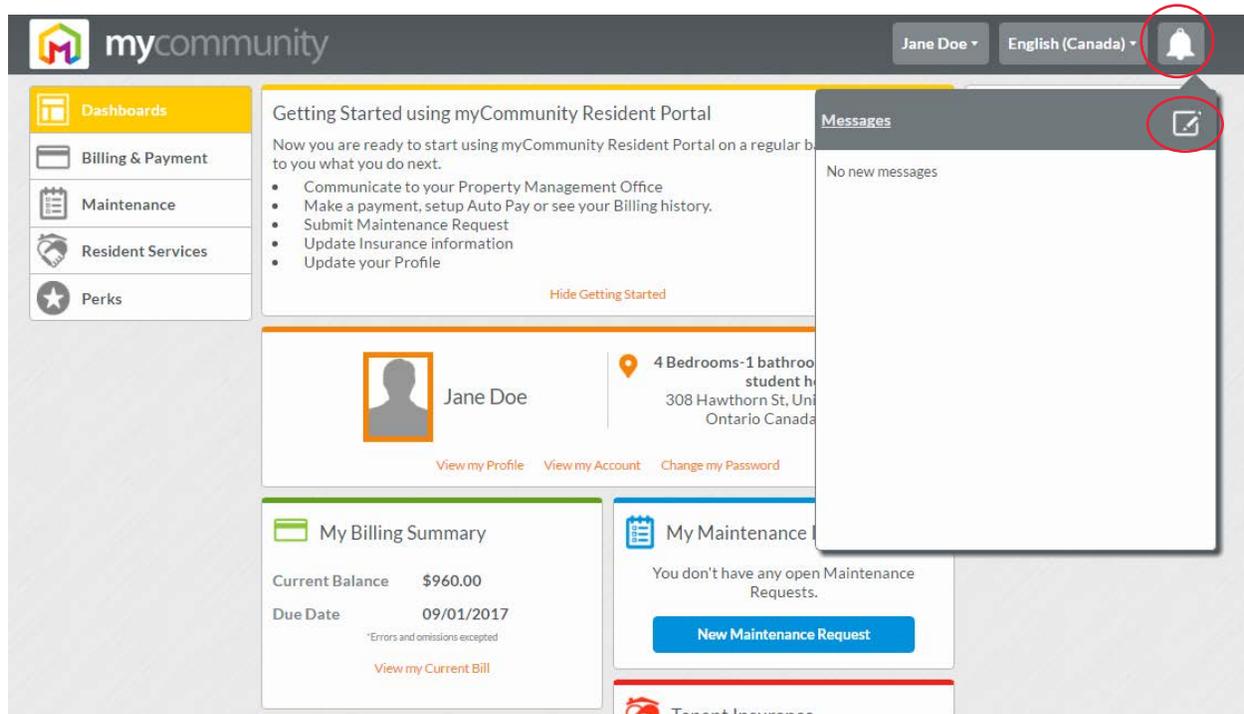


## TENANT PORTAL

### 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 [info@WolverineManagement.ca](mailto:info@WolverineManagement.ca) or email us through the portal.



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

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

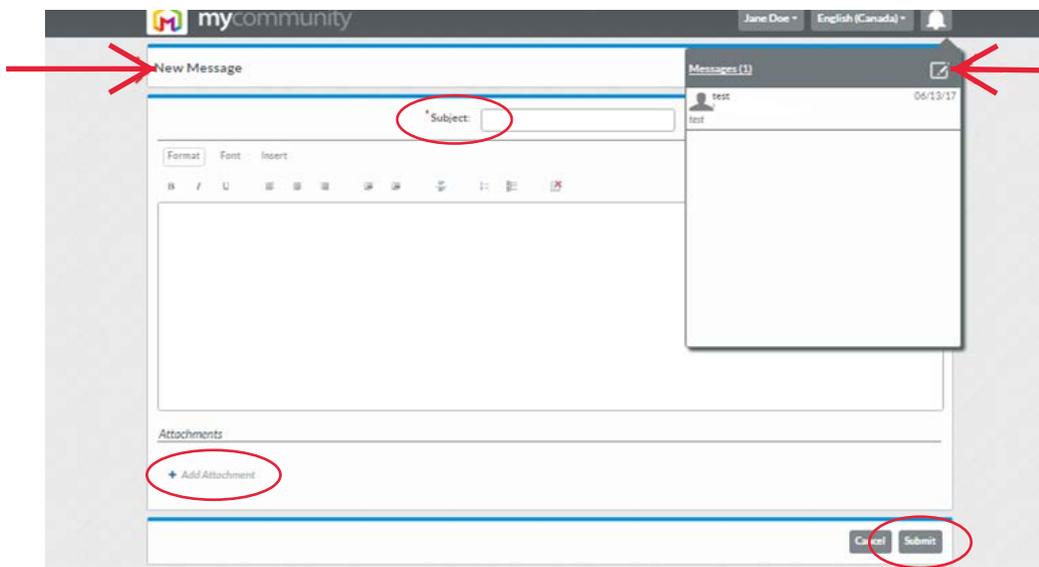
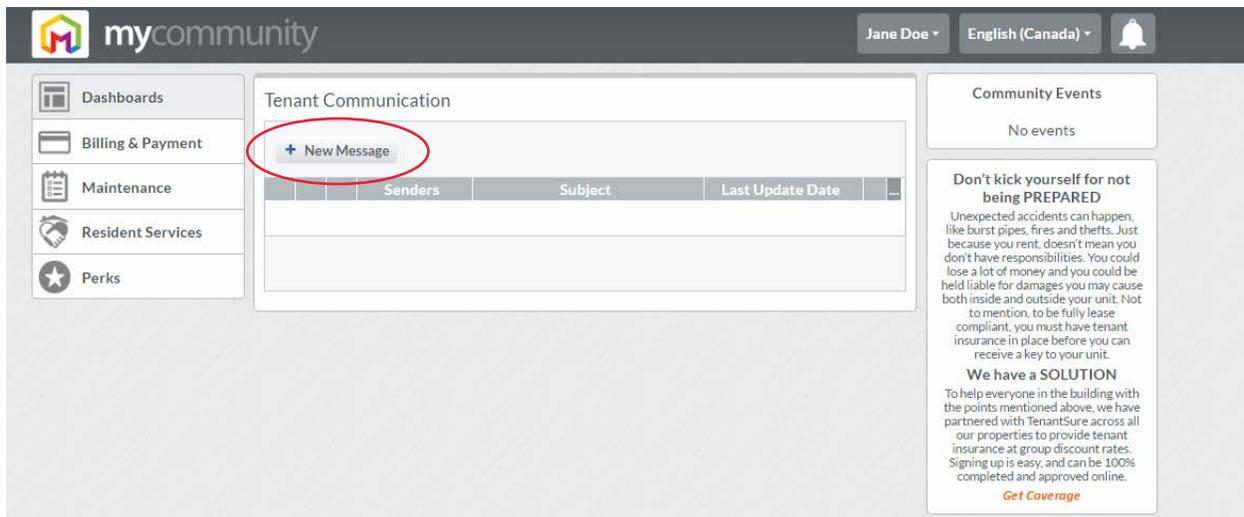
You can also click on this icon to create a new message.

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.



**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.