



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
Beacon Hill					
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.

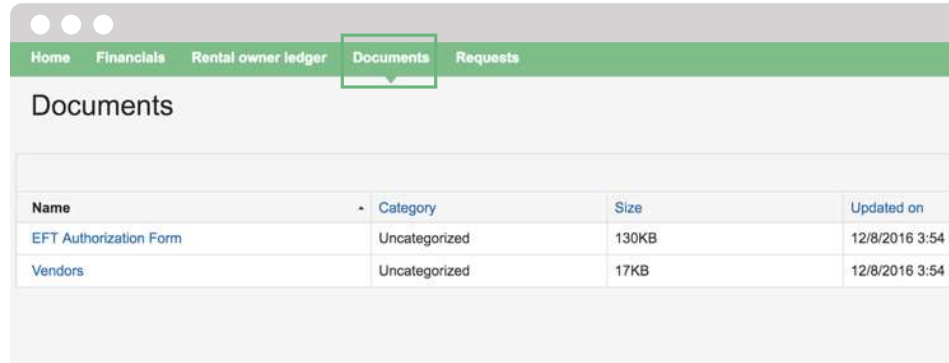
Date	Property	Memo
Owner Draw		
11/3/2015	Beacon Hill	Owner Draw
Owner Draw total		

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

The screenshot shows a 'Send Funds' form in a web application. The form title 'Send Funds' is highlighted with a green box. Below the title, there are three steps: '1. Payment info', '2. Review payment', and '3. Confirmation'. The form includes a dropdown menu for the property name, currently showing 'Copley Square'. There are input fields for 'Pay this amount' (set to '\$0.00') and 'On this date' (set to '7/6/2017'). A 'Pay with' dropdown menu is set to 'eCheck'. There are input fields for 'Account owner name' (split into 'First' and 'Last') and 'Account type' (set to 'Checking'). There are also input fields for 'Routing number' (with a placeholder '9-digit number') and 'Account number'. A 'Memo' field is present at the bottom, with a character count of '46'. At the bottom of the form, there are 'Review' and 'Cancel' buttons. A green bracket on the left side of the screenshot points to the 'Send Funds' title.

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 interface with a navigation bar at the top containing 'Home', 'Financials', 'Rental owner ledger', 'Documents', and 'Requests'. The 'Requests' tab is active. The main content area is titled 'Submit a request'. Below the title 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 the following fields: 'Subject' with the value 'Yearly Property Inspection Assessment'; 'Description' with the text 'Hi there, I'd like to request a copy of the yearly property inspection assessment completed on my property, Beacon Hill.'; 'Property' with a dropdown menu showing 'Beacon Hill'; and 'Select a unit...' with another dropdown menu. At the bottom of the form are 'Submit' and 'Cancel' buttons.

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 a web application. The navigation bar at the top includes 'Home', 'Financials', 'Rental owner ledger', 'Documents', 'Requests', and 'Reports'. The 'Reports' tab is active. The main content area is titled 'Reports' and displays a grid of report categories and their sub-items:

- Financial reports**
 - Balance sheet
 - Consolidated
 - Budget vs. actuals
 - Cash flow statement
 - Consolidated
 - General ledger
 - Consolidated
 - Income statement
 - Consolidated
 - Detailed
 - Management income
 - Property statement
 - Rental owner ending balances
 - Rental owner statement
 - Trial balance
 - Consolidated
 - Vendor ledger
- Rental reports**
 - Current tenants
 - Delinquent tenants
 - Leases ending
 - Rent paid
 - Rent roll
 - Tenant notes
 - Tenant statement
 - Tenant vehicles
 - Unit listings
 - Vacant units
- Association reports**
 - Association owner notes
 - Association owner statement
 - Association owner vehicles
 - Current association owners
 - Delinquent association owners
 - Recurring charges
- Property reports**
 - Appliances
 - Event history
 - Late fee policy
 - Meter readings
 - Payment reminder policy
- Transaction reports**
 - Bank transactions
 - Consolidated
 - Check detail
 - ePay activity
 - Remote check printing activity
 - Scheduled EFTs
 - Transaction detail by account
 - Unpaid bills by property
 - Unpaid bills by vendor
- Compliance reports**
 - Bank account balance breakdown
 - Bank reconciliation
 - Trust reconciliation
- Task reports**
 - Completed tasks
 - Open tasks
 - Tasks performance
 - Work orders
- Administrative reports**
 - Audit log
 - Email notification preferences