

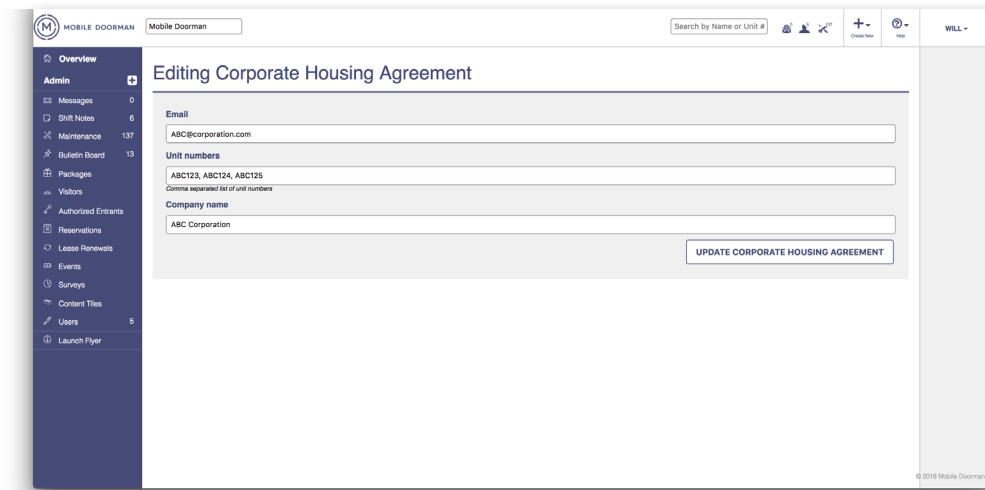


MOBILE DOORMAN
University

How-To Manage Corporate Housing

Using Mobile Doorman, communities can set up profiles for corporate partners, easing the process of adding & removing temporary corporate lessees under their respective companies.

Once registered, clients can communicate with apartment staff and engage with their building as if they lived there full-time.



Step 1: Log in to manage.mobiledoorman.com

Step 2: Click on *Users* in the left-hand navigation bar.

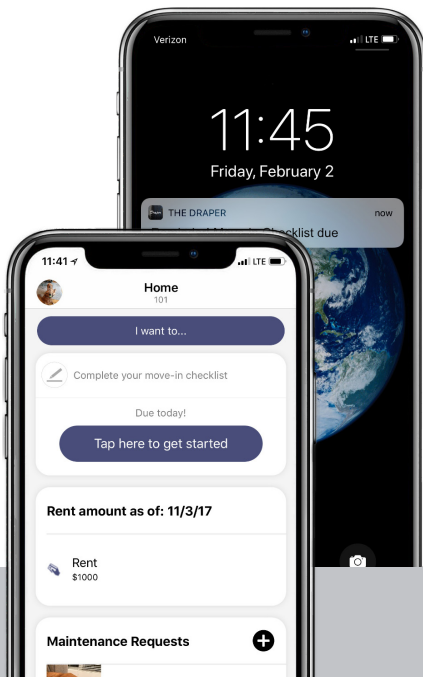
Step 3: Click on *Corporate Housing Agreements* in the top-right corner of the page to find your Corporate Housing dashboard. From here you can view and edit your corporate partners.

Step 4: Click on *New Corporate Housing Agreement* to create a new corporate housing profile.

Step 5: Simply add contact info, designated units and company name. Be sure to separate unit numbers using commas.

Step 6: Click *Create Corporate Housing Agreement* to finalize.

Step 7: Once completed, the company contact will receive their login in to manage residents living in their designated units.



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