

## Overview

When an owner creates an online account the configuration option can be set to receive email notification when a new statement or document is uploaded. The email can contain a link to the statement. The instructions for setting that up are in the [HeroPM Manager Setup #717](#) document, step 4.

This document explains how a manager can set the option on behalf of the owner prior to the owner setting up an account. The process involves setting up an owner account for yourself and then adding each owner to it.

1. The first step in getting setup as an owner is have the information you need for each owner.
  - a. Your PMID
  - b. the Owner ID
  - c. the Owner email address or verification code
2. Once you have that information, go to the PROMAS Central website:  
[www.promascentral.com](http://www.promascentral.com). Click on Owner.



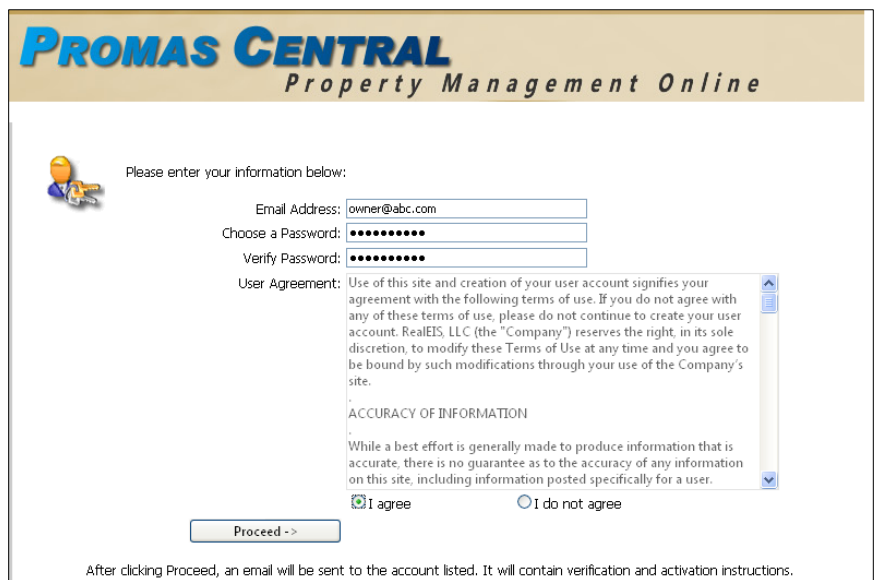
The screenshot shows the PROMAS Central website. On the left is a navigation menu titled "Select your category:" with five options: "Property Manager" (with "Learn more" and "Log on" links), "Owner / Investor", "Resident / Tenant", "Guest / Vacationer", and "Vendor / Service Provider". The main content area features the "PROMAS CENTRAL Property Management Online" logo above a photograph of a family (a man, a woman, and a young child) standing in front of a house. To the right of the photo is a text box that reads: "PROMAS Central is the next generation of online property management solutions. Combining the best of the desktop with the best of the web, PROMAS Central gives everyone involved in the rental property process access to the tools and information they need. Please select the appropriate link on the left to log on and continue." At the top right of the page are links for "About Us", "Contact Us", and "PROMAS.com". At the bottom center, there is a small copyright notice: "Copyright © 2009 CMS, Inc. and HERO PM. All Rights Reserved."

- A screen displays for you to create an account. Click on <Create Account>.

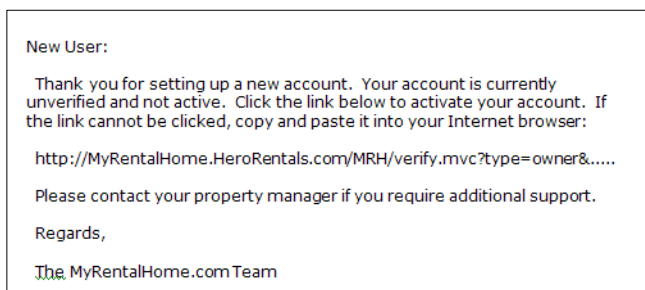


- Enter your email address and a password. This is the email address you will use to sign into PROMAS Central as well as the email address where the invitation email will be sent.

Click <I agree>, then click <Proceed>.



- Check your email - you should have an email like the one below, with a link you can click on to finish the process.



6. Click on the link in the email. You will be back on the logon screen for PROMAS Central.

Enter the email address and password you used in Step 4 and click <Log on>.

The screenshot shows the login page for PROMAS CENTRAL Property Management Online. At the top, the logo reads "PROMAS CENTRAL Property Management Online". Below the logo, there is a navigation menu with "Accounts", "Password", and "Log off". The main content area is divided into two sections. On the left, under the heading "If you have an account, please log on below:", there are input fields for "Email Address:" and "Password:", a "Log on ->" button, and a link "Click here if you cannot remember your password". On the right, under the heading "If you do not have an account, please create one below:", there is a "Create Account ->" button and a "Video Help" link. At the bottom, a footer states "MyRentalHome.com is © Copyright 1999-2010 RealEIS, LLC. All Rights Reserved."

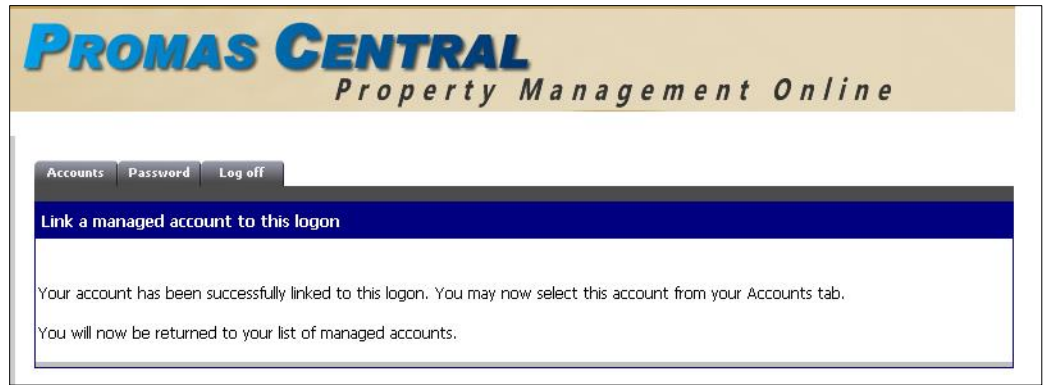
7. Click <Add>.

The screenshot shows the "Account Options" page. At the top, the logo reads "PROMAS CENTRAL Property Management Online". Below the logo, there is a navigation menu with "Accounts", "Password", and "Log off". The main content area has a "Welcome" message and a section titled "Account Options". Under "Account Options", there is a link "Link an account with your logon: (You must link to the profile your property manager has set up in order to view any options)" and an "Add" button. Below this, there is a link "Permanently delete this entire logon account:" and a "Delete" button.

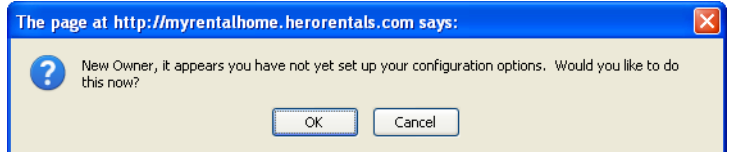
8. Enter the PMID and information about the owner (see step 1).

The screenshot shows the "Link a managed account to this logon" page. At the top, the logo reads "PROMAS CENTRAL Property Management Online". Below the logo, there is a navigation menu with "Accounts", "Password", and "Log off". The main content area has a section titled "Link a managed account to this logon". Under this section, there are three input fields with labels: "What is the Property Manager ID of the company where your account is located:" (with a note "6 digits and a 2 character state code"), "What is your Client ID with this company:" (with a note "Up to 12 alphanumeric characters"), and "What is the email address or account verification code associated with this account:". At the bottom right, there is a "Link Accounts ->" button.

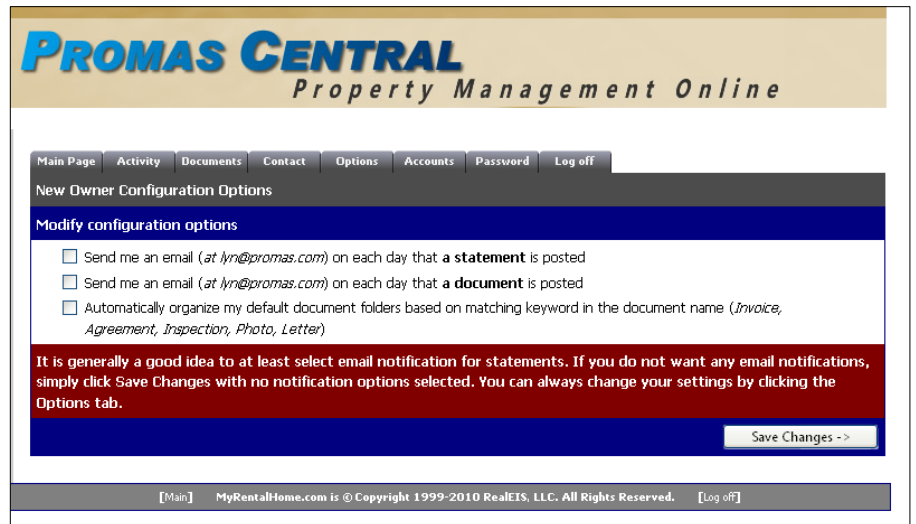
9. The screen on the right will display for a few moments, and then change to the screen below.



10. The first time you Add, you will be prompted to set up your configuration options.

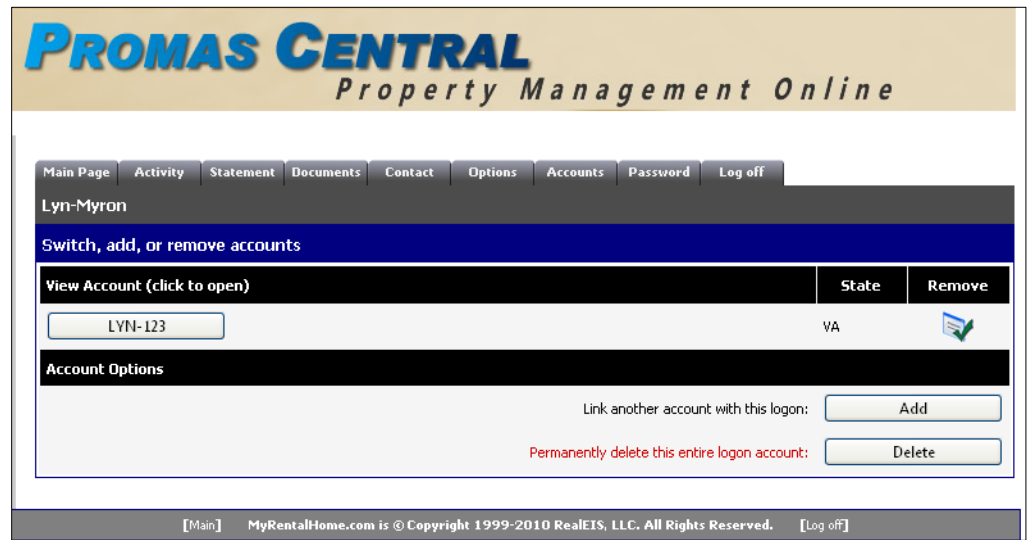


11. Choose to send an email when statements are uploaded, when documents are uploaded. Click <Save Changes>.



12. The owner account is now set to send notification when a statement or document is uploaded.

To set up another owner, click <Add> and repeat steps 8-11.



**Note:** Because Accounts can be added or removed as desired, this process can also be used by a manager who wants quick access to some of the accounts. Essentially it provides an alternative to logging in and using the control panel.