

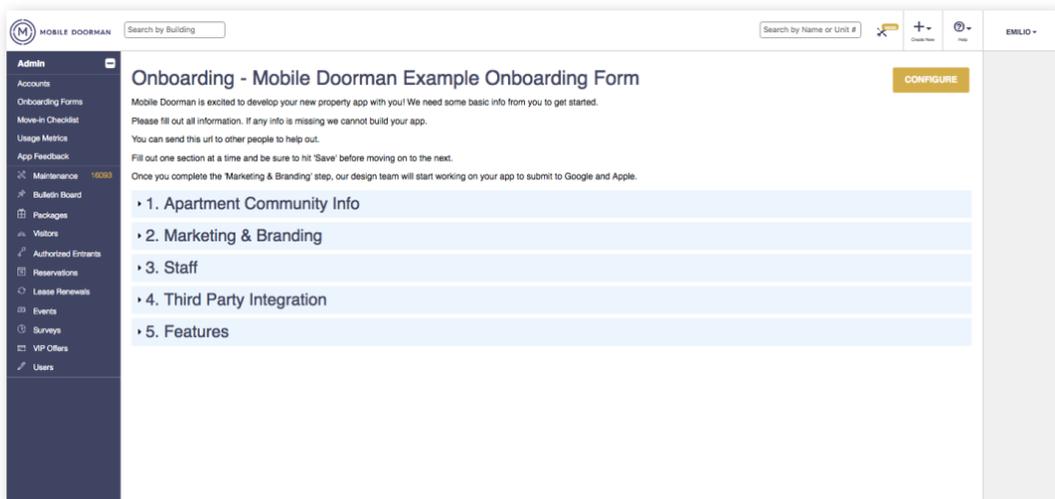


MOBILE DOORMAN
University

How-To Complete Onboarding Forms

Welcome to Mobile Doorman University

Using Mobile Doorman, setting up and onboarding a new building has never been easier. By following these easy steps, we can create a detailed and customized app, tailored to the needs of your property. See below for a detailed breakdown of the onboarding process.



Apartment Community Info

Step 1: Go to manage.mobiledoorman.com

Step 2: Log in with your email address and password (If you don't know it, click forgot password)

Step 3: Search for your building and select *Fill Out Form*

Step 4: Click on *Apartment Community Info*

Step 5: Fill out all of the text boxes

Step 6: Click *Save* (we recommend saving frequently to avoid data loss)

Marketing & Branding

Step 7: Click *Marketing and Branding*

Step 8: Fill in your app's desired color palette and format. Select *other/I don't know* if palette or secondary color is unknown

Step 9: Upload high-resolution images of your property and logo. Once uploaded, check the corresponding boxes

Step 10: Click *Save*

Staff

Step 11: Click *Staff* to continue

Step 12: Fill in staff members' full names and emails. This information will be used to create their staff accounts

Step 13: You can add more profiles by clicking *Add Staff*

Step 14: Click *Save*

Third Party Integration

Step 15: Click on *Third Party Integration* to continue. In this step you will integrate the app & your property management system

Step 16: Follow the directions under *Setup* to complete the remaining boxes

Step 17: If you have issues locating the correct information, contact your IT team for assistance

Features

Step 18: Click *Features* to continue

Step 19: Select *Yes* if your community hosts resident events. By doing so we'll work with you to create an in-app community event calendar

Step 20: Under *Package Handling* select how your building sorts and delivers packages

Step 21: If handled by a vendor select the one that you use, if you do not see your package handling system select *Other*

Step 22: Copy your payment portal URL in the corresponding box. We'll use this to set up how residents will pay their rent within the app

Step 23: If you have reservable spaces and amenities select *Yes*, list each amenity and provide information for each item

Step 24: Click *Save* to finalize



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Visit www.MobileDoorman.com today