

# OWNER PORTAL



You will receive an invitation to our convenient owner portal allowing you to:

- Access reports
- Submit requests
- View transactions

Visit this link to learn more about what you can do on the portal:

<https://support.doorloop.com/en/articles/8317597-how-to-use-the-owner-portal>

We recommend bookmarking the link when you receive it. Please be sure to take this step so that we can provide you with the best service and communication.

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## YOUR FIRST OWNER PAYMENT

Under the “Transactions” tab of your owner portal, you will see “Owner Distributions” which shows when we have sent you a payment. If you see a payment on this tab that you have not received, please check your spam/trash folder. It will come from [support@checkbook.io](mailto:support@checkbook.io). When you receive your first payment, it will ask you how you would like to be paid. We recommend entering your bank account information so that you will automatically receive your payment each month.

Please contact us with any questions.