Resident Portal Registration Instructions

You will need a copy of your current Rent Invoice which contains the following data required for registration:

1. **Your Name exactly as printed on the invoice**
2. **Your Account #**
3. **Your WebReg #** (located on the top right of the bill stub portion)

Please follow these Steps:

1. Click on Your Online Portal Link

2. Click on the **"Resident Portal"**

3. Click on the **"Register"** link located on the lower left hand side of the login box.

4. Enter the following credentials:
   a. E-Mail Address   **<your valid e-mail>**
   b. Password   **<secure password>**
   c. Re-enter Password   **<secure password>**
   d. Resident Name   **<YOUR FULL NAME as PRINTED on the rent bill>**
   e. Billing Account #:   **<ACCOUNT NUMBER> e.g. 110-002**
   f. Unit # :   **<UNIT NO.> e.g. 1A**
   g. Registration # :   **<WebReg #>**

5. Click on "**Register**" Button

6. An e-mail will be sent to your account requiring you to click on a link to activate your account. Once you click on that link, you will now be able to login with your e-mail/password to gain access to your account.

Resident Portal Registration Instructions - Continued

Now you may review your account and have the option to pay your full balance due from your Checking/Savings account. Each time you make a payment, you will receive an e-mail confirming the transaction.

OPTIONAL - Additional Apartments may be registrated under the same login

At this stage you may login and **ADD** a second Apartment to your account.

Please follow these steps:

1. Under **"My Account Profile"** screen, click on the **"Add Apartment"** button located on the center left side of the screen:

    a. Resident Name: **\<YOUR FULL NAME as PRINTED on the rent bill\>**

    b. Billing Account #:   **\<ACCOUNT NUMBER\> e.g. 110-002**

    c. Registration # :   **\<WebReg #\>**