

# Tenant Portal Quick Reference User Guide

## The Tenant Portal keeps Landlords and Tenants on the Same Page

**The Sytewise Tenant Portal allows tenants and local staff to communicate with Property Administrators.**

Your Landlord may communicate with you individually, or with other tenants as a group to alert you about events that are happening on your property. As a Tenant you can respond to memos you receive or initiate your own memo to alert your Property Management Staff about conditions on property.

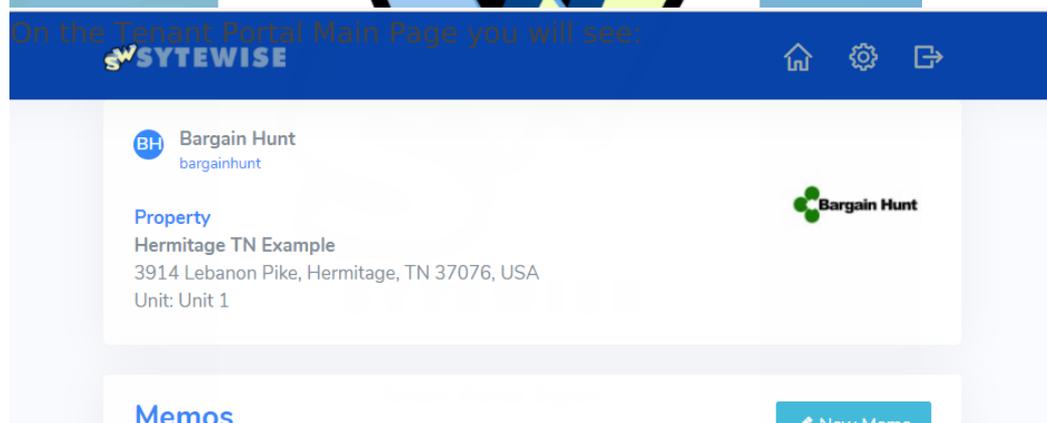
## Logging in to the Tenant Portal allows you to:

- Send and Receive messages from your Landlord or Property Management Staff
- Send and Receive Photographs of property conditions
- Indicate necessary work related to a specific Trade or Fixture
- Change your contact information you use to communicate with your Property Administrator
- Change your Log In Name and Password for the Tenant Portal.

## Log In to the Tenant Portal

- Surf to [tenant.sytewise.com](https://tenant.sytewise.com). Using the Credentials from your Sytewise Administrator:
- Enter your Username and click on Enter
- Enter your Password and click on Enter

On the Tenant Portal Main Page you will see:



- Your Name and Tenant ID
- The Property Name and Address
- Your Unit or Suite Number
- Listing of Memos
- Home Icon that links to the Main Page
- Gear Icon that links to the Information Page
- The Exit Icon to Log Out of the Tenant Portal

Any memo can be opened or closed by clicking on the arrow on the right.

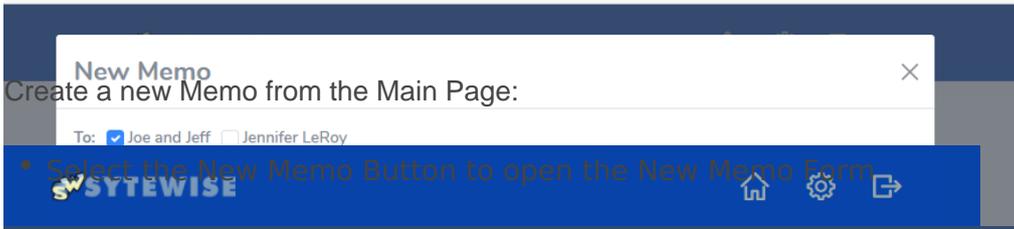
On the open menu you will see from top to bottom:

- Comments about the fixture. In this memo the comment says " The mop sink may need a new fixture."
- Photos related to this memo
- Indication of the Trade, in this case we see the Plumbing Fixture
- A list of Fixtures that are addressed in this memo. In this memo we are discussing the Mop Sink
- A Reply button. The reply button lets you respond to the memo with your own text and photos.

FROM: jjeff  
 Check the Mop Sink  
 Nov 1st 2021 9:52 pm

Clicking the Reply Button will open a Reply Form. On this form you can do the following:

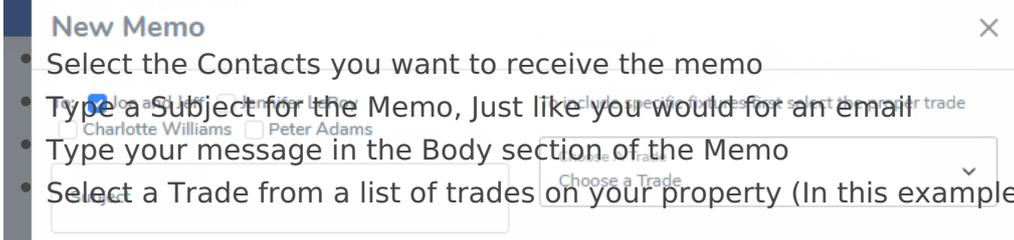
- Select the Property Administrator you want to receive your Reply
- Type a message regarding the Fixture or Subject of the Memo
- Add photos
- Select the Fixture from a list of on site Fixtures in that trade.



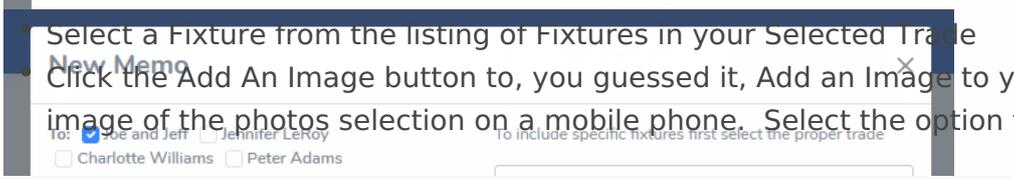
Create a new Memo from the Main Page:

- Select the New Memo Button to open the New Memo Form

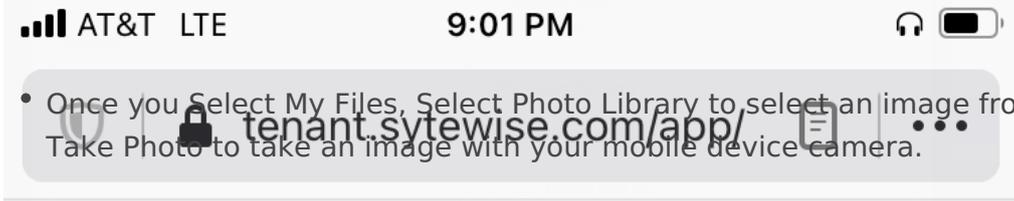
Send a New Memo by doing the following.



- Select the Contacts you want to receive the memo
- Type a Subject for the Memo, Just like you would for an email
- Type your message in the Body section of the Memo
- Select a Trade from a list of trades on your property (In this example we are using Plumbing)



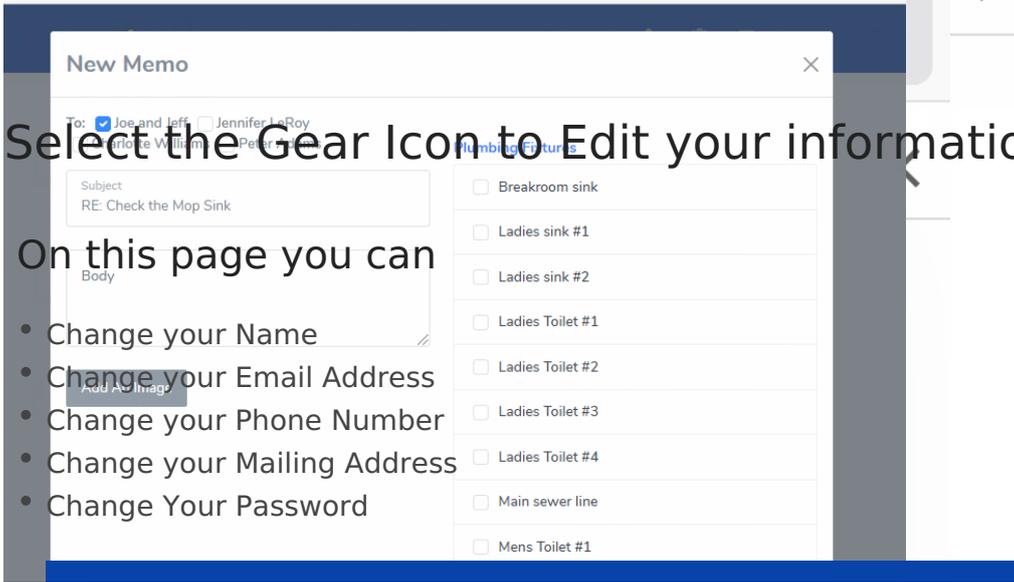
- Select a Fixture from the listing of Fixtures in your Selected Trade
- Click the Add An Image button to, you guessed it, Add an Image to your memo. Below is an image of the photos selection on a mobile phone. Select the option for My Files.



- Once you Select My Files, Select Photo Library to select an image from your mobile device or Take Photo to take an image with your mobile device camera.



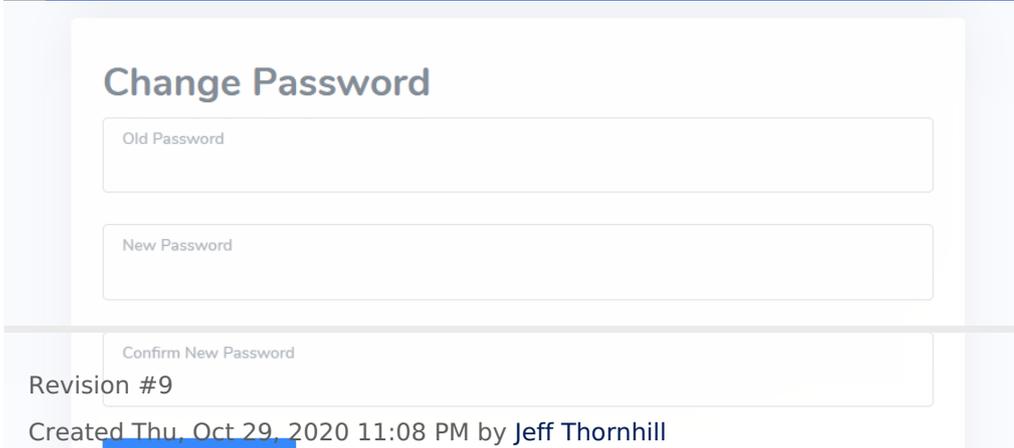
- Once you are back on the SyteWise Form Review all information and Choose Send



Select the Gear Icon to Edit your information.

On this page you can

- Change your Name
- Change your Email Address
- Change your Phone Number
- Change your Mailing Address
- Change Your Password



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