

TENANT PORTAL

DASHBOARD INFORMATION PAGE

After going through the initial set-up steps of **AUTO-PAY** and **INSURANCE** this is the page that you will see.

Similar to the layout in the PROSPECT PORTAL the **TENANT PORTAL** is laid out in a similar way to make it easy for the tenant to navigate.

The dashboard page simply provides a summary of your Profile, Address, Billing Summary, Maintenance Requests, Perks and Insurance.

The screenshot shows the 'mycommunity' tenant portal dashboard for Jane Doe. The user's name and address are displayed at the top right. The dashboard is organized into several sections: a left-hand navigation menu with tabs for Dashboards, Billing & Payment, Maintenance, Resident Services, and Perks; a central 'My Billing Summary' section showing a current balance of \$0 and a due date of 09/01/2017, with buttons for 'Make a Payment' and 'Setup Auto Pay'; a 'My Maintenance Requests' section with a 'New Maintenance Request' button; a 'Tenant Insurance' section with a 'Free Quote / Buy Insurance' button and a 'Provide Proof of my Insurance' button; a 'My Perks' section with a 'View my Perks' button; and a 'Community Events' section with 'No events' listed. A 'Current Weather' widget shows 27° Cloudy. Red circles and arrows highlight the 'Make a Payment' button in the Billing Summary section and the 'Free Quote / Buy Insurance' button in the Tenant Insurance section.

IMPORTANT: If you have signed up for auto-pay and tenant insurance than the tabs above with red arrows will not show up on your dashboard.

If you wish to continue signing up for auto-pay or tenant insurance simply click the buttons in each square. Each square on the dashboard aligns with a tab on the left of the screen.

IMPORTANT: The balance owing in the billing summary section may be different from the number shown on the above image.