Owner Portal Instructions

1) Visit **pro100.owa.rentmanager.com** to register for your new account.

2) Click "**Sign up**"

3) Enter your unique Owner Account #, Email Address, and the last 4 digits of the Tax ID associated with your account.

4) Once you complete these fields and click "**sign up**", you should see the following screen:

OWNERWEBACCESS

The verification email was sent if the login was valid and associated with an active account.

Please follow the instructions in the email to complete this request.

The link will expire in 15 minutes to maintain the security of your account.

If you have any questions, contact your Property Manager.

5) Check your email for the following message and click "**Finalize**" to continue your registration.

Verify your Web Account

D donotreply@rentmanager.com
To ○ Property Management

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

OWNERWEBACCESS

Hello Pro 100, Inc. Realtors,

Thank you for signing up with Owner Web Access. You are receiving this email because you created an account for pm@pro100.com.

To help prevent unauthorized account creation, we need you to verify your email address. Please use the following link to finalize your account.

Finalize

If you did not make this request, no further action is required.

Please contact your property manager with any questions or concerns.

6) Create a password. Passwords must have each of the following:
- At least 8 characters
- At least 1 numeric character
- At least 1 uppercase alphabetic character
- At least 1 lowercase alphabetic character

7) Once you click "**Verify**" your account registration is complete.

8) You may now log in to your Owner Portal using the email address and password you entered during the previous registration steps.

OWNERWEBACCESS

pm@pro100.com

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Forgot Password?   Sign up

Sign In

9) Once you are logged in you will have access to see your Owner Statements (Notes), Owner Disbursements, and Property Bills.

OWNERWEBACCESS

| Dashboard | Bills | Owner Distributions | Make Contributions | History / Notes | | 2074 - Pro 100, Inc. Realtors |

Messages

Welcome to your Property Owner Portal!

Ownership

Ownership
100% - z.Pro 100 Inc Realtors ✉

Reserve Amount	Last Management Fee
$0.00	11/14/2019
Last Distribution	Balance
	$1,161.98

Notes

DATE	NOTE
> 01/24/2020	2019 Profit & Loss by Property
> 01/14/2020	Jan 2020 Owner Statement
> 12/19/2019	December 2019 Owner Statement

Bills
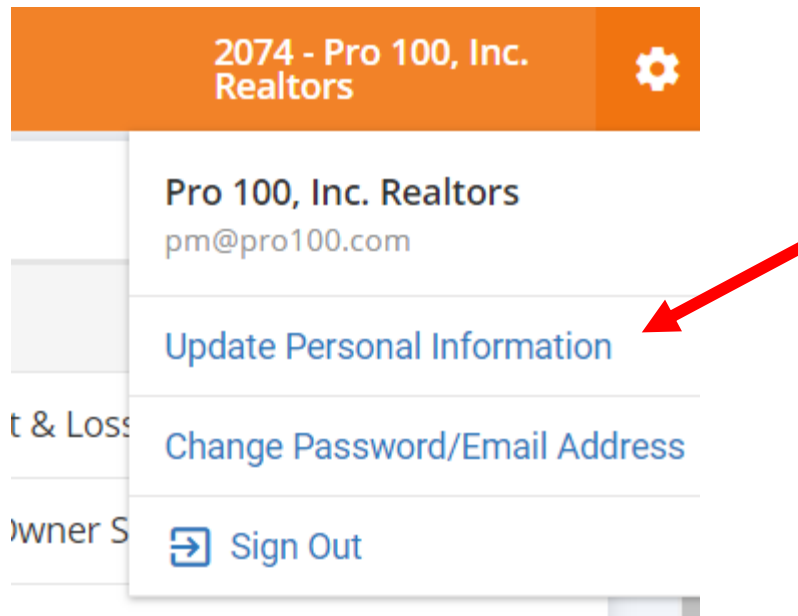
BILL DATE	PAYEE	AMOUNT
01/28/2020	0.Pro 100 Inc. (Main)	$8.37

Owner Distributions

PROPERTY	REFERENCE	CHECK DATE	AMOUNT

10) You may also update your contact information. Simply click on the wheel in the top right corner, and then select "**Update Personal Information**".

If you have any questions regarding your Owner Portal please contact the Accounting office at pm@pro100.com or 417-782-0800.