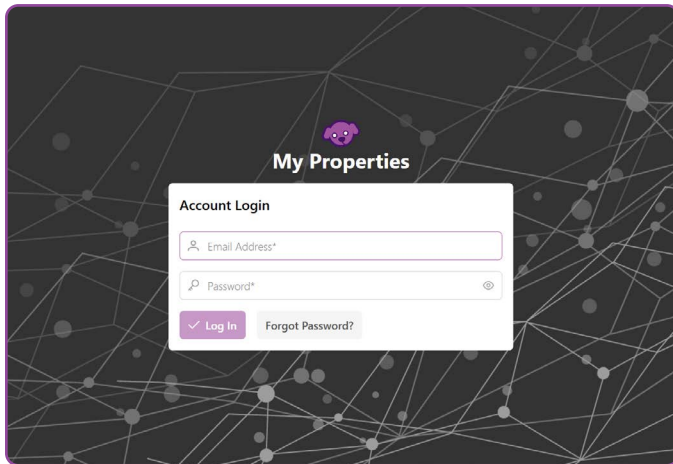


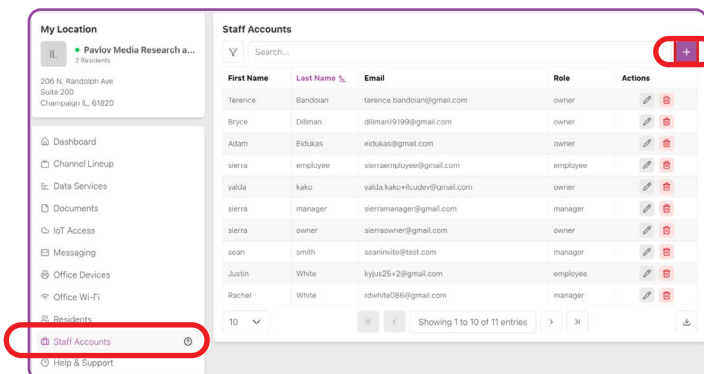
How to Add Staff Accounts in My Properties

NAVIGATING TO THE RESIDENTS TAB

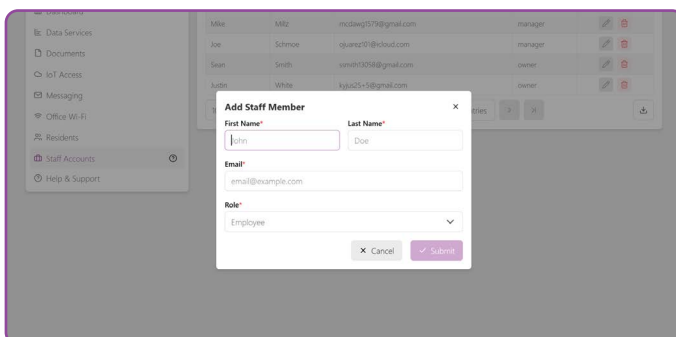
- Log in to the My Properties portal at: <https://MyProperties.PavlovMedia.net/>



- Click on your community
- On the left-hand menu, click the **Staff Accounts** tab



- Property Management or Ownership can click on the purple plus icon in the top right corner of the staff accounts page to add a new staff member to My Properties



- Once their information is put in and submitted, the new staff member will get a “Welcome to My Properties” email inviting them to join the My Properties portal.
- Once they accept the invitation, the staff member will then have access to the My Properties portal and will be able to manage residents’ internet and even set up their own personal Wi-Fi PSK for use across the property using the Office Wi-Fi tab.

STAFF ACCOUNT ROLES AND PERMISSIONS

- **Owners** — can add staff with any Account Role
- **Managers** — can only add or remove staff at the employee level, they cannot modify the access of managers
- **Employees** — cannot add or remove other staff members

NEED ASSISTANCE?

- Refer to the screenshots provided for additional guidance
- For further help contact the Account Management Team!
Phone: 866.558.1993
Email: accountmanagement@pavlovmedia.com

