

HERO PM Secure Control Panel v4.8.08

Property Management Solutions for Over 30 Years

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



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You are not currently logged on

3. Click on Owner Lookup

SRP Listings	RP Management PROMAS Central	式 VR Listings	🗏 VR Management	PM Website	Configuration	🕜 Help	
CPL RPM Ov	wners				Quick Navigation	- 2 =	Æ
Owners							
Owners are the	e people who own the homes	you manage.					
<u>~</u>	Owner Lopkup Search your Uner list			dd an Owner dd a new owner record			
	Lookup a Document Search owner letters & doc	uments		dd a Document dd a document or letter for	an owner		
	Send an Email Send email message to own	iers		ookup a Payment earch owner online paymen	ts		
	Export Export your owners to a CSV	V file (Excel/Calc)					
	CPL ▶ RPM ▶ O Owners Owners	Image: CPL + RPM + Owners Owners Owners Owners Owners owners are the people who own the homes Image: Owners owners owners Image: Owners owners owners Image: Owners owners owners Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc Image: Owner Lookup a Document Search owner letters & doc I	Image: The Propriet and the Propriet of the Propret of the Propret of the Propriet of the Propr	Image: Frequency of the property of the propert	Image: The PROMASS Central PROMASS Centrel PROMASS Central PROMASS Central PROMASS Central PROM	Image: Margement Margement Image: Configuration CPL + RPM + Owners Quick Navigation Owners Owners Owners are the people who own the homes you manage. Image: Configuration Image: Configuration owners Owners Image: Configuration owners Quick Navigation Image: Configuration owners Owners Image: Configuration owners Image: Configuration owner Image: Configuration owners Image: Configuration owner Image: Configuration owner letters & document Image: Configuration owner Image: Configuration owner letters & documents Image: Configuration owner Image: Configuration owner Image: Configuration owner	Image ment Image ment

4. Find the owner

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						ID Cont	ains:			
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						Name Cont	ains:			
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6.6										

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

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Owner	Lookup		SI	now RP Owners			Search Again	
						-	,	
10	Owner ID	Owner Name	Ph	one Number	Email	Det	ails 🖇	
ন্	GOLDEN	Harrison S. Golden		502-555-3400 Golde	enS@promas.com	\$ A		
	_		1	l results found				

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6. Select, View/Edit profile

Owner Lookup				Show RP Owners	Show RP Owners		
	Ö	Owner ID	Owner Name	Phone Number	Email	Details 🕴	
		GOLDEN	Harrison S. Golden	502-555-3400 Golde	enS@promas.com	*	
1	B	View/edit GOLDEN's	profile				
	-	View/edit GOLDEN's	notes	1 results found			
	1	View GOLDEN's docu	uments				
	2	View GOLDEN's mes	sages				
	1		N III				

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

Owner Edit		
Status:	Active	,
Owner ID:	GOLDEN	ľ
Name:	Harrison S. Golden	1
Contact:		1
Salutation:		1
Address:	11 Walking Lane	1
]
City, State, Zip:	Preston NH 02190	
Country:]
Phone 1 (Primary):	502-555-3400]
Phone 2 (Secondary):	502-555-6543	1
Phone 3 (Primary Cell):	502-555-6657	
Phone 4 (Secondary Cell):	502-555-5931	1
Other Phone Numbers:	Click to show more phone numbers	
Fax:	502-555-2659 home]
Email:	GoldenS@promas.com	1
Source:		1
Managing Agent:	Unassigned	
Authorization:	✓ Online access ✓ Online workorders	
	Online activity Online payments	
	Online statements Online feedback	
	Online documents	
Account Verification:	lyn	
Online Activity:	103680VA golden@mrh.promascentral.com	
	10-30-2012 at View Owner PDF 13:44 Payment	
	10-30-2012 at View Activity 1314849600 1351655999	
Online Configuration:		1
	Send me an email (at GoldenS@promas.com) on each day that a st	ate
	Automatically organize my default document folders based on ma	tch
	Inspection, Photo, Letter)	
0	Send/re-send account configuration message to this owner	
Owned Properties:		
	1 1	

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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=10yuP6dR5gHG After the link is clicked the account will be set c&coption=10&cvalue=Y&clid=BODJONA&pmid=103680VA&inturl=&kiosk= to send email notifications. 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=10yuP6dR5gHG c&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=10yuP6dR5gHG c&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, To set up the statement link: The MyRentalHome.com Team 1. In the Control Panel go to Configuration, RP Preferences. Intro RP Listings RP Management VR Management 2 Help T VR Listings PM Website Configuration C CPL > Configuration Quick Navigation -Configuration Customize your system with options, defaults, personal preferences, and time saving shortcuts. **Company Profile Company Info** information age logos and marketing information age contact/master Quick Navigation Select your quick navigation optio **Users & Agents** age system users and access levels Orders & Upgrades Pay Charges Add offices and agents, order products, and upgrade your company nit payment for charges System Options System Preferences Set system and payment preferences and defaults **RP** Preferences nces used in RP syste

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

The owner will receive an email with a link.



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

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	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://PROMASCentral.com?owners
	To view your current statement {last-statement}

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