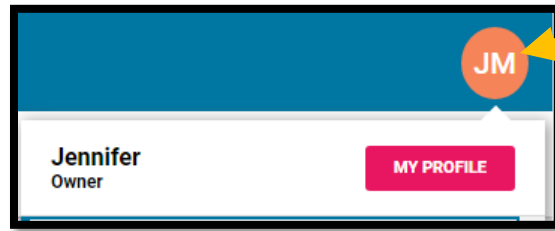


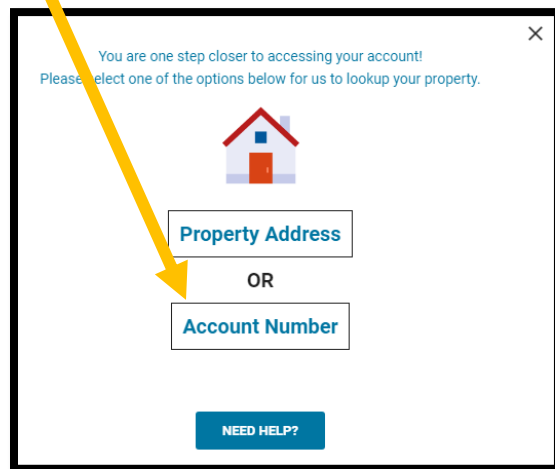
- Once you have logged onto the portal using your existing login credentials, click on the circle with your initials in the upper right-hand corner of the dashboard.



- Then select Add New Property



- Select the Account Number option



- Now enter you new account number, found on the enclosed statement, and hit Submit

