

## PROSPECT PORTAL

### THE TEN STEPS OF THE LEASE AGREEMENT

#### STEP 1 & 2

**STEP 1:** Simply read over the filled in information and double check to see that it is correct. If it is correct click the **[save]** button, followed by the **[next]** button.

#### **STEP 2: PEOPLE (Screenshot image)**

Simply fill in the needed information. Then click **[save]** and **[next]**.

The screenshot displays the 'mycommunity' Prospect Portal interface. On the left, a vertical sidebar lists ten steps: 1. Lease Application, 2. People, 3. About you, 4. Additional Info, 5. Financial, 6. Emergency Contacts, 7. Legal, 8. Summary, 9. Payment, and 10. Confirmation. Step 2, 'People', is highlighted with a red circle. The main content area is titled 'People' and contains a message: 'Everyone living in the residence must be listed below:'. Below this, there are three sections: 'Applicant' with the name 'Jane Doe', 'Co-Applicants' with 'No Data', and 'Dependents' with 'No Data'. Each section has a '+ Add' button. At the bottom of the form, three buttons are visible: 'Save', 'Previous', and 'Next', all of which are circled in red. To the right of the form is a 'Rental Summary' box containing details about the apartment unit, lease term, and charges. The footer includes the Wolverine Property Management logo, contact information, social media links, and the 'mycommunity' logo.

#### **IMPORTANT:**

The portal will still allow you to **[save]** and proceed **[next]** even if it is missing required information.

To remind you that the step is **not completed** the number next to the step will turn **red** (as pictured above for steps 3,4,5,7,9 and 10).