## **Adding Additional Properties**

Follow the steps below to add additional properties to your account.

1. Once you are signed into your account, click 'Account' at the top of the screen, then select 'Manage Properties'.

2. (	Click 'Add Proper	ty' in the top
rigl	ht-hand corner.	



Manage	Properties	Search	Properties	Q Por	rtfolio: PFL	- Add Prope	rty
Address	PM's Account No	Nickname	RTO	Customer	Effective Date	Account Status	
		Nickname	Automatic	Owner	02/17/2023		:
	-	Nickname	Automatic	Tenant	01/24/2023		:
		Nickname	Automatic	Owner	01/24/2023		:

3. Enter the address of the residence. Click the drop down and select the address. Select the properties you would like to add. Complete address details and then click NEXT.

Add A New Property
Sting 1: Find and Add Property
o a a
Read the Property Tex'd Like To Add
۵.
-
Relativity was would like to add
(C) + (1)
C + 477
C et 41s
CD == 418
0 + 0
C et 425
C #4.277
C #4273
C and a
C + 474
C +477
0 - 0
0 - 422
C + 4 22
0 - 13
C + 422
0 - 13
White is Your Mulling John and
is Your Mudling Address the Xame Zo Your Revolue Address?
Mailing address is the same
Standard O F.D. Box O Military O Foreign
C/O (Optimus)
Address Line 7 (Harve Navier & River)
Address Line 7 [Api/Sin/Oflar/[spinsed]]
Dig Enis + 20°Cods
Canad

4. Complete the RTO Enrollment, then click NEXT.

Step 2: RTO Enrollment	_	
°	•	3
Do you want to enroll in RT	0?	
RTO program authorizes Dominior landlord's name in between tenan Dominion to disconnect their elec on in the landlord's name as of the remain in the landlord's name unti the landlord disconnects the servi	n to automatically put service in ts. When a tenant contacts tric service, we will keep the se specified date. The service wi il a new tenant requests service ce.	n a ervice II e or
Yes, enroll all units in BTO		
• ••••		
Which type of RTO do you want	t to enroll into?	
Which type of RTO do you want	t to enroll into?	
Which type of RTO do you want Seasonal  Automatic Yes, enroll some units in RTO	t to enroll into?	
Which type of RTO do you want Seasonal  Automatic Yes, enroll some units in RTO No, don't enroll in RTO	t to enroll into?	

5. Verify your information and agree to the Terms & Conditions. Then click SUBMIT.

Ste	p 3: Review & Confirm	0
<u>•</u>	Property Service Address	Edit
	Units	
•	RTO Enrollment	Edit
	Enrolled in RTO	
<ul> <li></li> </ul>	l agree to the <u>Terms &amp; Conditions</u>	
	Back	Submit

6. You will receive a message that your properties have successfully been added.