

SET UP YOUR ACCOUNT

Here's the simple step-by-step.



1

Receive the activation email

Your property manager will send you an email with a link to activate your AppFolio Online Portal.



2

Open the activation link

Click the link in the email to begin creating your portal account.



3

Create a password

Choose your password and click Activate to finish setting up your portal login.



4

Log in to the AppFolio Online Portal

Once activated, sign in to view lease documents, pay charges, submit maintenance requests, and review payment history.



5

Complete move-in tasks (if prompted)

You may be asked to review your lease, confirm benefits, upload renters insurance, review move-in charges, and sign digitally.



6

Use your portal anytime

After activation, you can access your AppFolio Online Portal anytime from your phone or computer.



Your AppFolio Online Portal makes it easy to manage your rental in one place.

appfolio™



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