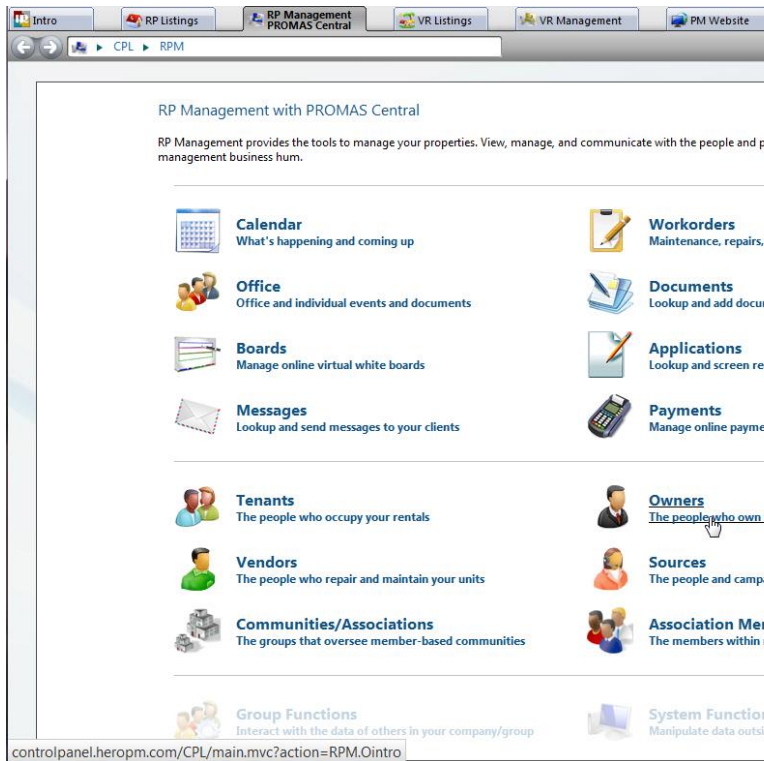## Overview

Prior to an owner setting up an account (or for owners who do not want to) you can have the statement notification email sent when statements are uploaded.
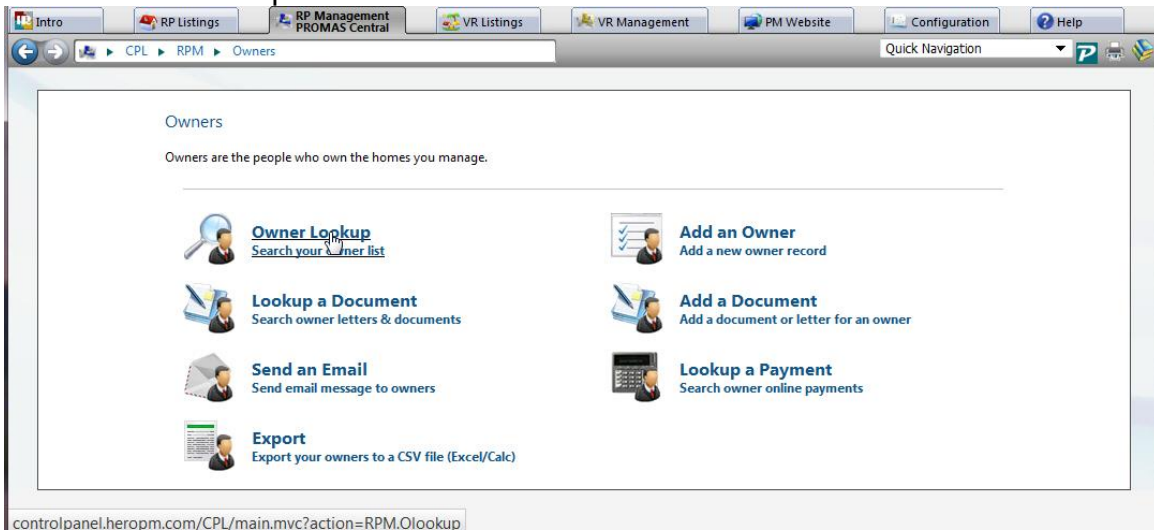
The requirements are:

- ❖ The owner must have an email address
- ❖ The owner responds to an email you initiate
- ❖ The statement link is in the notification
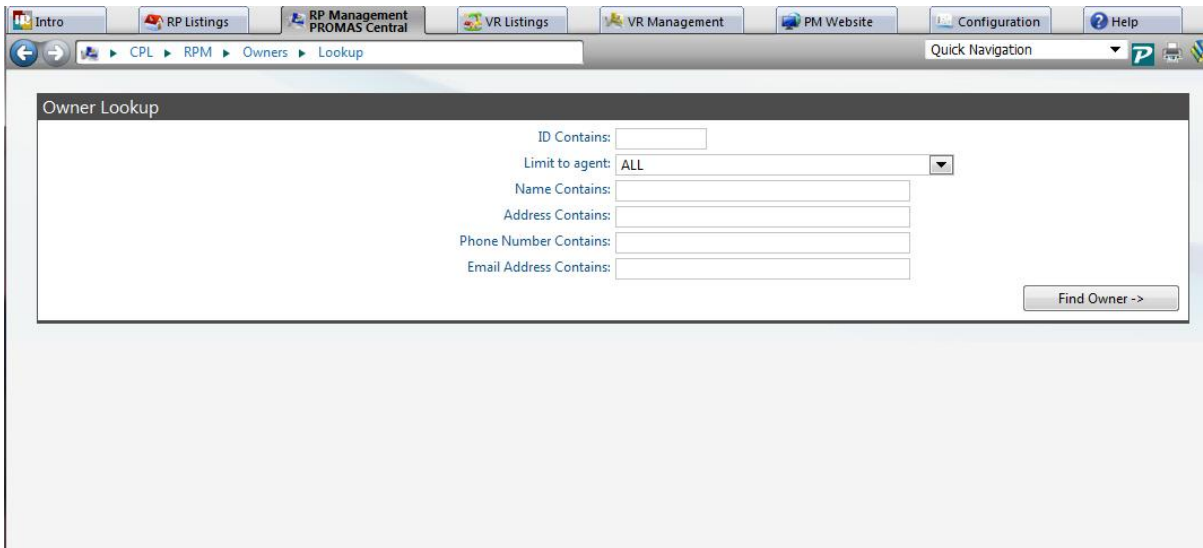
To send the account configuration message:

1. Log in to the HeroPM Control Panel
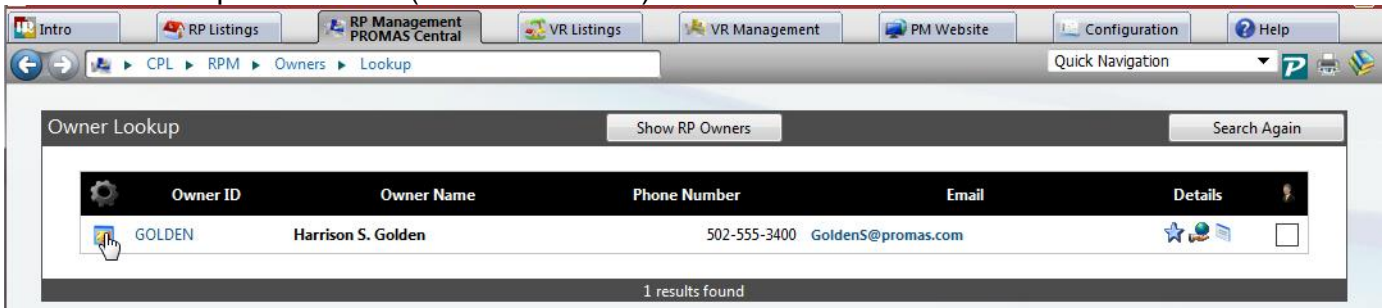2. In the Control Panel, click on the RP Management tab, then on Owners

3. Click on Owner Lookup

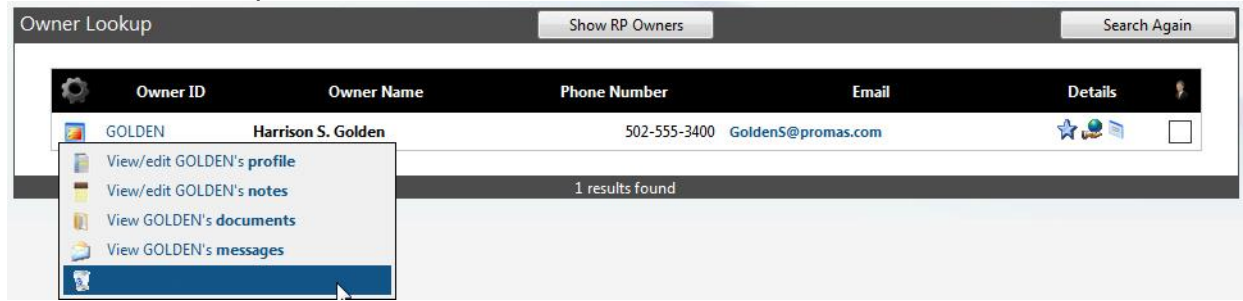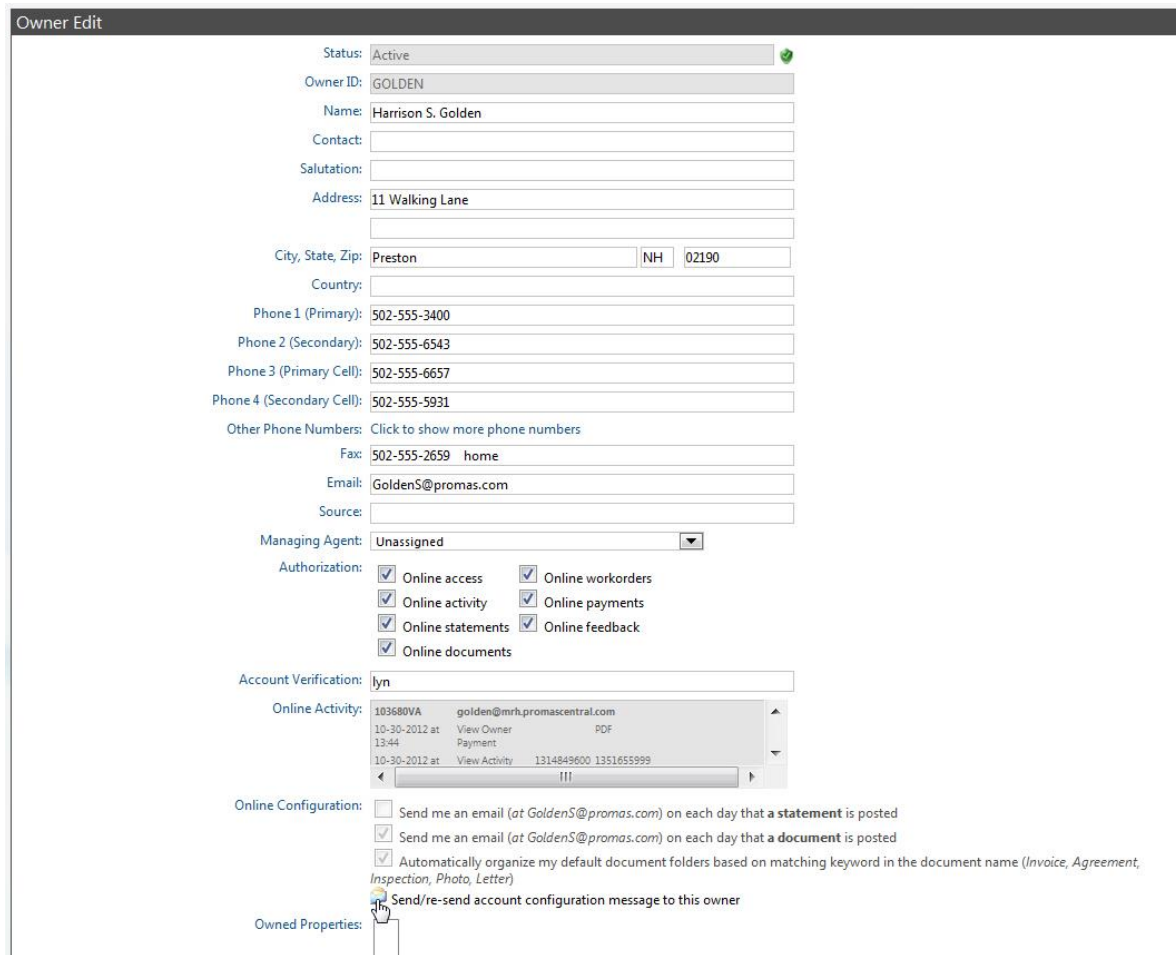
4. Find the owner

5. Click on Options button (left of Owner ID)

---

6. Select, View/Edit profile

7. Near bottom of the owner profile screen click on Send/resend account configuration message to this owner.

The owner will receive an email with a link.

After the link is clicked the account will be set to send email notifications.

Your account is currently not set to send statement notifications. Click below to activate this option:
http://MyRentalHome.HeroRentals.com/MRH/config.mvc?type=owner&ccode=10yuP6dR5gHGc&coption=10&cvalue=Y&clid=BODJONA&pmid=103680VA&inturl=&kiosk=

Your account is currently not set to send document notifications. Click below to activate this option:
http://MyRentalHome.HeroRentals.com/MRH/config.mvc?type=owner&ccode=10yuP6dR5gHGc&coption=11&cvalue=Y&clid=BODJONA&pmid=103680VA&inturl=&kiosk=

Your account is currently not set to automatically organize uploaded statements and documents. Click below to activate this option:
http://MyRentalHome.HeroRentals.com/MRH/config.mvc?type=owner&ccode=10yuP6dR5gHGc&coption=100&cvalue=Y&clid=BODJONA&pmid=103680VA&inturl=&kiosk=

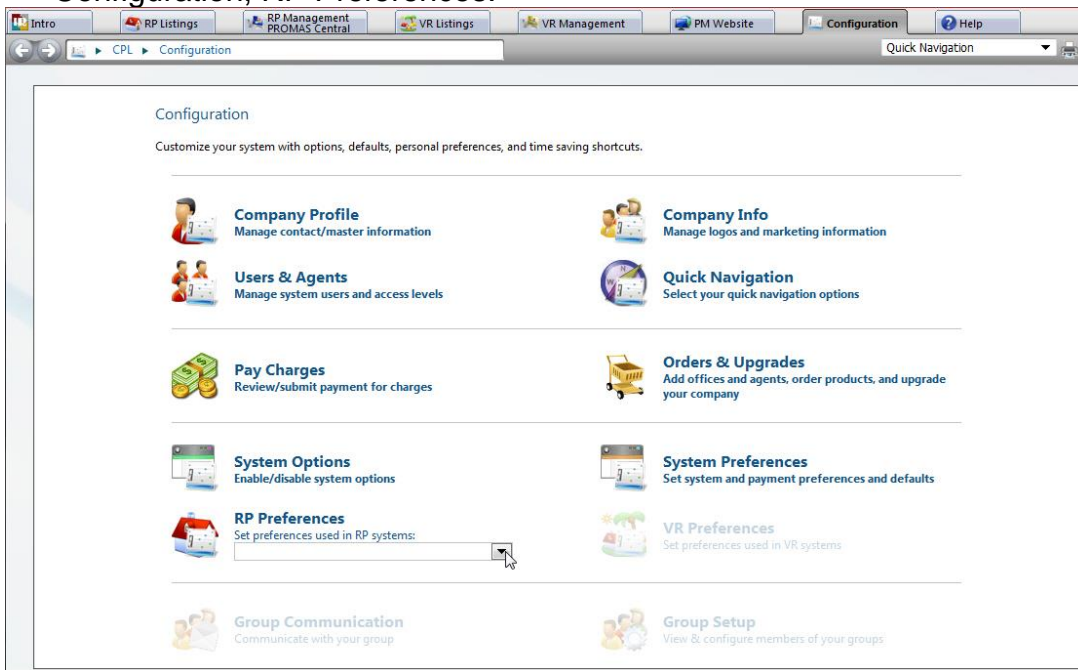If you do wish not to change these options, do not click anything.

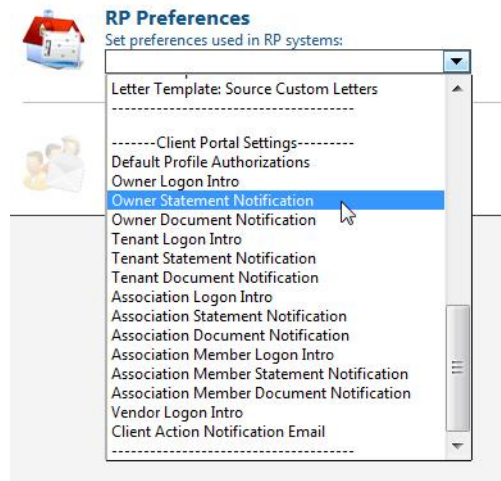Please contact your property manager if you require additional support.

Regards,

The MyRentalHome.com Team
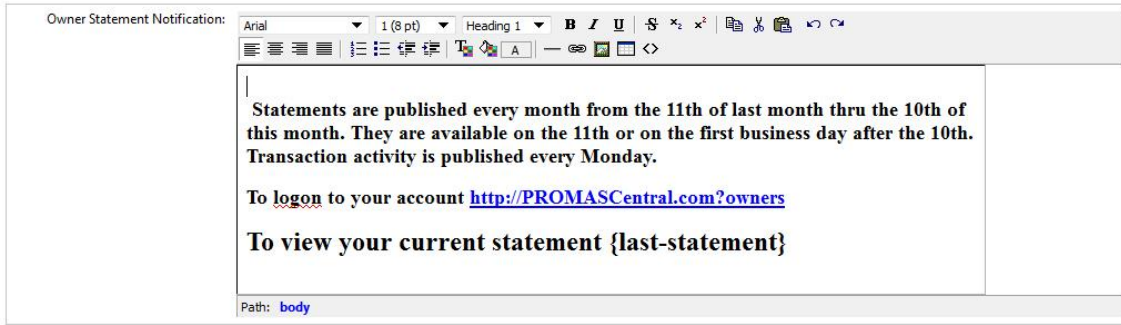
To set up the statement link:
1. In the Control Panel go to Configuration, RP Preferences.

2. In Client Portal Settings section, choose Owner Statement Notification.

3. Add a line "To view your current statement click {last_statement}.
4. Save.

When statements are uploaded the owner will get a link to his statement.

Statements are published every month from the 11th of last month thru the 10th of this month. They are available on the 11th or on the first business day after the 10th. Transaction activity is published every Monday.

To logon to your account Http://portal.HeroPM.com/owners

To view your current statement october 2012 statement.pdf