

Setting up an account is a one-time two step process. The first step is to setup your logon Email address and Password, and the second is to establish the link to your online account information. Once that is done you can log on anytime and see your account activity, statements, documents and much more.

This may seem like a lot of steps, but it is to ensure the privacy of your information.

Step 1: Set up your system logon.

\*Go to [www.PROMASCENTRAL.COM](http://www.PROMASCENTRAL.COM)

\*Click on Owner/Investor

\*Click Create Account

\*Enter the Email address where you want the verification sent

\*Enter and verify a Password

\*Click the I Agree radio button

\*Click Proceed

\*You will be sent an email with a link to use for Step 2

Step 2: Link to your managed property account.

\*Click on the Link in the email to get the Account Verified screen

\*Click on Logon now

\*Logon using the email address and password used in Step 1

\*Click Add

\*Enter your property manager ID of: **104270 TX**

\*Enter your Client ID of: supplied separately

\*Enter your verification code of : supplied separately

\*Click on Link Accounts

We trust that having ready access to this information will benefit you greatly. If you have any questions, please do not hesitate to contact us.