

# Property Management - Contractor Setting Your Password and Using the Portal



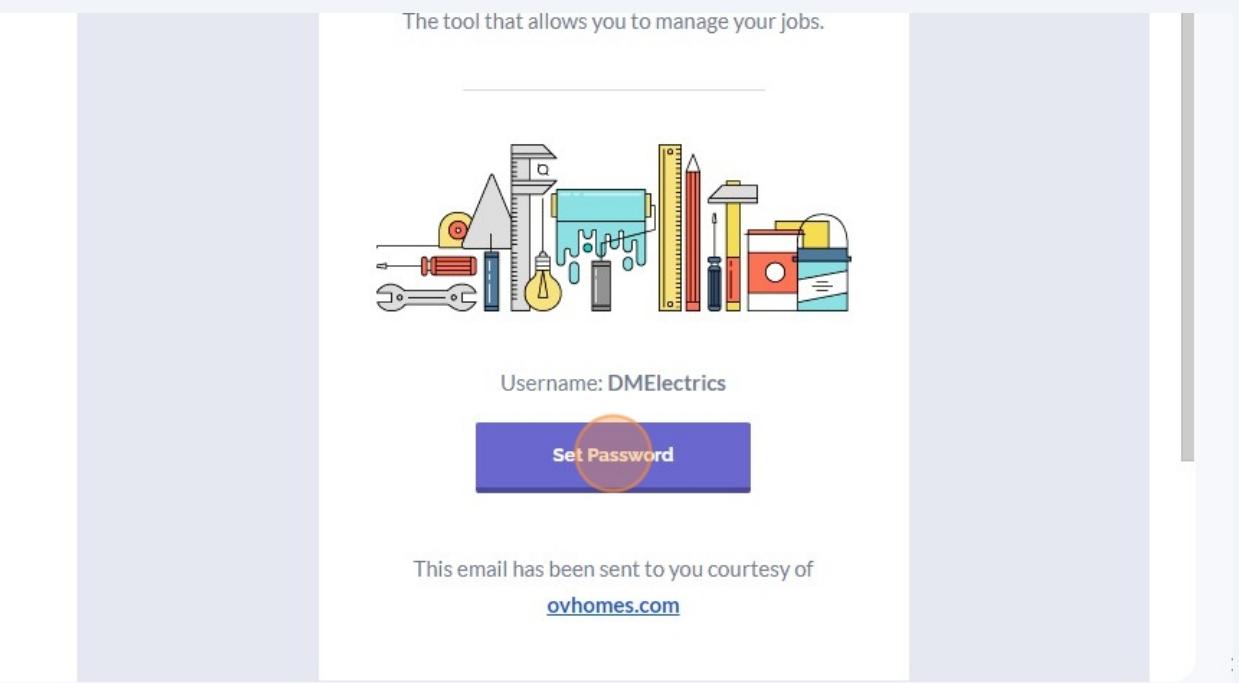
This guide is essential for new contractors using the Property Management module, as it provides step-by-step instructions for setting up their password.



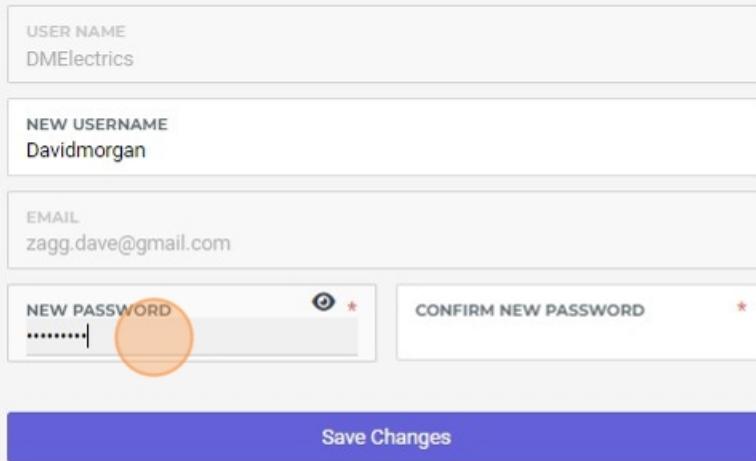
Alert! A new Contractor user of the Property Management module will need to create their own password when they are sent the initial login email. This guide shows how to do this.

## Setting Password

- 1 On the invitation email sent from the Agent, Click "Set Password"



2 Click the "New Password" field.



USER NAME  
DMElectrics

NEW USERNAME  
Davidmorgan

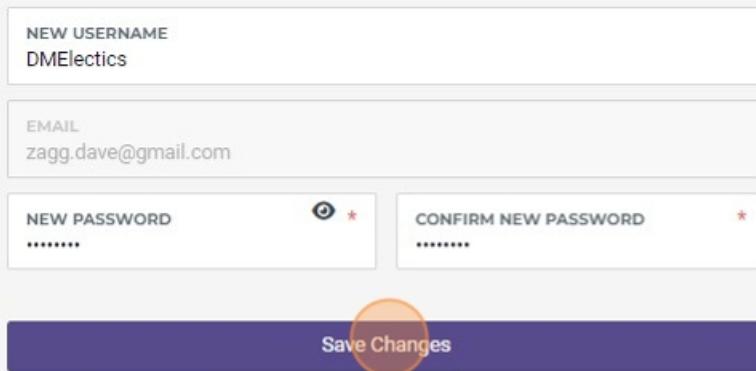
EMAIL  
zagg.dave@gmail.com

NEW PASSWORD  • \*

CONFIRM NEW PASSWORD  \*

Save Changes

3 Click this button.



NEW USERNAME  
DMElectrics

EMAIL  
zagg.dave@gmail.com

NEW PASSWORD  • \*

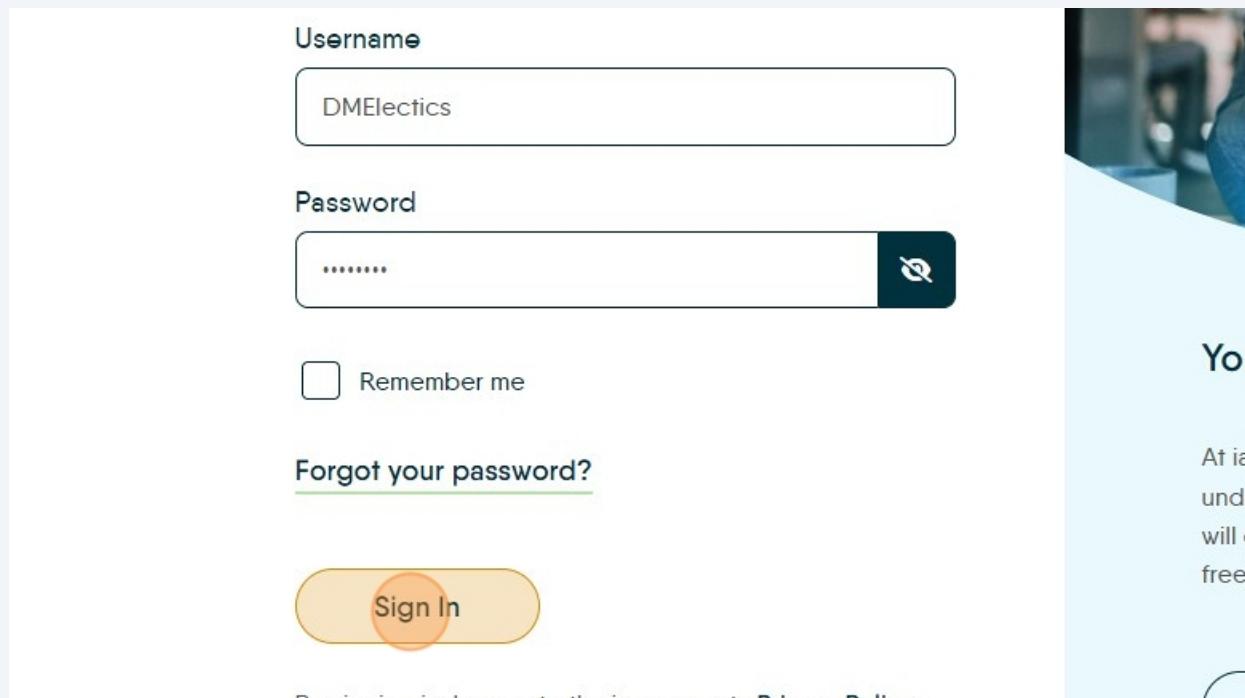
CONFIRM NEW PASSWORD  \*

Save Changes

4 This has now updated the password for the contractor. It can be changed again from the login screen or from the 'My Account' section.

## Logging Into the Contractor Portal

5 From this point onwards the Contractor will see this screen when they login. Click "Sign In"



Username

DMElectics

Password

.....

Remember me

[Forgot your password?](#)

Sign In