

## **An Easy to Use Secure Owners Portal**

Now you have on-demand access to your owner reports!

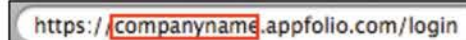
### **What can you do with the Owners Portal?**

You will have the ability to access current and historical Owner packets, and will be able to download these reports on demand in PDF format. This gives you anytime, anywhere access to the same Owner Packets you receive on a monthly basis.

### **How do I access the Owners Portal?**

The Owners Portal was specifically designed to make it easy for you to access your information without needing to have yet another ID and password. All you need to access your Owner Portal is your email address. To access the Owners Portal simply:

1. In your Internet Browser, *enter* the **URL address** associated with your Management Company's AppFolio account  
Typically in the form of "companyname.appfolio.com".  
(Exact URL is provided in the email you received with this document)



https://companyname.appfolio.com/login

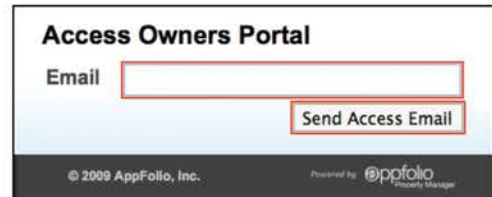
2. On the AppFolio Property Manager Login page, *click* the link called **Access Owners Portal**.

This will open a new browser window and will load the Access Owners Portal page.



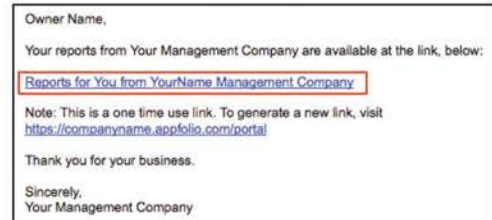
3. Enter your email and *click* the **Send Access Email** button.  
(Be sure you are using the same email address that you have on file with your Property Management Company).

This will send the email with the special one-time-use link to access your Owners Portal.



4. Go to your email program and open the email from your Property Management Company. *Click* the **link** for the Reports.

This will open a new browser window and your Owners Portal will load.



5. On the Owners Portal page, *click* the link for the Owners Packet (in PDF format) that you wish to view.

The PDF document of the Owners Packet will launch and open in a new window.

