

To submit a request for a Tenant Portal account:

- 1) Go to <http://www.boxerproperty.com/tenant-center/my-account>
- 2) Once the new screen opens up, please fill out this form:

Get access to your account or create a new account

Complete this form and you will receive an account invitation via email. Please make sure to fill in all of the necessary details to ensure a prompt response. Email invitation will come from: BoxerTenantPortal@BoxerProperty.com

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|-----------|--|-------------|---|
| NAME * | <input type="text"/> | PROPERTY * | <input type="text" value="SELECT PROPERTY"/> |
| EMAIL * | <input type="text"/> | SUITE * | <input type="text"/> |
| PHONE * | <input type="text"/> | TENANT CODE | <input type="text"/> |
| COMPANY * | <input type="text"/> | QUESTION * | <input type="text" value="SELECT QUESTION"/> |
| CITY * | <input type="text" value="SELECT CITY"/> | COMMENTS * | <div><p>SELECT QUESTION</p><p>Payment Portal – New Account Set-up</p><p>Payment Portal – Password Help</p><p>Payment Portal – General Question</p><p>Questions About Invoice</p><p>General Rent Questions</p></div> |

- 3) From the Question drop-down, select “Payment Portal – New Account Set-up”.
- 4) In the Comments section, type in “Need a Portal account”.
- 5) Check your email. An email containing a link to set up your Portal account will be sent to the email address provided in step 2. If you have not received the email within 24 hours, check your spam folder.
- 6) Once in the Portal, you must provide a checking account or a savings account plus your bank routing information in order to complete the set-up.

**** If you are making a payment after the 12th, you need to make a one-time payment. ****

If you are using the Auto-Pay function, your online payment will begin to deduct automatically the following month.