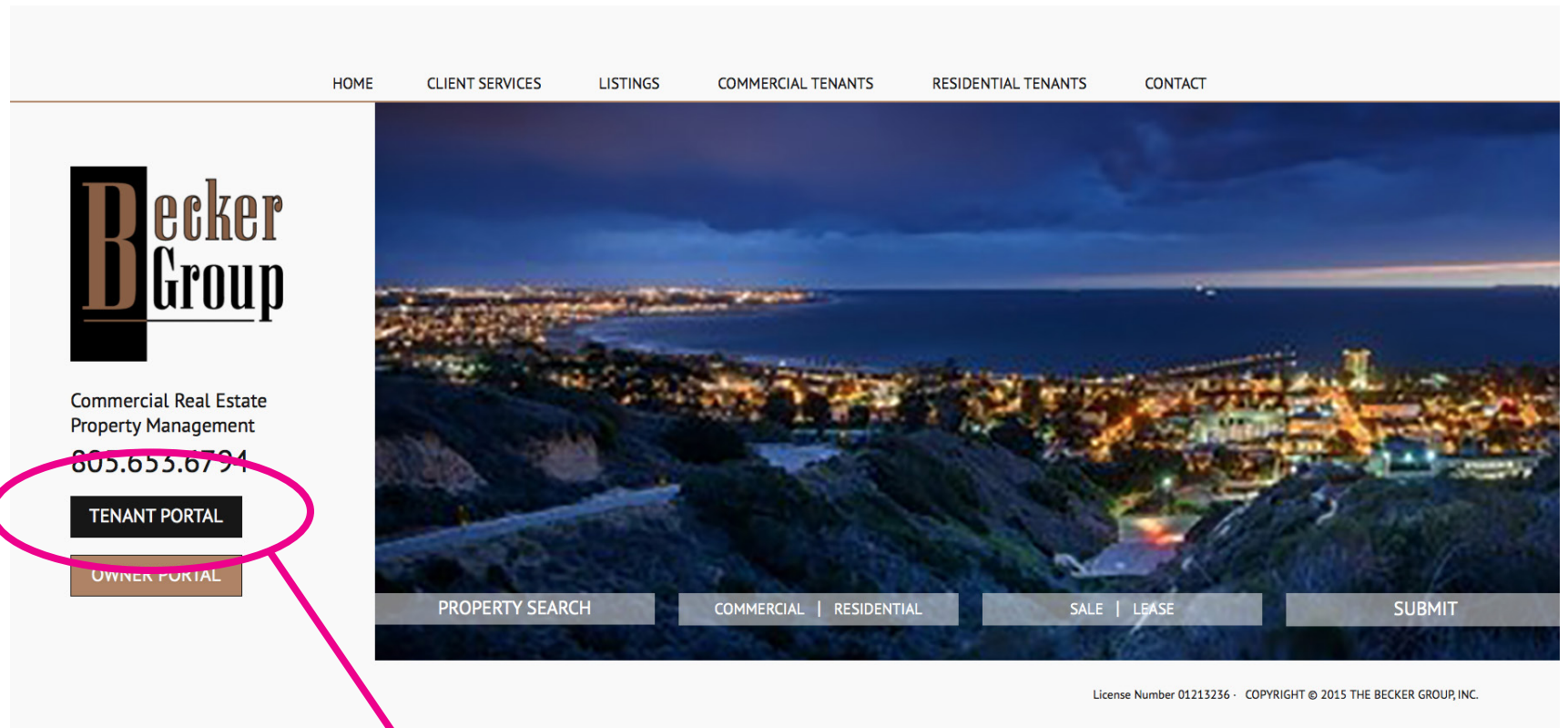


# Step 1

“First Time Setup”

Go to Website: [www.beckergrp.com](http://www.beckergrp.com)



• Select Tenant Portal

# Step 2

## “First Time Setup”

### Signing into Portal for Setup

Welcome to your Tenant Portal. Please use your account number and email address on file with the office to register for an account. If no email address on file, please contact the office. For any questions in regards to registration please contact the office at 805.653.6794.

#### TENANT WEBACCESS

LOGIN

**Location**  
Default

**Username**  
[ ]

**Password**  
[ ] LEAVE BLANK

Remember Me

[forget password?](#)

[sign up](#)

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• Select Location

#### TENANT WEBACCESS

LOGIN

**Location**  
Default

Default  
bgr12  
jardin12  
mip12

Remember Me

“3” Location ID choices-select ONE:

- bgr12 <=> Becker Group Property Trust Acct
- jardin12 <=> El Jardin
- mip12 <=> Matilija Investment Property, LLC  
(FYI – DEFAULT is NOT an option/it goes nowhere)

• Select “sign up”

# Step 3

## “First Time Setup” Creating Your New Account

The screenshot shows a registration form titled "TENANT WEBACCESS". It contains the following fields and buttons:

- Location:** A dropdown menu currently showing "Default". A pink dot is placed on the dropdown arrow, with a line pointing to the "Select Location" instruction.
- Account #:** An empty text input field. A pink dot is placed on the right side of the field, with a line pointing to the "Enter Your Account #" instruction.
- Email Address:** An empty text input field. A pink dot is placed on the right side of the field, with a line pointing to the "Enter Your Email Address" instruction.
- Buttons:** A "cancel" button on the left and a "sign up" button on the right. The "sign up" button is circled in pink, with a line pointing to the "Select 'sign up'" instruction.

At the bottom of the form, there is a copyright notice: © 2016 RentManager12.

### • Select Location

“3” Location ID choices-select ONE:

- bgr12 <=> Becker Group Property Trust Acct
- jardin12 <=> El Jardin
- mip12 <=> Matilija Investment Property, LLC  
(FYI – DEFAULT is NOT an option/it goes nowhere)

### • Enter Your Account #

Your **account number** is unique to your rental **account**. You will need to get this number from our offices – please email or call us for info: info@beckergrp.com or 805.653.6794

### • Enter Your Email Address

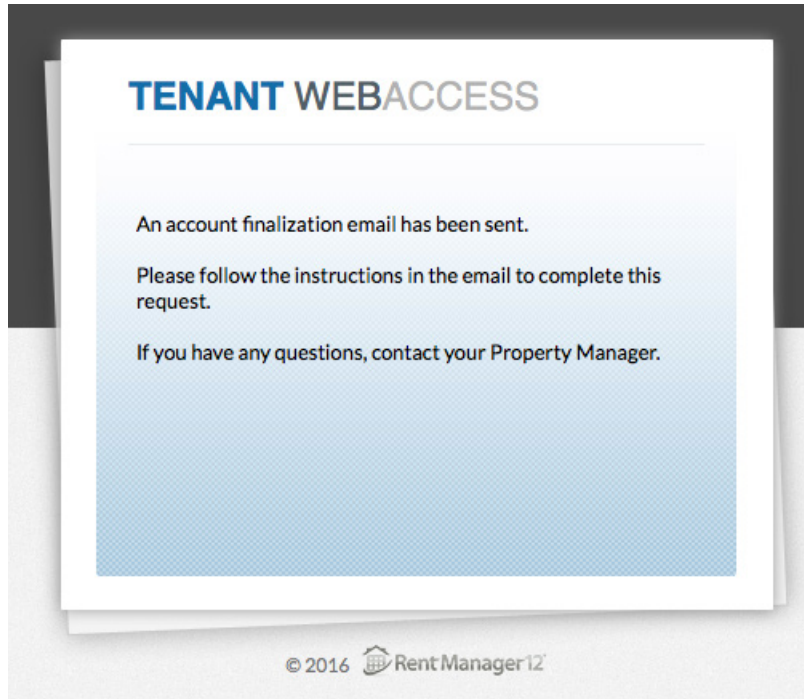
Your rental account will need a **‘primary email address’** assigned to it for this purpose. You will need to PROVIDE US with this email address.

*THIS WILL BECOME YOUR “USER NAME”.*  
(NOTE: ONLY ONE EMAIL ADDRESS PER UNIT)

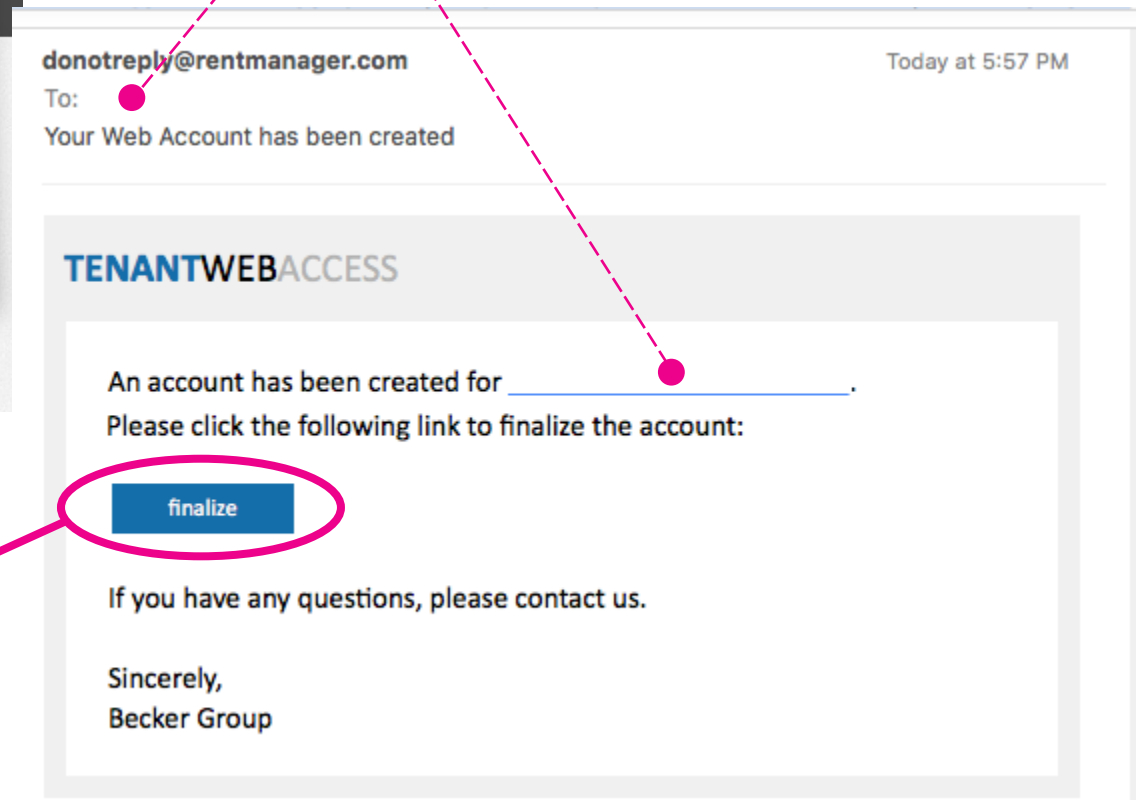
### • Select “sign up”

# Step 4

## “First Time Setup” Finalizing Your New Account



Your Email Address will be here



- Select FINALIZE

# Step 5

## “First Time Setup”

### Finalizing Your New Account

**TENANT WEBACCESS**

Please create a password to finalize account creation for

Password:

Confirm Password

verify

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- Select and Enter Your Password as instructed.

# Step 6

## “First Time Setup” Using Your New Account

Welcome to your Tenant Portal. Please use your account number and email address on file with the office to register for an account. If no email address is on file, please contact the office. For any questions in regards to registration please contact the office at 805.653.6794.

**TENANT WEBACCESS** LOGIN

Your account has been successfully created. Please login with your new credentials.

**Location**  
bgr12

**Username**  
[input field]

**Password**  
[input field]

Remember Me

[forgot password?](#) [sign up](#) **login**

To access your account please enter:

- Location (if needed)
- User Name
- Password
- Login



# Step 7

## “First Time Setup”

### Intro into Your New Account’s Dashboard

TENANT WEBACCESS

Dashboard Charges Transactions **Make a Payment** Leases Notes

Dashboard

An electronic payment account is required to make online payments.

Welcome, **Your Name Here**

Tuesday, June 14, 2016

**Your Address + Info Here**

Unit

Manager

Phone

Address

**Charges**

|                          |               |
|--------------------------|---------------|
| Open Charges             | \$0.00        |
| Open Credits             | \$0.00        |
| <b>Pending Late Fees</b> | <b>\$0.00</b> |
| <b>Balance Due</b>       | <b>\$0.00</b> |

[view my charges](#)

**Notes**

No Notes

**Leases**

| Unit | Start    | End      | Orig Start |
|------|----------|----------|------------|
| 40   | 01/01/05 | 12/31/15 | 01/01/05   |
| 40   | 01/01/16 | 12/31/18 | 01/01/05   |

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This is the sample Dashboard for your rental account.

Please:

- Review your account
- Sign up for payments(top menu bar)
- Explore it