



Owner Portal Instructions

- 1) Visit pro100.owa.rentmanager.com to register for your new account.
- 2) Click **"Sign up"**

The image shows the "OWNERWEBACCESS" login page. It has a header with a house icon and the text "OWNERWEBACCESS". Below the header are two input fields: "Username" and "Password", each with a user icon and a password icon. There are two links: "Forgot Password?" and "Sign up". The "Sign up" link is circled in red, and a red arrow points to it from the right. At the bottom is a large orange "Sign In" button.

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

The image shows the "OWNERWEBACCESS" registration page. It has a header with a house icon and the text "OWNERWEBACCESS". Below the header are three input fields: "Account#", "Email Address", and "Last four Digits of Tax ID". At the bottom are two orange buttons: "cancel" and "sign up".

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



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



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



username : pm@pro100.com

Please create a password to finalize this account

Password

Confirm Password

Verify

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





Your account has been updated!.



Please use your new credentials the next time you login.

dashboard

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



 pm@pro100.com 

[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.

The screenshot shows the OWNERWEBACCESS dashboard with a navigation bar and several data panels.

Navigation Bar: 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: \$0.00
- Last Management Fee: 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

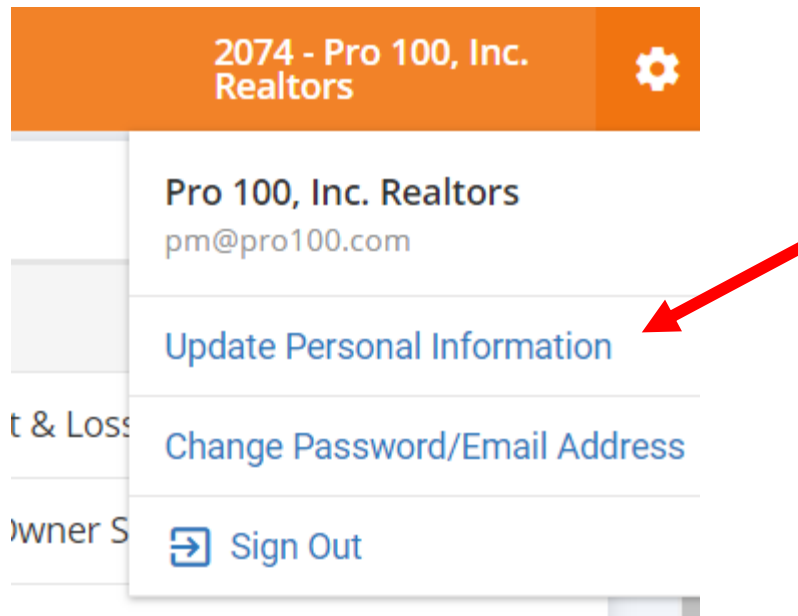
Bills:

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

Owner Distributions:

PROPERTY	REFERENCE	CHECK DATE	AMOUNT
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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.