

**Owner Portal Login**

Log In

Create a Login Forgot Password?

Click on Create a Login

**Create a Login**

You are creating a login account under the **owner** category. This login will function exclusively for owner access to the accounts linked with your property manager(s).

Login Username:

Login Password:

Verify Password:

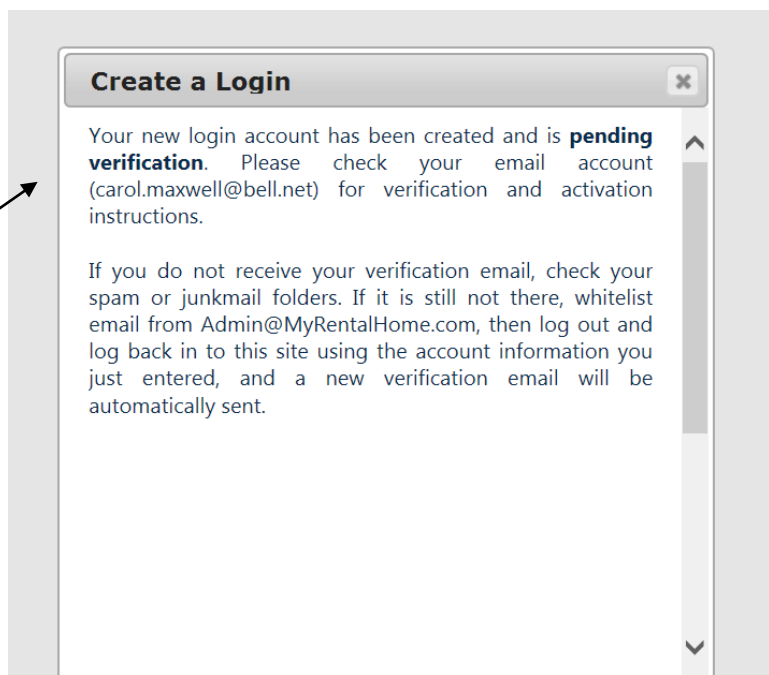
User Agreement:  Use of this site and creation of your user account signifies your agreement with the following terms of use. If you do not agree with any of these terms of use, please do not continue to create your user account. RealEIS, LLC (the "Company") reserves the right. in its

Fill in the appropriate information in the three boxes.

You create your own password and enter twice to be sure that you have entered it correctly.

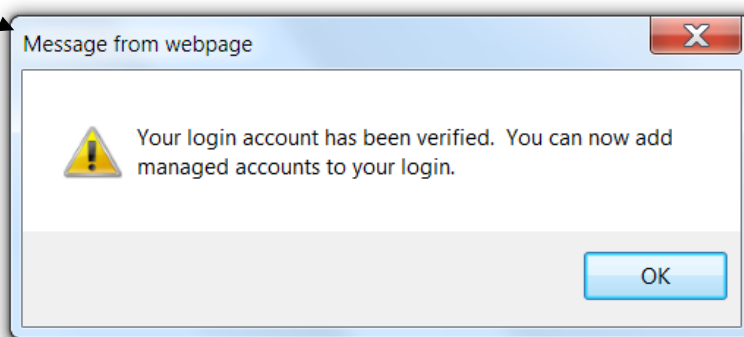
Read the User Agreement by scrolling down and check "I Agree" at the bottom.

After clicking "I Agree" you may have to scroll down to see this message which lets you know the account has been created pending verification.



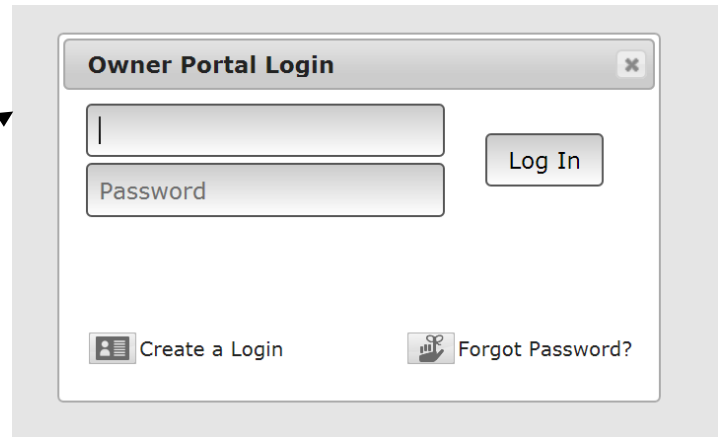
Go to your email and click on the link to verify your account to activate it. If the link cannot be clicked, copy and paste it into your Internet browser. After clicking the link

After clicking the link you will see the message below. Press OK.



Page 3  
Creating your online account

After clicking OK on the previous screen, this screen should pop up. You enter your email address in the first box and your password in the second.



Owner Portal Login

Log In

Create a Login

Forgot Password?

If the Owner Portal Login box doesn't pop up use this link:  
<https://portal.heropm.com/MRH5/OW/standard.mvc>

After Login In another similar screen will appear with three boxes to fill out.

1<sup>st</sup> box enter the Property Manager ID which is 102628ON

2<sup>nd</sup> box: enter your password (created earlier)

3<sup>rd</sup> box: enter your email address

Then click on the **Add** button to the right of the boxes. The next screen to appear will ask that you configure your account (see following page).

Page 4  
Creating your online account

To configure the options for your account, click on the appropriate choices that you would prefer. Then press **Save**.

The screenshot shows a web browser window displaying the 'PORTAL' configuration page. The browser's address bar shows the URL: `https://portal.heropl.com/MRS/S/OV/standard.mvc?portalAction=Config`. The page features a blue header with the 'PORTAL' logo and a dark sidebar on the left with navigation links: Portal Intro, Activity, Statements, Documents, Contact Us, Account List, Account Config (highlighted), Account Password, and Log Out. The main content area is titled 'Change the configuration options for your account below.' and contains two sections. The first section, 'Set configuration options', includes three checkboxes: 'Send me an email (at carol.maxwell@bell.net) on each day that a statement is posted.', 'Send me an email (at carol.maxwell@bell.net) on each day that a document is posted.', and 'Automatically organize my default document folders based on matching keyword in the document name (Invoice, Agreement, Inspection, Photo, Letter)'. A 'Save' button is located at the bottom of this section. The second section, 'Notify your property manager of desired changes to your account', contains input fields for Name (Carol Maxwell Test), Contact, Address Line 1 (123 Anywhere Street), and Address Line 2 (Somewhere Town). The bottom of the browser window shows the Windows taskbar with the system clock at 11:11 AM and a zoom level of 150%.