**CREATING ONLINE PORTAL FOR CURRENT RESIDENTS GUIDE**

If Current tenant doesn’t already have an online portal, there are two ways to get them an online portal set up:

1. Residents can go on the TEAM Management website and view the instructions on how to Register for a Rent Café Tenant portal: <https://teammanagement.net/pay-rent.html>

**OR**

1. Managers can also assist Current Residents with creating an online account, by asking them for their email and entering in yardi, which will send out an invite email to them to register for their Resident Portal account, by doing the following:
2. Login to Yardi
3. Search the tenant’s name



1. Click on the tenant’s name to view the Resident details page



1. From the Resident’s detail page 🡪 click on the **“Personal Info”** tab
2. Then clickthe **“Edit**” button
3. Under the blue **“Contact Details”** line 🡪 enter in the tenant’s email address that they would like to set up their rent café resident portal account with and then press the **“SAVE”** button.
4. After adding their email in, this will sync to Site Manager/Rent Café
5. The Tenant should then get an invite email from rent café to create their online resident portal, **if not:**
	1. Once the email is entered in Yardi, email Aimee to send the invite email to register from Site Manager