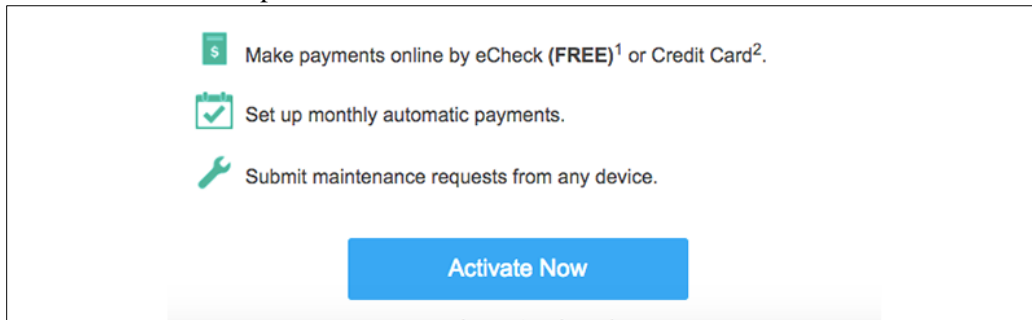


Tenant Portals

Once you have a signed executed lease and we have entered you into our system as a new tenant, you will receive an Online Portal Activation email.

ACTIVATING YOUR ONLINE PORTAL:

- Click **Activate Now** in the email to establish a strong password to activate your portal.
 - ❖ Below is an example of what that email will look like:



- You can also self-sign up for the Online Portal at <https://syndicatemg.appfolio.com/connect>. Click **Request access to the portal** and input your information.
- Bookmark, create a shortcut icon for the login page or download the mobile app so it is easy to return at any time.
- You will receive a confirmation email once your portal is activated.

If you have any questions or concerns, please feel free to contact the Syndicate Management office by phone at (704) 635-7773 or by emailing us at Maintenance@SyndicateProperty.com. Our office Hours are Monday-Friday, 9am to 5pm.

Our property management software offers a thorough Guide & Help page for assistance with tenant portals. Simply visit the webpage at this link for details:

<https://www.appfolio.com/help/online-portal>