

## TENANT PORTAL

## CREATE NEW MESSAGE

If you wish to contact Wolverine Property Management with any issues, concerns, notice of renewal or move-out you can either call us directly at the office, email us at <u>info@WolverineManagement.ca</u> or email us through the portal.

Dashboards	Getting Started using myCommunity	Resident Portal	<u>Messages</u>	
Billing & Payment	Now you are ready to start using myCommun to you what you do next.	ity Resident Portal on a regular b	No new messages	
Maintenance	Make a payment, setup Auto Pay or see y Submit Maintenance Request	our Billing history.		
Resident Services	Update Insurance information Update your Profile			
Perks	Hide C	Getting Started		
	lane Doe	4 Bedrooms-1 bathroo student I 308 Hawthorn St. Ur		
	Jane Doe View my Profile View m	4 Bedrooms-1 bathroo student I 308 Hawthorn St, Ur Ontario Canad	5 14 16	
	Jane Doe Viewmy Profile Viewm	4 Bedrooms-1 bathroo student H 308 Hawthorn St, UP Ontario Canad y Account Change my Password My Maintenance		
	Jane Doe Viewmy Profile Viewm My Billing Summary Current Balance \$960.00 Due Date 09/01/2017	4 Bedrooms-1 bathrous student 1 308 Hawthorn St, Ur Ontario Canad A Account Change my Password My Maintenance You don't have any ope Request	n Maintenance s.	

Located in the top right hand corner is a bell icon.

This icon will turn red if you have an unread message.

You can also click on this icon to create a new message.

Click the underlined [Messages] title or the box with the pencil (circled in red) to create a new message.



The image below displays another way to view your messages.

The portal will keep a history of what mail has been sent and received.

You can also create a new message this way, by clicking the [+ New Message] button.

Dashboards	Tenant Communication			Community Events
Billing & Payment	+ New Message			
Maintenance	Senders	Subject Last	Update Date	Don't kick yourself for not being PREPARED
Resident Services				like burst pipes, fires and thefts. Just because you rent, doesn't mean you don't have responsibilities. You could
Perks				lose a lot of money and you could be held liable for damages you may cause both inside and outside your unit. Not
				to mention, to be fully lease compliant, you must have tenant insurance in place before you can
				We have a SOLUTION
				the points mentioned above, we have partnered with TenantSure across all our properties to provide tenant insurance at group discount rates
				Signing up is easy, and can be 100% completed and approved online.
				Get Coverage
M mycomn	nunity	Jane Doe	• English (Canada) •	Get Coverage
May Massara	nunity	Jane Doe	• English (Canada) • 🌲	Get Loverage
New Message	nunity	Jane Doe Messages (1)	English (Canada) -	
New Message	hunity.	Jane Doe	English (Canada) -	
New Message	Subject	Jane Doe Mensager (1) Est Est	English (Canada) -	
New Message	nunity *Subject:	Jane Doe	English (Canada) -	
New Message	nunity *Subject:	Messages (1)	English (Canada) -	
New Message	Subject:	Jane Doe Mestager (1) Err	English (Canada) -	
New Message	nunity *Subject:	Jane Doe	English (Canada) *	
New Message	nunity Subject	Jane Doe	English (Canada) -	

**IMPORTANT**: Be sure to include a subject when creating a message.

If you need to upload a picture simply press the [+] button in the bottom left corner that says Add Attachments.

Carcel Submit