



## Landlord User Manual

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## Getting Started

Using URI's Commuter Housing Database is easy and will help your property gain exposure to nearly 20,000 URI undergrads, graduate students, faculty and other community members. A \$75 fee allows your rental property to be listed on our website for up to 6 months.

### Creating an Account

To add properties to the Off-Campus Housing Database, you must first register a Landlord account on our website: <https://commuters.apps.uri.edu/property/login/signup>

You will need to provide the following information to register:

- You must have a valid **email address**. This will be used as your username to login and as a way to communicate with you as needed for payment receipts, password resets, etc.
- Create a **password** between 6-14 characters. This should be something that is easy to remember but is hard to guess.
- A **security question** which can be used to reset your password if necessary
- Two **phone numbers** where students can contact you to inquire about your rentals. If you would only like to provide one phone number, you can put the same number in both fields.

A confirmation email will be sent to your email once your account is created with additional information.

### Resetting a forgotten password

If you've forgotten your password, it will need to be reset in order to access your Landlord account. We are unable to view or tell you what your current password is because we use cryptography to store this information for your security.

You can use the password recovery tool to reset your password whenever you need: [https://commuters.apps.uri.edu/property/login/password\\_recovery](https://commuters.apps.uri.edu/property/login/password_recovery)

You may need to provide the answer to the security question you created on sign up. Once completed, a new password will be set to your email address on file.

If you do not remember your security question or are having trouble resetting your password, you will need to contact us to have your password reset. Our contact information is available on our website: <https://web.uri.edu/commuter-housing/contact-us/>

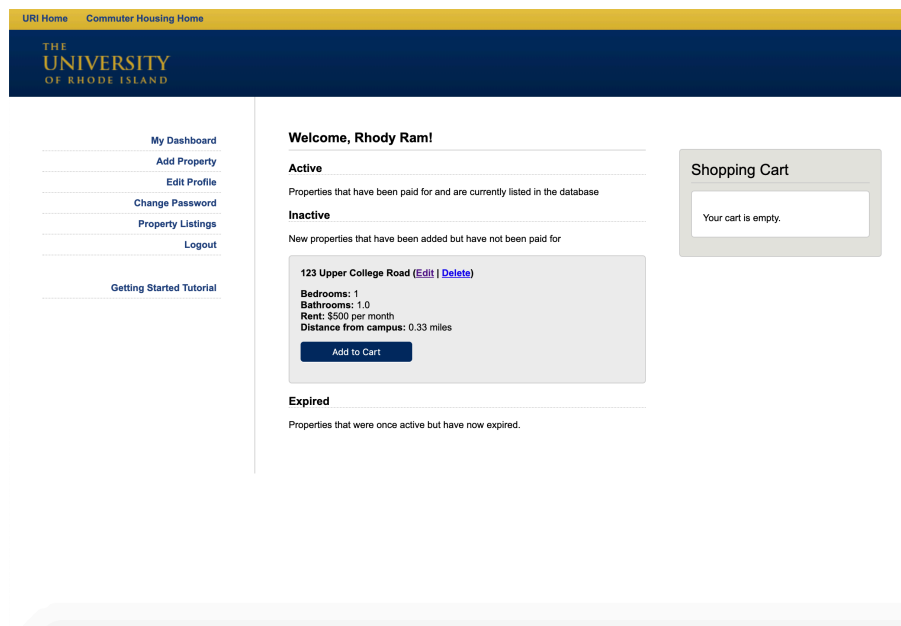
Please note that both your security question and password are **case sensitive**, meaning that uppercase and lower case characters are not the same.

## Logging into your Landlord Account

Once register successful, you can login with your email address and the password you created on sign up on our website: <https://commuters.apps.uri.edu/property/login>

### The Dashboard

Upon logging in you will be brought to your Dashboard. This is the central control panel used to manage your account, your properties, and your listings.



### Navigation

The navigation pane on the left side provides to all the information associated with your account.

- My Dashboard – Brings you back to your dashboard where you can view your properties.
- Add Property – Add a new property to the database
- Edit Profile – Edit your personal settings including contact information
- Change Password – Update your password.
- Property Listings – Go to the home page and see how students will find your listings
- Logout – Logs you out of your account.

### Properties

The central area of your dashboard will display all the **properties** you added to the database. Properties are divided into three different categories: active, inactive and expired.

- **Active** - Active properties are properties that have been paid for and are viewable by students
- **Inactive** - Inactive properties are properties you have added to the database but have not yet paid for them to be listed.
- **Expired** - Expired properties are properties that have been previously paid for but are now expired and no longer listed. They can be relisted by paying again.

### Active Properties

Active Properties appear in green and display their expirations date in red. To edit an active property click the Edit link. Any changes will be automatically updated in the viewable listing.

**IMPORTANT:** If your property has been rented, switch your listing's visibility to "HIDE" by clicking on hide from public. This will help students who are looking for housing by eliminating listings that are no longer available. This will also prevent you from receiving inquiries after renting out your property. You may switch it back to "SHOW" at any time within the six months of your listing.

### Inactive Properties

Properties just added to the database that have not been paid appear in grey. To edit an inactive property click the Edit link.

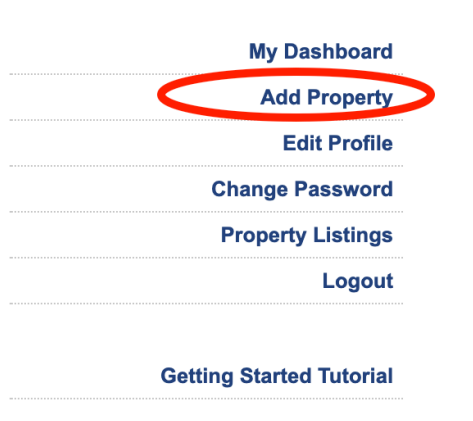
Inactive properties can be deleted by clicking the Delete link. Once deleted a property cannot be recovered and must be created again.

### Expired Properties

Expired properties appear in red and can have the same functionality as Inactive properties

## Adding a Property

Click the Add a Property link from the left hand navigation to add a property to our database.



Properties will not be viewable by students until fully paid for. Please see the [Purchase a Listing](#) section of the tutorial to see how this is done.

Images of your property can be added once a property has already been added to the database by clicking the Edit link under your property on your **Dashboard**.

**Shared Properties** indicate properties where one or more people may already be living specific rooms are for rent.

**Vacant Properties** indicate properties where no one is currently living.

### Adding Images

Once in the database images can be added to your property by clicking the Edit link under your property in the Dashboard. Only JPG, PNG and GIF files are accepted.

### Property Images

There are no images for this property.

### Upload Images

Choose File No file chosen

Upload Image

### Deleting an Image

Images can be removed by clicking the Delete Image button under each uploaded photo.

## Property Images



Delete Image

## Purchasing a Listing

Once you have added your property you can now purchase a listing to have it moved to active status, and be shown on the site.

Inactive and Expired properties can be made viewable by students by purchasing a listing. Listings cost \$75 per property and last for 6 months.

To purchase a listing click the Add to Cart button on a property. Multiple properties can be added to your cart if you wish to purchase more than one listing at once.

### Step 1: Add listing(s) to your cart

#### Welcome, Rhody Ram!

##### Active

Properties that have been paid for and are currently listed in the database

##### Inactive

New properties that have been added but have not been paid for

123 Upper College Road ([Edit](#) | [Delete](#))

**Bedrooms:** 1

**Bathrooms:** 1.0

**Rent:** \$500 per month

**Distance from campus:** 0.33 miles

Add to Cart

##### Expired

Properties that were once active but have now expired.

## Step 2: Press checkout to continue

### Welcome, Rhody Ram!

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#### Active

Properties that have been paid for and are currently listed in the database

#### Inactive

New properties that have been added but have not been paid for

123 Upper College Road ([Edit](#) | [Delete](#))

Bedrooms: 1  
Bathrooms: 1.0  
Rent: \$500 per month  
Distance from campus: 0.33 miles

Remove from Cart

#### Expired

Properties that were once active but have now expired.

### Shopping Cart

123 Upper College Road

Remove from Cart

Total: \$75.00

Check Out

Empty Cart

For checkout step-by-step directions, please see the next page.

### Remove from Cart

To remove a property from your cart click the Remove from Cart link associated with the property.

### Empty Cart

To empty your cart completely, click the Empty Cart Link.

### Checking Out

Click the Check Out button when you are ready to purchase your listings. This will take you to our billing portal where you can pay using a **credit card**, **debit card** or **electronic transfer**.

Step by step instructions on how to use the payment portal start on the next page.

Step 1: Confirm items in shopping cart and press “NEXT” to continue

THE UNIVERSITY OF RHODE ISLAND OFFICE OF STUDENT LIFE

UNIVERSITY OF RHODE ISLAND

SELECT	ITEM	AMOUNT
<input checked="" type="checkbox"/>	Landlord Listing Fee (CHO Listing Fee)	75.00
<b>TOTAL</b>		<b>\$75.00</b>

PREVIOUS NEXT

Step 2: Input person information, then press “NEXT” to continue

Step 1 of 3: ADDITIONAL INFORMATION

All fields required unless marked (optional)

First Name  
Rhody

Last Name  
Ram

Address  
123 Upper College Road

City  
Kingston

State  
RI

Zip  
02881

Email Address  
cho@etal.uri.edu

Telephone (optional)

PREVIOUS NEXT

ITEM	AMOUNT
Landlord Listing Fee (CHO Listing Fee)	\$75.00
<b>Subtotal</b>	<b>\$75.00</b>
<b>Total</b>	<b>\$75.00</b>

CANCEL MY TRANSACTION



Step 3: Select payment type, Credit/Debit card or ACH transfer.

**Step 2 of 3: PAYMENT METHOD**

All fields required unless marked (optional)

☐ Credit Card

☐ Electronic Check

PREVIOUS

NEXT


Step 4: Enter payment information and accept terms and conditions

☐ Credit Card

1. Enter payment information

Credit Card Number

4242424242424242



Credit Card Expiration

May 2019

Security Code ?

123

Cardholder Name

Rhody Ram

Billing Address

123 Upper College Road

City

Kingston

State / Province

Rhode Island

Zip / Postal Code

02881

Country

United States

This site is owned and operated by CASHNet, Inc.

☒ acknowledge that I have read and accept the [terms and conditions](#) of the CASHNet Inc. user agreement.

2. Make sure to agree to terms

☐ Electronic Check

3. Click next to continue

PREVIOUS

NEXT

Step 5: Enter email address for receipt and press submit payment. Your property will be listed within a few minutes of payment and will now be visible to URI students, faculty and community members.

**Step 3 of 3: REVIEW AND CONFIRM**

All fields required unless marked (optional)

**ADDITIONAL INFORMATION** [Edit](#)

**First Name:** Rhody  
**Last Name:** Ram  
**Address:** 123 Upper College Road  
**City:** Kingston  
**State:** RI  
**Zip:** 02881  
**Email Address:** cho@etal.uri.edu

**PAYMENT METHOD** [Edit](#)

Visa ending in 4242  
Credit Card Expiration: 0519  
Rhody Ram  
123 Upper College Road  
Kingston, Rhode Island 02881

**ENTER EMAIL ADDRESS**

1. Input email address for receipt

2. Press submit to complete payment

**PREVIOUS** **SUBMIT PAYMENT**

## Problems and Questions

Still need help? Feel free to contact us via email at [cho@etal.uri.edu](mailto:cho@etal.uri.edu) or call us during business hours at 401.874.2828. For updated hours and contact information, take a look at our website: <https://web.uri.edu/commuter-housing/contact-us/>