

Property Management - Contractor Setting Your Password and Using the Portal



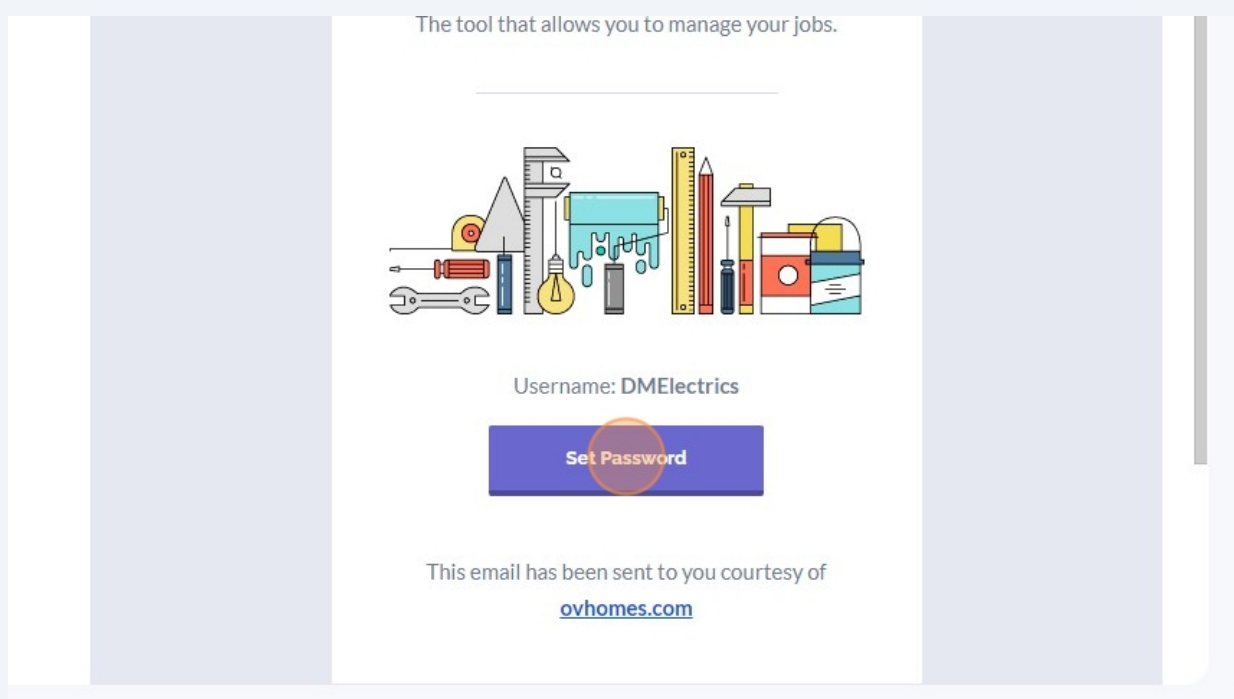
This guide is essential for new contractors using the Property Management module, as it provides step-by-step instructions for setting up their password.



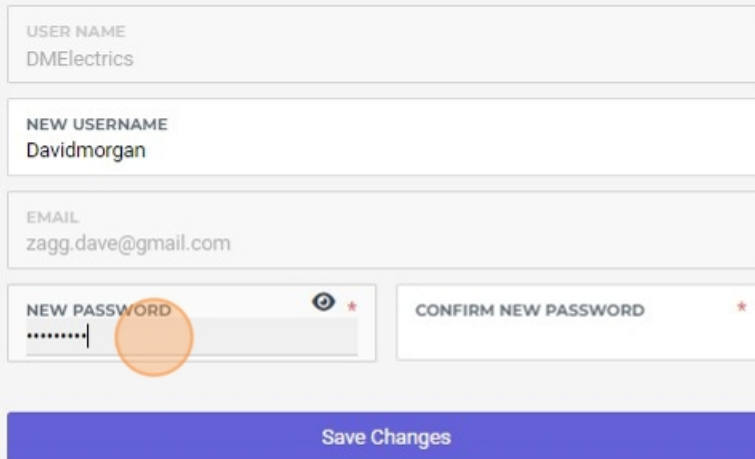
Alert! A new Contractor user of the Property Management module will need to create their own password when they are sent the initial login email. This guide shows how to do this.

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

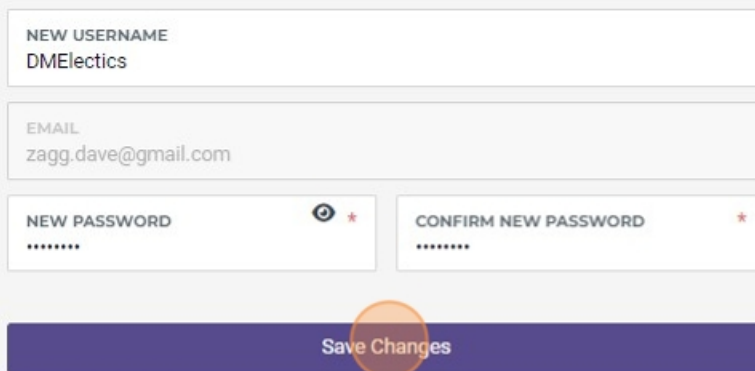
NEW PASSWORD  *

CONFIRM NEW PASSWORD *

Save Changes


The screenshot shows a user profile form. The 'NEW PASSWORD' field is highlighted with an orange circle. The form includes fields for 'USER NAME', 'NEW USERNAME', 'EMAIL', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. A 'Save Changes' button is at the bottom.

3 Click this button.



NEW USERNAME
DMElectrics

EMAIL
zagg.dave@gmail.com

NEW PASSWORD  *

CONFIRM NEW PASSWORD *

Save Changes

The screenshot shows the same user profile form as in step 2. The 'Save Changes' button is highlighted with an orange circle.

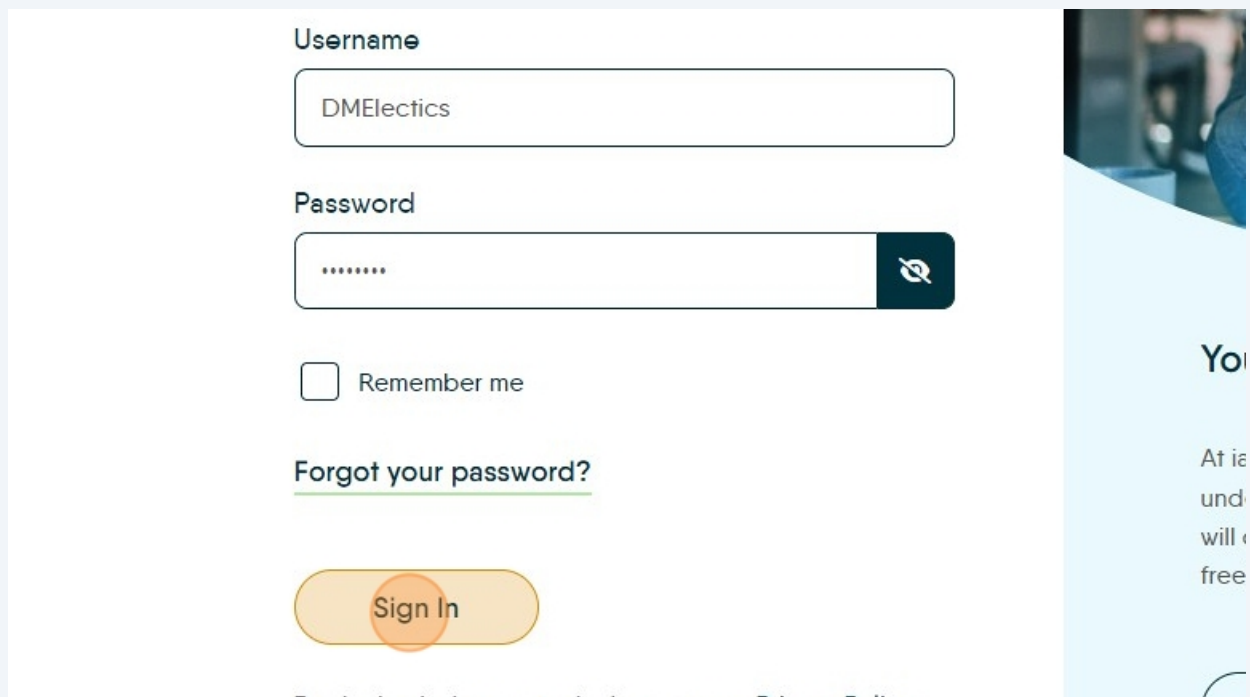
4

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"



The screenshot shows a login form for the Contractor Portal. It includes a 'Username' field with the text 'DMElectics', a 'Password' field with masked characters and a toggle icon, a 'Remember me' checkbox, a link for 'Forgot your password?', and a prominent orange 'Sign In' button. To the right, a partial view of a user profile card is visible, showing a photo and the text 'You'.

Username

DMElectics

Password

.....

☐ Remember me

[Forgot your password?](#)

Sign In

You

At is
und
will
free