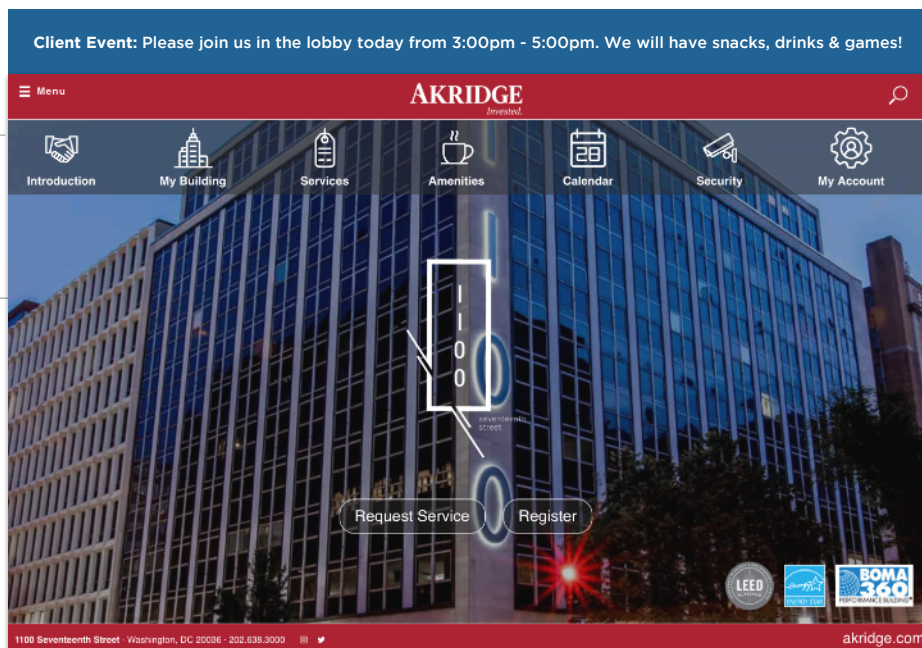


Electronic Client Portal

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

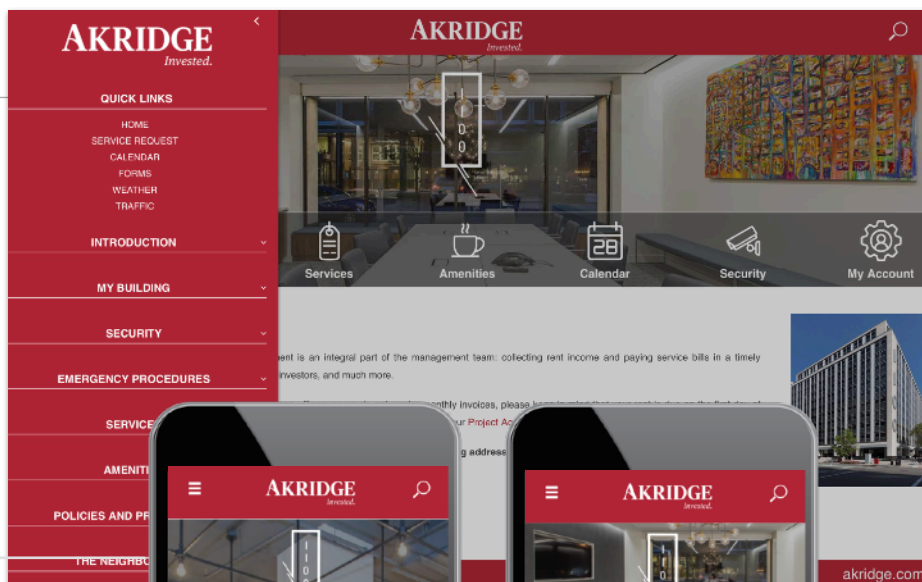
Communications can be posted through banners and calendar events on the site to provide you with up to date community and property information.

www.1100SeventeenthStreet.com



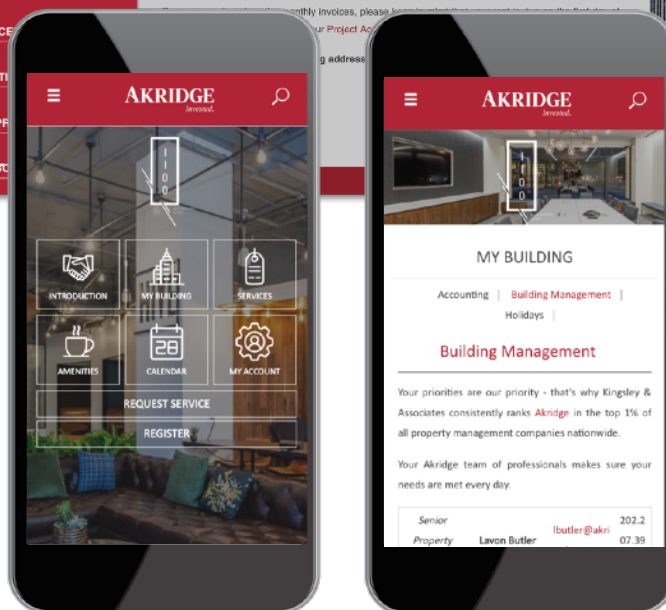
Quicklinks

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 Client Portal wherever you go.



Client Center

(Reservations, Notifications & COI Management)

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

Submit and manage amenity reservations.

Login to Your [Client Center](#) (Click)



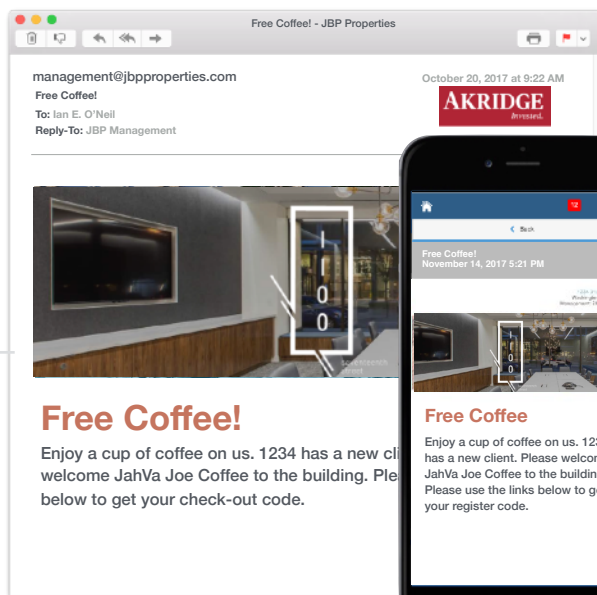
First time logging in?

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

Search “**Tenant Center**”



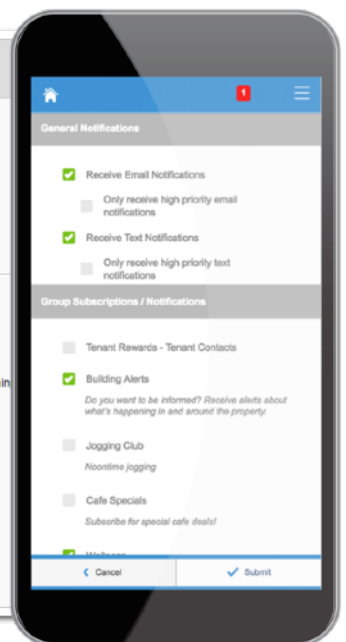
Customize Notifications

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.

Manage Notifications

- ☒ Receive Email notifications
 - ☐ Only receive high priority email notifications
- ☒ Receive Text notifications
 - ☐ Only receive high priority text notifications

- | Group | Notification Type | Description |
|---|---|---|
| <input type="checkbox"/> Tenant Rewards - Tenant Contacts
<input checked="" type="checkbox"/> Building Alerts
<input type="checkbox"/> Jogging Club
<input type="checkbox"/> Cafe Specials
<input checked="" type="checkbox"/> Wellness | <input type="checkbox"/> Tenant Rewards - Tenant Contacts | |
| | <input checked="" type="checkbox"/> Building Alerts | Description: Do you want to be informed? Receive alerts about what's happening around the property. |
| | <input type="checkbox"/> Jogging Club | Description: Noontime jogging |
| | <input type="checkbox"/> Cafe Specials | Description: Subscribe for special cafe deals! |
| | <input checked="" type="checkbox"/> Wellness | Description: Do you like to be healthy? Notifications regarding wellness. |



Benefits of Registering

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

Reservations

Submit and manage reservation requests. All requests are immediately delivered to Property Management for review and action.

Access ([Click Here](#))

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

Submitting a Reservation

Step 1: Choose "Select" next to the amenity you would like to reserve. A reservation form will appear requesting specific information about your request.

Step 2: Enter your contact information and all meeting details, such as the set up needs, catering details, attendees list and email reminder notification. You will have options to add special needs, requests as well as attachments, if needed.

ID	Status	Reservation Name
213848	Approved	Bowl-a-rama
212613	Canceled	Maine Office Gathering
209866	Approved	Year End Meeting
209374	Approved	Pre-Holiday Staff Meeting
207730	Approved	Board Meeting
205908	Approved	Board Meeting
\$ 200688	Approved	AM Meeting
199600	Completed	Westchase Meeting
\$ 195005	Approved	SAP Training
194674	Approved	Company Conference Meeting
191521	Pending	Monthly Meeting

Meeting Details

Meeting Name *

Number of Attendees * 0 Max Capacity: 50

Attendees List #

Email Reminder #

Reservation Time & Dates

You can pick days on the calendar by clicking on them or you can click the "Add Dates" button to add days. Review the color codes below and hover over them to determine the availability for specific days.

The amenity is available: Weekdays 8:00 AM - 5:00 PM

< 2018 2019 2020 2021 >

< 2017 Feb Mar Apr May Jun >

Date 1: < >

Your Reservations: Other Reservations: Multiple Room Unavailable: Your Reservations (Unavailable):

JAN 2017

5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

PO: Lease ID: 12345				Status: Approved
Type	Cost	Mark Up	Tax	Total
▼ Labor	\$100.00	\$0.00	\$0.00	\$100.00
Grand Totals	\$100.00	\$0.00	\$0.00	\$100.00

Billable Items

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

Reservation Calendar

From the home screen, select the "View Calendar" link from the Application Display Box or from the Reservations dropdown menu. The current month's calendar, shown below, will appear displaying your current reservations (green), rooms that have reservations (blue) and any unavailable conference room times (red).

◀ December				January		February ▶							
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
1		2		3		4		5		6		7	
<div>5 x 6</div> <div>Herrig/Kennedy Room Unavailable</div> <div>Treadway Room Unavailable</div>		<div>6 x 6</div> <div>Adirondack Room (12:00 PM - 2:00 PM)</div> <div>Herrig/Kennedy Room Unavailable</div>				<div>Conference Room (8:00 AM - 9:00 AM)</div> <div>Conf Room A (8:00 AM - 9:00 AM) Unavailable</div>		<div>Conference Room (8:00 AM - 10:00 AM)</div> <div>Adirondack Room (9:00 AM - 4:00 PM)</div> <div>Conf Room A (8:00 AM - 10:00 AM) Unavailable</div>				<div>Herrig/Kennedy Room Unavailable</div> <div>Treadway Room Unavailable</div> <div>Penside Room Unavailable</div>	
8		9		10		11		12		13		14	
<div>Herrig/Kennedy Room Unavailable</div> <div>Treadway Room Unavailable</div> <div>Penside Room Unavailable</div>				<div>Conference Room (9:30 AM - 11:00 AM)</div> <div>Adirondack Room (8:00 AM - 12:00 PM) Unavailable</div> <div>Conf Room A (9:30 AM - 11:00 AM) Unavailable</div>		<div>7 x 6</div> <div>Conference Room (8:00 AM - 9:00 AM)</div> <div>Adirondack Room (9:00 AM - 10:00 AM)</div>		<div>Conference Room (8:00 AM - 1:00 PM)</div> <div>Conf Room A (9:00 AM - 1:00 PM) Unavailable</div>				<div>Herrig/Kennedy Room Unavailable</div> <div>Treadway Room Unavailable</div> <div>Penside Room Unavailable</div>	

Your Reservations

Reservations placed will display under Your reservations option. All reservations can be searched by simple text and/or filtered by the options available.

\$ 204569	Completed	Requested	Business Meeting	Cape Room	1	October 25, 2017
\$ 200588	Approved	Approved	AM Meeting	Maine Room	1	July 25, 2017
199600	Completed	Pending	Westchase Meeting	Cape Room	1	June 19, 2017
196048	Canceled	Pending	Board Meeting	Maine Room	1	April 24, 2017
\$ 195005	Approved	Requested	SAP Training	Cape Room	1	April 12, 2017

Support

Help Center

Log in to your Client 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 Client Center, please follow the link to connect with your [property management team](#).

