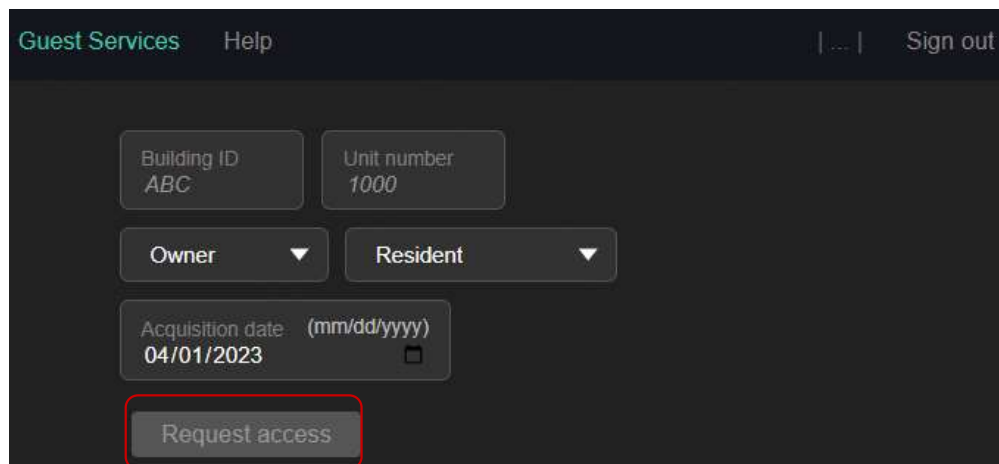Whether you are a new owner or a property manager taking on a new client, you must submit a request to add a unit to your user profile.

Log in and select **Account** from the **|…|** menu. Verify your account information and Personal and Global options (recommended to turn them all on/blue) and then scroll down to the following section.

Input the **Building ID**, as provided by the administrator, and **Unit number**. Then select the **role*** and **classification*** and enter the **Acquisition date** for when you take possession of the property (existing owners should enter today's date). Click **Request access**.

You will receive an email notification when the system administrator has approved your account.

***Role**: Owner or Management Company
***Classification**:
- Resident – Lives in the property full-time
- Rental – Rents the property full-time
- Own/Rent – Rents the property but also stays in it occasionally
- Part-Time Resident - Second home, no rentals