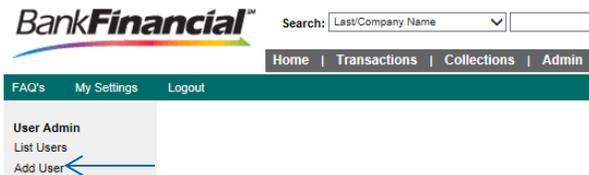


# Rent Collector Portal – Quick Reference

## Step-By-Step Admin

### Add a User

1. From the Rent Collector Portal home screen, select the **Admin** link from the top menu and then **Add User** from the left menu.



2. Enter the required fields. The **User Name** must be the same as the Users Online Business Banking login ID.

Update User Settings

Full Name:

User Name:

User Location:

Email Address:

Auto Disable:

Deal Auth Amount:

Deal Auth Status:

Enabled

Authorized Caller

Privileges for this User

Enabled Privilege	Description
<input type="checkbox"/> Customer Services	User can add/edit Customers, create payments
<input type="checkbox"/> Reports	User can view and export reports.

Locations for this User

Enabled	Location Name
<input type="checkbox"/>	

Check off Customer Service and Reports and click Update.

Additional options will appear. Select Accounting and whichever Locations (accounts) you want that user to have access to.

Roles within the Customer Services Privilege

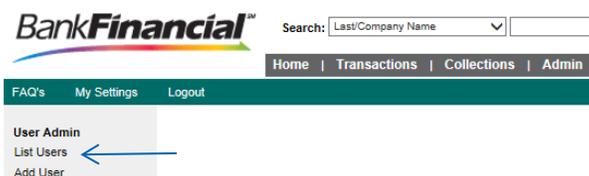
Enabled Role Name	Description
<input checked="" type="checkbox"/> Accounting	All Reporting Functionality

Locations for this User

Enabled Location Name	Location Enabled
<input checked="" type="checkbox"/> Forest View	Yes
<input checked="" type="checkbox"/> Garden	Yes
<input checked="" type="checkbox"/> Tree Tops	Yes

### Disable a User

1. In the left navigational bar under the **User Admin** heading, select **List Users**.



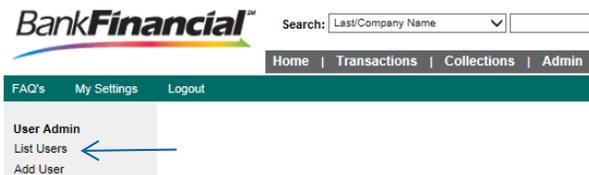
2. Under the **Edit User** heading, click the **Edit** link for the user profile you wish to disable.
3. The **Update User Settings** page displays. Uncheck the **Enabled** option, and click **Update** at the bottom of the page.

### Update User Settings

Full Name:	<input type="text" value="Joe Smith"/>
User Name:	<input type="text" value="jsmith"/>
User Location:	<input type="text"/>
Email Address:	<input type="text" value="jsmith@lunaapt.com"/>
Auto Disable:	<input type="text"/>
Dual Auth Amount:	<input type="text" value="0.00"/>
Dual Auth Status:	<input type="text" value="Approved"/>
	<input type="checkbox"/> Enabled
	<input checked="" type="checkbox"/> Authorized Caller
	<input type="button" value="Reset Password"/>
	<input type="button" value="Delete User"/>

### Delete a User

1. In the left navigational bar under the **User Admin** heading, select **List Users**.



2. Under the **Edit User** heading, click the **Edit** link for the user profile to delete.
3. The **Update User Settings** page displays. Click **Delete User**.

### Update User Settings

Full Name:	<input type="text" value="Joe Smith"/>
User Name:	<input type="text" value="jsmith"/>
User Location:	<input type="text"/>
Email Address:	<input type="text" value="jsmith@lunaapt.com"/>
Auto Disable:	<input type="text"/>
Dual Auth Amount:	<input type="text" value="0.00"/>
Dual Auth Status:	<input type="text" value="Approved"/>
	<input checked="" type="checkbox"/> Enabled
	<input checked="" type="checkbox"/> Authorized Caller
	<input type="button" value="Reset Password"/>
	<input type="button" value="Delete User"/>