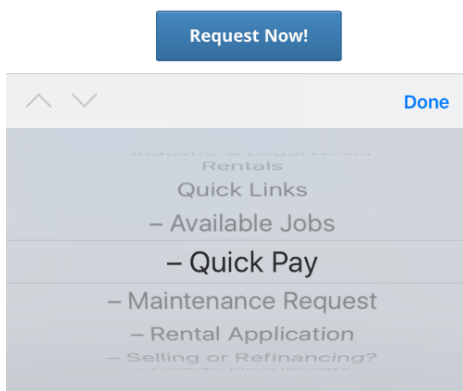




## Web Portal Mobile Login, Payment, and Maintenance Request Instructions

### Web Portal Mobile Login

1. On your smartphone web browser, type in [www.halesinc.com](http://www.halesinc.com) and select “Quick Pay” from the dropdown list.
2. Next, fill in your login credentials. Be sure to click on the “Remember me!” checkbox for faster future login.



Email  
you@example.com

Password  
password

**Sign in**  Remember me!

Forgot your password? Property managers, rental owners, and vendors sign in here

## Payment

Once logged in, select the “Make Payment” button and fill in your banking information. Make sure that the frequency is set to “Monthly” and click “Review” and “Done” to finalize recurring payments to be made.

halesinc.managebuilding.com

### Make a payment

Pay with  
eCheck

Pay this amount  
\$340.00

On this date  
Sep 28, 2016

Frequency  
Monthly

Account owner name  
First name  
Last name

Account type  
Checking Savings

Routing number  
9 digits number

Account number

Help?

## Maintenance Requests

If you would like to send us a request or message regarding an issue in your building, simply type the subject, a message, and then press the “Add attachments...” to snap a photo or upload a file. We will quickly assign it to the correct team member and you can follow along with the status of your request.

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### New message

If you have more than one issue, please send a message for each. Thank you!

Subject (required)  
Short version

Message  
Longer version

Add attachments...

Once logged into the mobile site, users can access many other items from the “MENU” such as financial information, documents/announcements, preferred vendors and a directory of owners.

Don't forget to bookmark the page for quick access in the future!