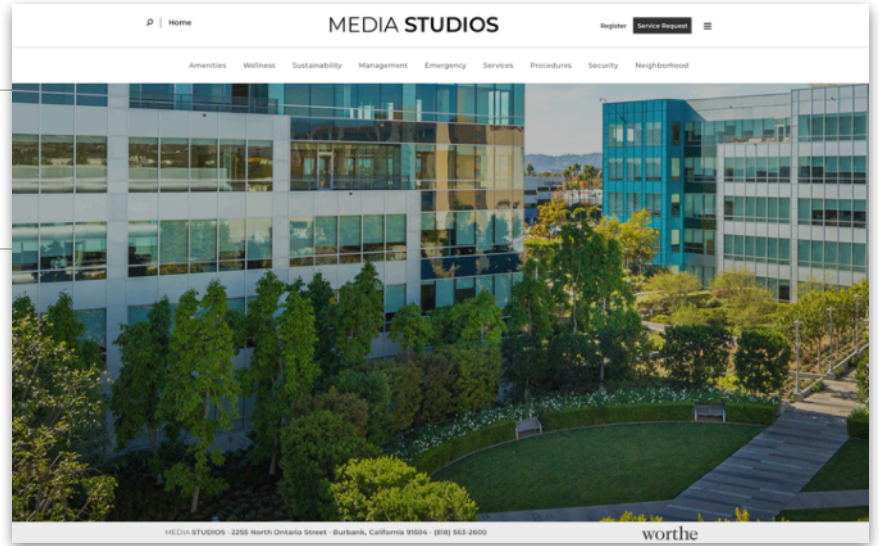


### Electronic Tenant® Portal

The Electronic Tenant® Portal is an invaluable hub providing 24/7 access to any and all property information.

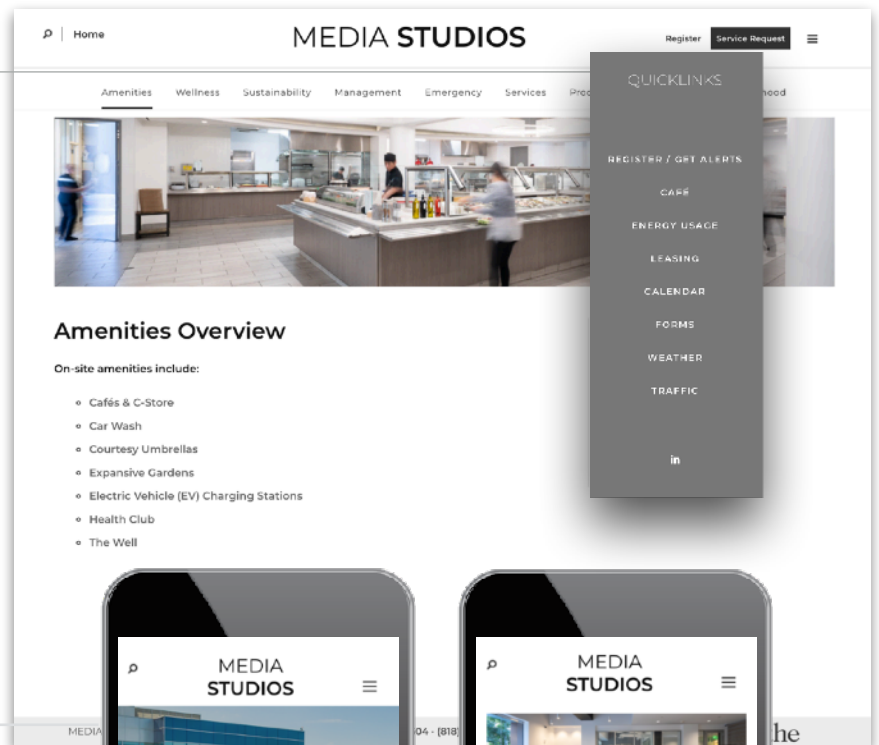
Communications can be posted through banners and calendar events on the site to provide you with up to date community and property information.

[MediaStudiosnorth.info](http://MediaStudiosnorth.info)



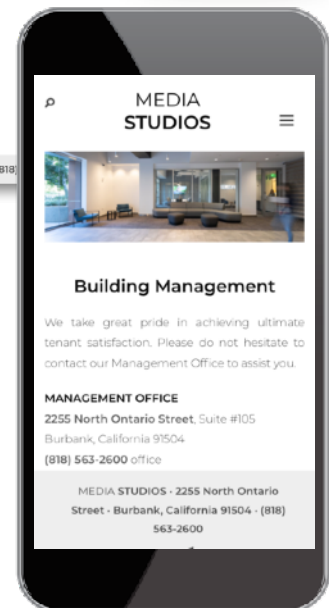
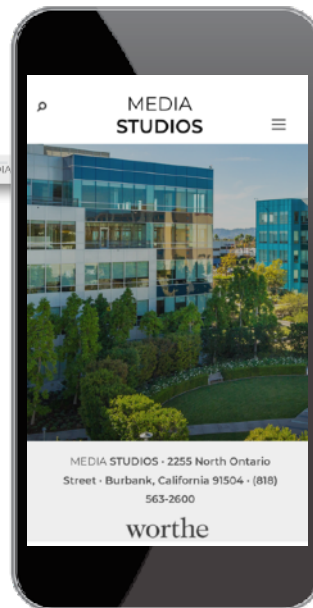
### Quicklinks

Quick Links appear on every page to provide you with single-click access to important information, documents and services most frequently used.



### Go Mobile

By downloading and bookmarking the Mobile Property App to your Smart-Phone, you can add an icon to the 'home screen' of your mobile device and have all the information and features of your Electronic Tenant® Portal wherever you go.



## Tenant Center

(Service Requests, COI & Contact Management)

Update your contact information or notification preferences seamlessly for Property Management enabled communications.

Submit and COI's, contact information & service requests.

Click below [Tenant Center](#) (Click)



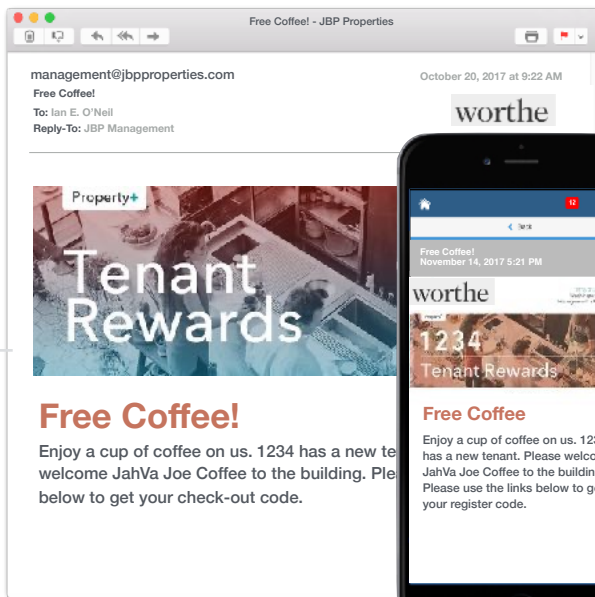
## First time logging in?

Simply click on the Request Account link and enter the required fields of information and click submit. Property Management will review and respond to the request with the steps needed to complete registration.

## Download the App

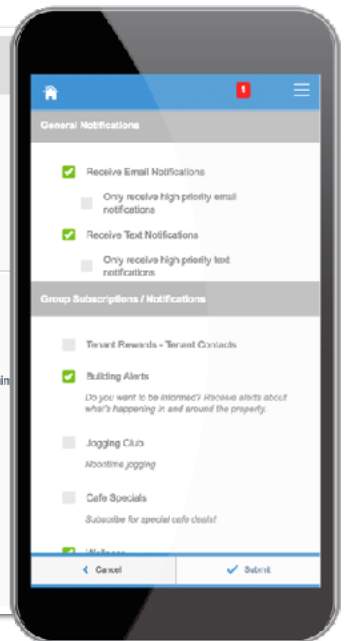
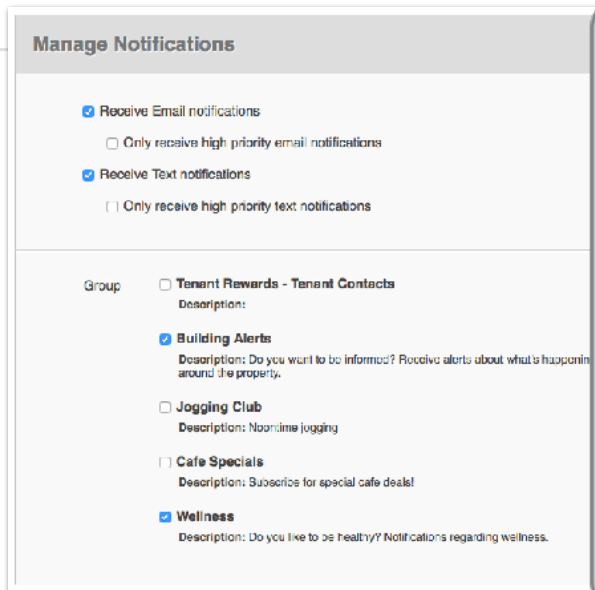
The Tenant Center is available in the Apple App Store and Google Play.

Search “[Tenant Center](#)”



## Customize Notifications

Choose what and how you want to be notified. Property Management can keep you up to date on everyday events, building announcements and emergency situations.



## Benefits of Registering

- Receive real-time alerts during property emergencies.
- Be the first to know of new building amenities.

## Service Requests

Submit and manage service and maintenance requests. All requests are immediately delivered to management for review and action.

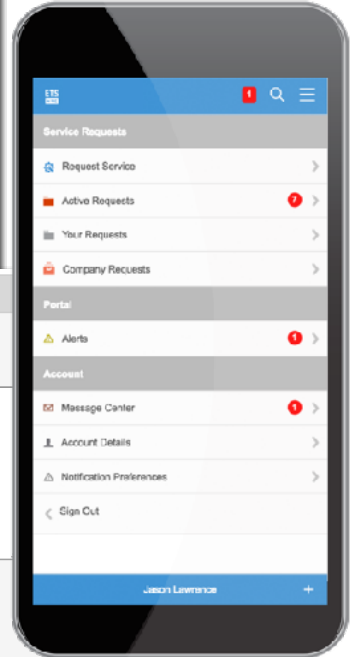
**Two Options:** Place requests through the mobile app or your desktop!

## Access [\(Click Here\)](#)

Once you've entered the Tenant Center, the Service Request Application™ is accessed from the home screen - either directly from the application display box or from the dropdown menu.

## Additional Communication

The Communication Log allows you to communicate with management regarding your request by allowing you to add notes, ask questions or attach files.

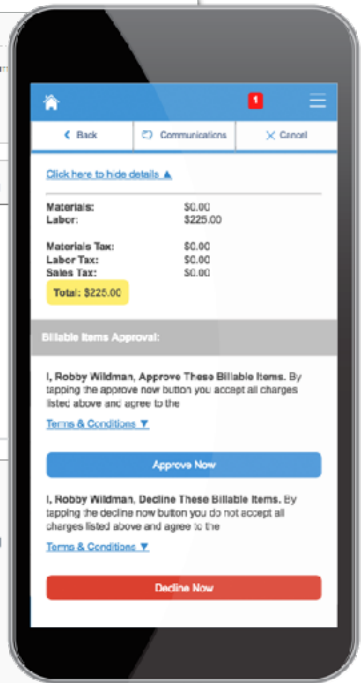


## Submitting a Request

**Step 1:** Choose the Service Request Type (overtime HVAC, Lighting, etc)

**Step 2:** Enter the location and a brief description relating to the request.

Please enter any and all information that will assist management in locating and addressing the request.



## Billable Items

If your service request requires additional charges not covered under your company's lease agreement, you may receive an email asking that you log in to the Tenant Center and approve or decline the charges.

## Your Requests

Requests placed will display under Your Requests option. All requests and details can be downloaded for your convenience.

**Your Service Requests for February 2018**

ID	Date Added	Date Updated	Company	Contact	Service	Status
2392558	February 21, 2018 1:18 PM	February 21, 2018 1:19 PM	Electronic Tenant Solutions	Jordi St. John Tenant Admin	Snow Removal Location: Maine office	Completed
2390869	February 20, 2018 12:51 PM	February 20, 2018 12:51 PM	Electronic Tenant Solutions	Tiffany Coates	Cleaning Location: suite 201	Open

[Download CSV File](#)

## Certificate of Insurance

Submit, view and track insurance certificates.

### Access [\(Click Here\)](#)

Once you've entered the Tenant Center, the Certificate of Insurance Application is accessed from the home screen - either directly from the application display box or from the dropdown menu.

## Submitting a COI

**General Information:** Information will pre-fill with date, building and company. If any of this information is incorrect please contact Property Management.

### Step 1: Insured/Producer/Additional Insured/Companies Affording Coverage

Please take the time to populate as much of the information from your Certificate of Insurance into the corresponding fields.

### Step 2: Adding a copy of the COI

Once you have filled in the on-line form, please click on "Choose File" to attach a copy of the Certificate of Insurance to include for management.

## Your Certificates

To view the details of the Certificate you can simply click on the Certificate ID. This will bring up all Certificate information that was input into the system. Please note that you will not be allowed to edit the Certificate.

If the Certificate submitted does not meet the minimum insurance limits it will be marked as "non-compliant."

The right column will showcase the expiration date with the nearest expiring COI at the top of the list.

Based on management preferences you will be notified via email to update your COI, if needed.

[View Certificates](#)

Add New Certificate

General Information

Date Added:	February 22, 2018
Building:	RDI Tower
Company:	Electronic Tenant Solutions

[Expand All](#)

Insured

Producer

Additional Insured

Companies Affording Coverage

Policies of Insurance

General Liability Limits

Automobile Liability

Garage Liability

Excess Liability

Workers Compensation

Property Insurance

Crime

Employee Practices In

Personal & Advertising

Cyber Liability

Professional Liability

Other

Upload PDF Document

Please locate a PDF file on your computer (at the end of the file).

Choose PDF:

General Liability Limits

Claims Made    Occur    Independent Contractors    Waiver of Subrogation

Policy Number	<input type="text"/>
Policy Effective Date	<input type="text"/>
Policy Expiration Date	<input type="text"/>

LIMITS

Each Occurrence:	<input type="text"/>	Minimum Limit Required: \$1,000,000.00
Fire Damage (any one fire):	<input type="text"/>	Minimum Limit Required: \$1,000,000.00
Med Exp (any one person):	<input type="text"/>	
General Aggregate:	<input type="text"/>	
Products-Comp/Op AGG:	<input type="text"/>	
Other:	<input type="text"/>	

Automobile Liability

Claims Made    Occur    Independent Contractors

Hired Autos    Non-owned Autos    Waiver of Subrogation

Policy Number	<input type="text"/>
Policy Effective Date	<input type="text"/>
Policy Expiration Date	<input type="text"/>

LIMITS

Combined Single Limit (each accident):	<input type="text"/>	Minimum Limit Required: \$50,000.00
Bodily Injury (per accident):	<input type="text"/>	Minimum Limit Required: \$100,000.00
Property Damage:	<input type="text"/>	Minimum Limit Required: \$150,000.00

+ Submit New Certificate

	Certificate ID	Status	Nearest Expiration
	56999 <small>Non-Compliant</small>	Approved	May 22, 2016
	56988	Admin Review	May 13, 2015

## Support

### Help Center

Log in to your Tenant Center on the desktop. Make sure to click on the RED help button, and choose from categories listed on right.

### Contact Your Property Management Team

If you have additional questions or are having any issues accessing the Tenant Center, please follow the link to connect with your [Property Management Team](#).

The screenshot displays the Tenant Center Help Center interface. At the top, the user is logged in as 'Joey Terry'. The navigation menu includes 'Home', 'Your Account', 'Video Training & Testing', 'Service Requests', 'Freight Elevators', and 'Conference Rooms'. The 'Help Center' is selected, showing a search bar and a 'Help' button. Below the search bar, there is a 'Help' section with a list of frequently asked questions for various Electronic Tenant Solutions applications. A 'Help Categories' sidebar is visible on the right, with 'Certificate of Insurance' selected. The main content area is divided into two sections: 'Certificate of Insurance' and 'Service Requests'. The 'Certificate of Insurance' section includes a question: 'Do I need to fill in all fields when submitting a COI?' with a corresponding answer. The 'Service Requests' section includes three items: 'How to Review and Approve/Deny Billable Charges' (a video tutorial), 'How to Submit & Manage Service Requests' (a PDF guide), and 'How to Submit and Manage Service Requests' (another video tutorial). A fourth item, 'I can't see my service request when I select the "View Requests" option?', is also listed with a PDF guide.