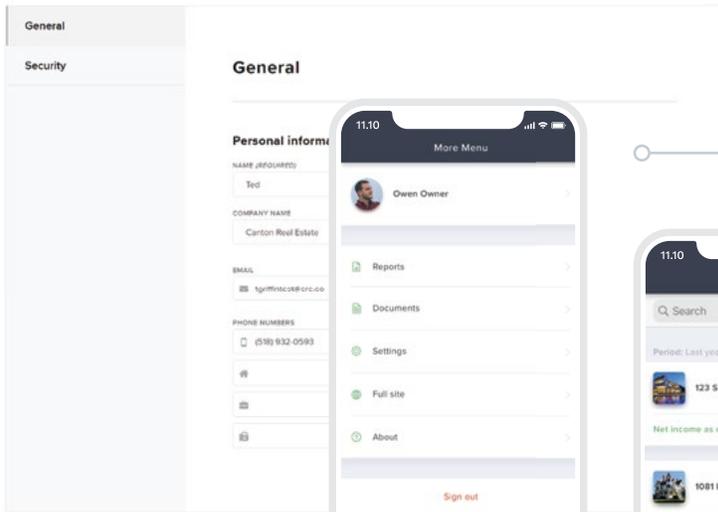
Instructions to activate your account will be sent in a welcome email. The email will contain a link to the owner portal, username, and password link to use when you sign in for the first time.

Once activated, you can access the refreshed owner experience through the Buildium mobile app. Download the app from the [App Store](#) or [Google Play](#).



FINANCIALS RENTAL OWNER LEDGER DOCUMENTS REQUESTS REPORTS

## My settings



## Adjust Settings

You can use the **My settings** page to keep your contact information up-to-date. On the mobile app, tap **More** in the bottom navigation bar to access your settings.

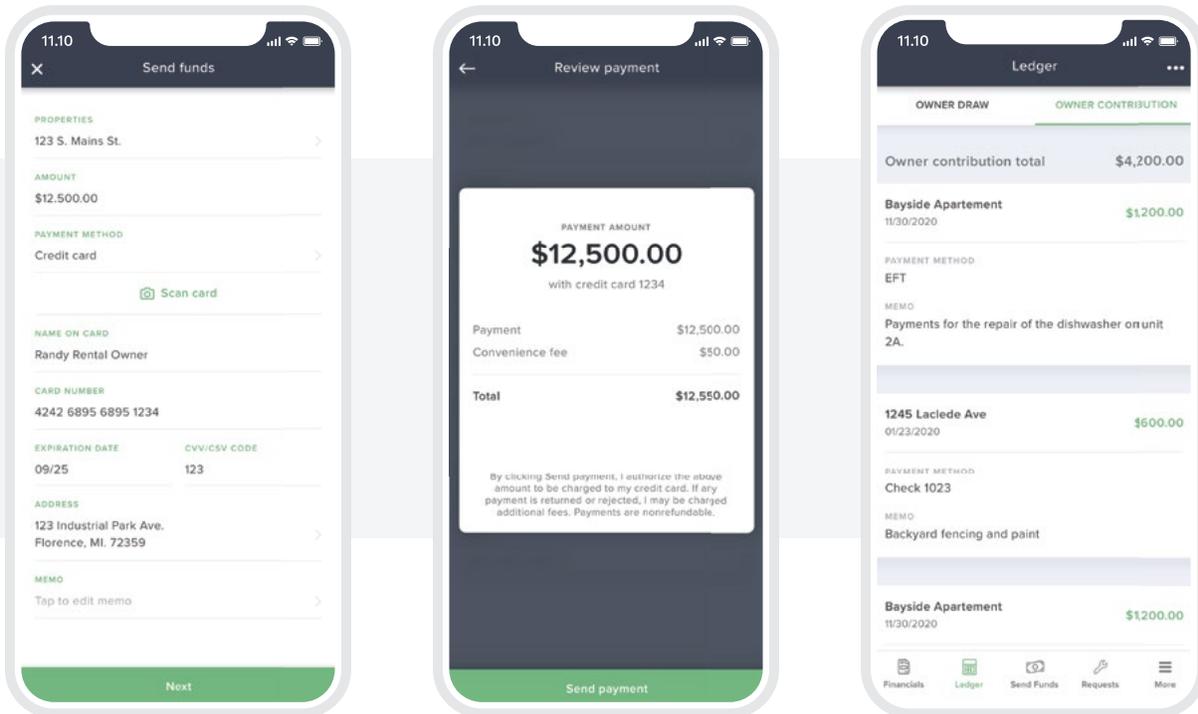
## Access Property Financials

Navigate to **Financials** to view your properties' income and expense activity. Click into each property to get more details on individual transactions.

## Make Payments and View Transaction History

Tap **Send Funds** and select the property to which you are making a payment. Payments can be made by EFT/eCheck or credit card. Once you have filled out your payment details and included a memo, tap **Save** to review and send the payment.

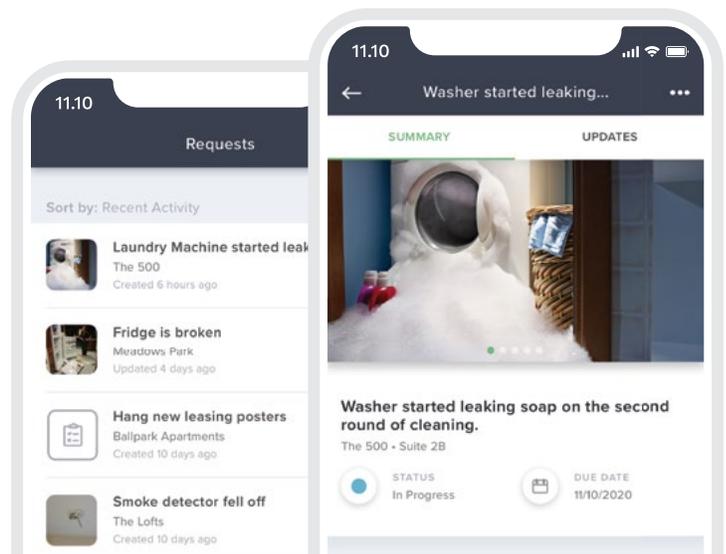
The **Ledger** shows a complete history of all the payments you have made and received for each property.

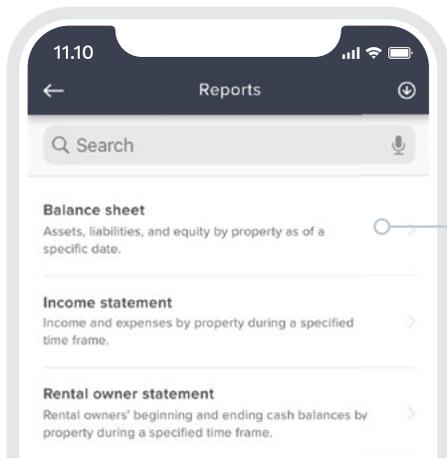


## Submit and Track Requests

Log maintenance and other requests on the go from the **Requests** screen. Here, you can select which property and unit has the issue, and provide details including photos to get it fixed as soon as possible.

Once submitted, you can stay up-to-date on the status of each of your requests through the task list.





## Run Real-Time Reports

Navigate to the **More** menu to access **Reports** that have been shared with you. From here, you can generate reports about your properties on demand, export them in your preferred format, and easily find any recently run reports. Report data is updated in real time so you can rest assured that you are viewing the latest information.

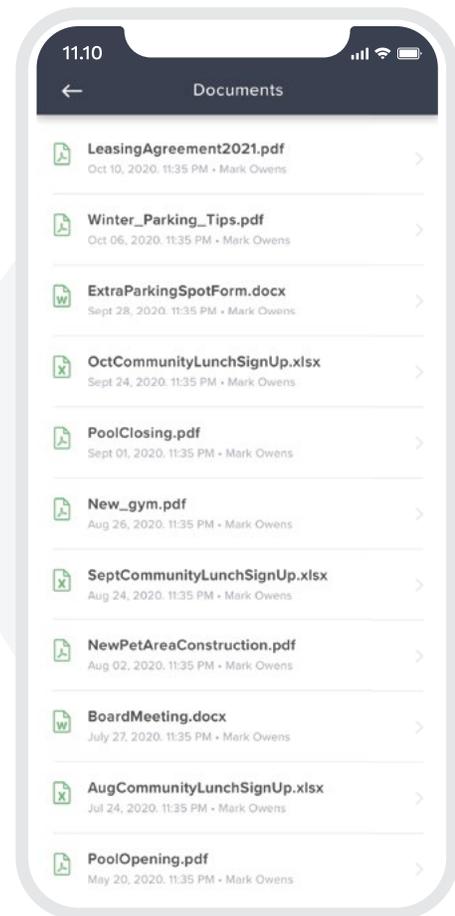
## View and Share Documents

In the **More** menu, tap on **Documents** to see any files that have been shared with you. For example, you might find leasing agreements, property walkthrough paperwork, or rental owner agreements here. You can preview, download, and share any file in just a few steps.

## Set and Receive Notifications

Choose to get notified via the Buildium mobile app when:

- ✓ Funds have been drawn from your account
- ✓ Payments have been submitted and processed
- ✓ Maintenance requests are created and updated
- ✓ Reports you have generated are ready



Download the Buildium mobile app today!

