

CCAA Property Management is introducing a new Lease Management System.



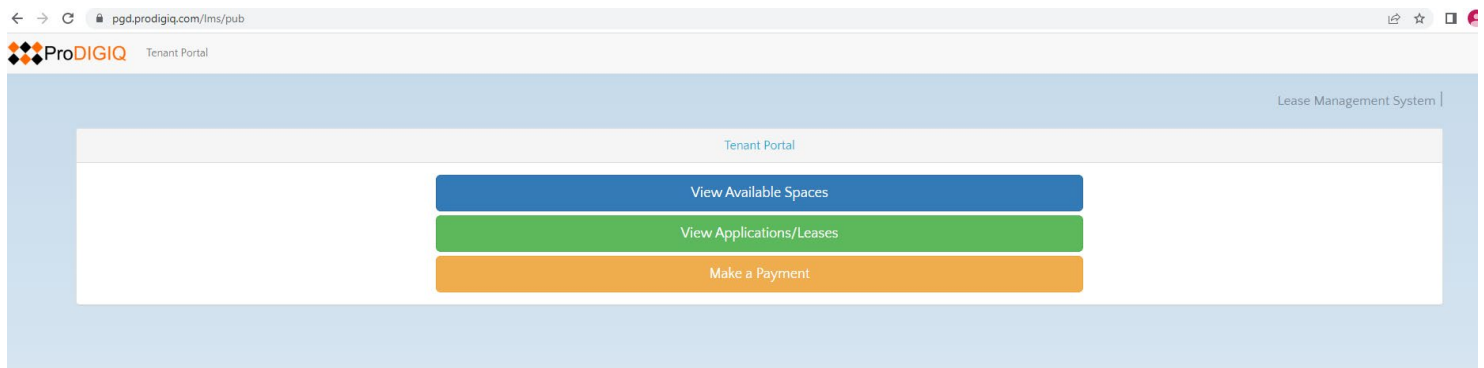
This system will be utilized for invoicing and payments. Through the Tenant Portal you can make direct payments and message Property Management.

You can set up your account in the Tenant Portal.

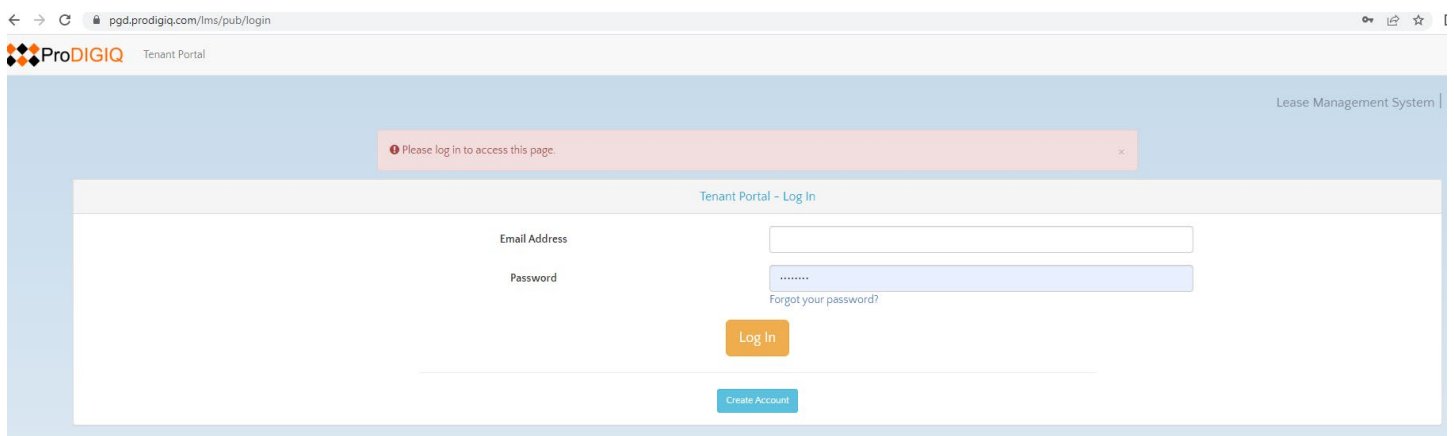
Once you have created your account with your preferred password, you will be able to message CCAA Property Management and be ready to make payments when we roll out the new invoices.

Please follow these step-by-step instructions to set up your Tenant Portal account on ProDIGIQ.

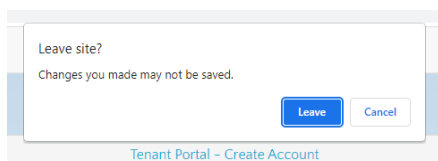
Go To: <https://pgd.prodigiq.com/lms/pub>



Click on yellow button "Make a Payment"



Click on blue button "Create Account"



If this pop-up appears, click Blue "Leave" button.

pgd.prodigiq.com/lms/pub/tenants/new

ProDIGIQ Tenant Portal

Lease Management System

Tenant Portal - Create Account

First Name*

Last Name*

Email Address*

Company*

Password*

Confirm Password*

Create Account

Log In

Enter Log-In information in all fields; Click blue button “Create Account”

pgd.prodigiq.com/lms/pub/login

ProDIGIQ Tenant Portal

Lease Management System

Your account has been created. Please log in.

Tenant Portal - Log In

Email Address

Password

Forgot your password?

Log In

Create Account

Enter Log-In Username (email address) and Password; Click yellow button “Log In”

pgd.prodigiq.com/lms/pub/payments

ProDIGIQ Tenant Portal

Lease Management System

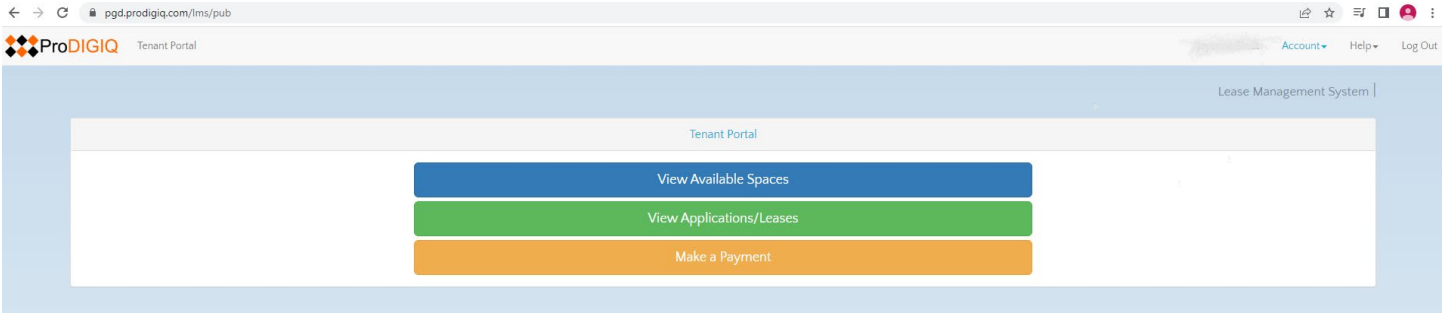
Make a Payment

Do not change the Payment Amount after this page or the transaction will not be registered!

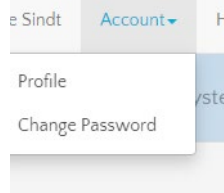
Pay through PayLink

Back

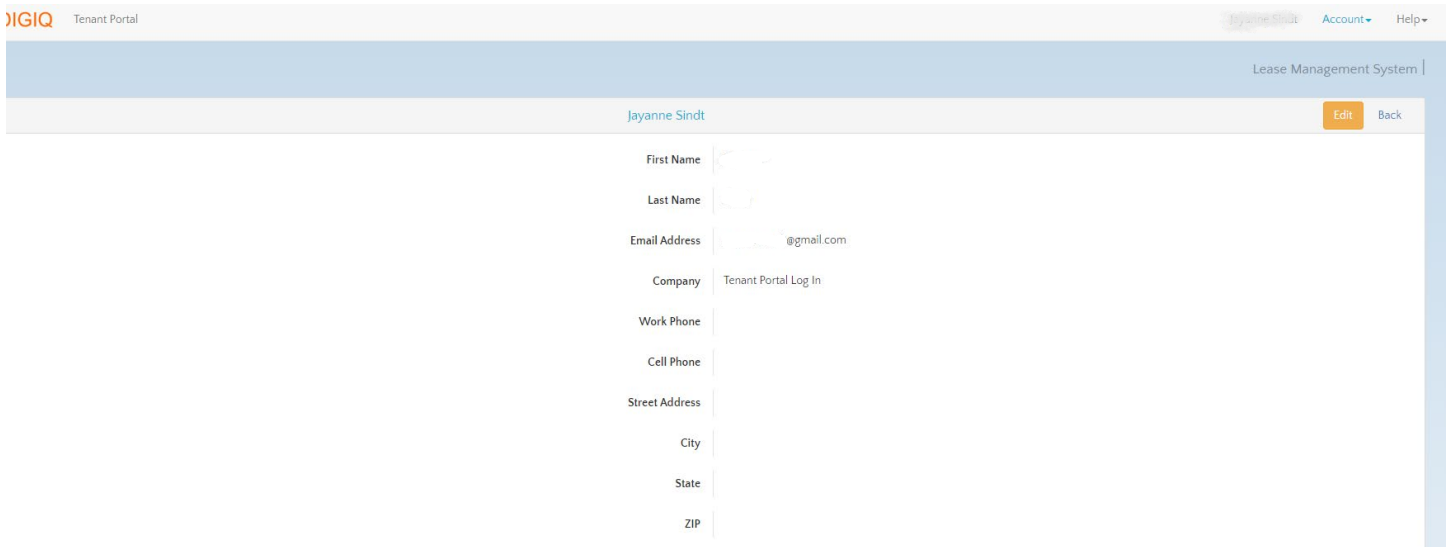
STOP HERE and use the “back” link to return to home screen.



To complete your full profile, click on the blue “Account” link and choose “Profile” from the drop-down.



Note: You can also change your password using the Account dropdown menu.



Click the yellow "Edit" button.

Edit Profile

Bac

First Name*	<input type="text" value="Tenant"/>
Last Name*	<input type="text" value="Portal"/>
Email Address*	<input type="text" value="tenant@pgd.com"/>
Company*	<input type="text" value="Tenant Portal Log In"/>
Work Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
ZIP Code	<input type="text"/>

[Update Account](#)

Enter the rest of your information and click the blue "Update Account" button.

You have created your account. CCAA Property Management Admin will link this account to your existing leased property or Agreement.