Tenant Services Portal

Instruction Guide

DORF
ASSOCIATES
INDUSTRIAL & COMMERCIAL REAL ESTATE

https://dorfassociates.eTenantCare.com

Welcome to the Tenant Services Portal

Dorf Associates is proud to introduce the Tenant Services Portal. We invite you to join our online portal, please register at https://dorfassociates.etenantcare.com. Dorf Associates has moved to this online system to provide online payments. Additionally, Dorf Associates online services including, online statements, forms and documents, and news & announcements.

Please take a moment to register using the instructions provided within.
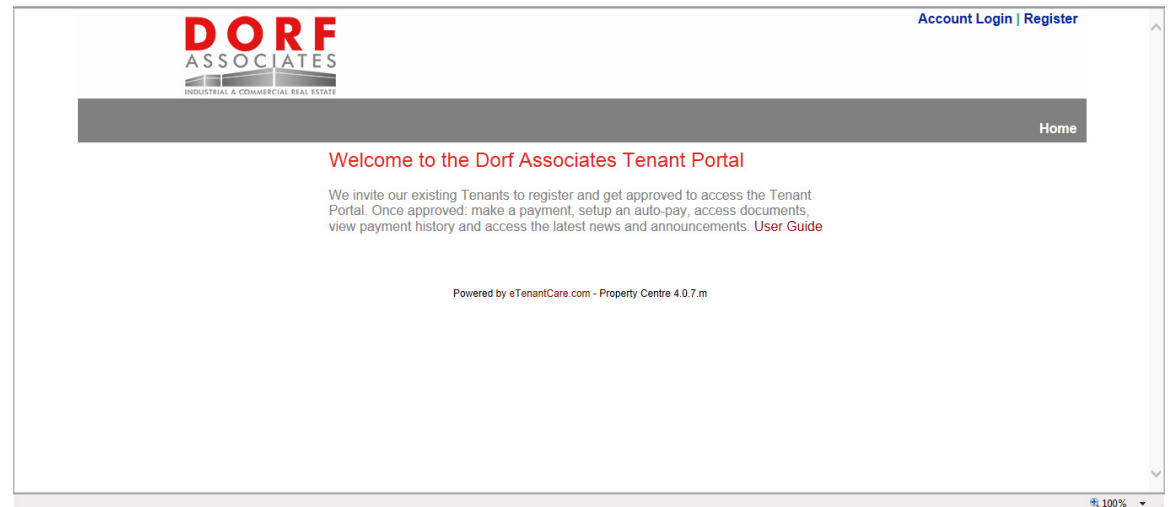
Thank You,

Dorf Associates

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Tenant Services Portal

Online Services

- Online Payments
- Statements
- View Property Documents
- Receive News & Announcements

E-Checks and Credit Cards

Download Property Forms

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Account Login | Register

Home

Welcome to the Dorf Associates Tenant Portal

We invite our existing Tenants to register and get approved to access the Tenant Portal. Once approved: make a payment, setup an auto-pay, access documents, view payment history and access the latest news and announcements. User Guide

Powered by eTenantCare.com - Property Centre 4.0.7.m

100%

https://dorfassociates.eTenantCare.com

How To Register

4 EASY STEPS TO REGISTER

1) Navigate internet browser:
   http://dorfassociates.eTenantCare.com

2) Click "Register"

3) Fill out new account form
   User ID --> your email address

4) Click submit button to register

Once you have registered, you will be notified by email once your account has been approved

https://dorfassociates.eTenantCare.com

Online Payments

Viewing Statements

View Statement (PDF)

Making a Payment

Enter Payment Amount

Continue to Step 2

About Security

We use SSL and TLS 1.2. The latest Security Protocols

Online Statements

Not Available

Select Month to View:

View Statement

Please Note: Your statement balance may not reflect recent charges and credits applied to your account.

Payment Instructions

We accept Debit Cards, Visa, MasterCard, Discover, Diners Card, American Express and e-checks. Please verify your billing information and enter your payment amount. Select your Payment method and acknowledge the Payment Fee. Enter your Payment details and submit your payment.

Your lease requires you to setup an Auto-pay every

Payments

Setup/Manage Autopay
Payment History

Setup an Auto Payment
Payment History

One Time Payment: Verify Your Information

You have an Autopay setup

Email:	Tenant@gitto.com
First Name:	Tenant
Last Name:	Account
Company Name:	N/A
Select Unit:	302
Address:	200 Main St
City:	Irvine
State:	Ca
ZipCode:	92692
Phone:	949-466-4288
Property Name:	The Barnum House
Payment Amount	

Continue to Step Two

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Entering Payment Details – Step 2

Step 2 -Payment Method

1. Select your payment method
2. Note the associated fees.
3. Continue to Step 3

Step Two: Select Payment Options

Fee Notice:	3.25% for Debit/Credit Cards. e-Checks are $2
Select Payment Type:	◉ Pay by Debit/Credit Card ○ Pay by Checking/Savings(ACH/e-check)
Fee	**$39**
Total Payment to Submit:	$1,239

Step Three: Payment Details

Back   Continue to Step Three

Fee Notice
$2.00 Fee for e-Check Payments
3% Fee for all Debit and Credit Card Payments

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Payment – Step 3

Step 3 -Payment Entry

1. Fill out your Payment details
2. Submit your Payment.
3. Review Confirmation
4. Email receipts will be sent

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How to setup an Auto-Pay

Create and Auto payment

1) Click "Setup/Manager Autopay"

2) Enter effective date the Autopay should start. Must be in the future

3) Enter the Day of the Month the Auto-Pay be Processes.

4) Enter the Amount to Charge

5) Click Continue to enter Payment Details

Instructions

NOTE: We accept Debit Cards, Visa, MasterCard, Discover and e-checks. Please verify your billing information and enter your payment amount. Select your Payment method and acknowledge the Payment Fee. Enter your Payment details and submit your payment.

Payments

Setup/Manage Autopay

Payment History

Or

Manage Auto Payments

Please add a new autopay

Select Unit	154-1
Start Date:	9/16/2019
Day of month to be charged:	1
Amount to pay each month:	

Continue to Step 2

If you do not see the completed Auto-Pay screen, it was not setup correctly

Manage Auto Payments

Id	Desc.	Day of Month to Charge	Amount	Start Date	
70934609	Autopay Lease/Rent Payment for 1120 Silverado, Unit 1116	1	$2,002.00	08/31/2019	Delete

Please add a new autopay

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How to Download Property Forms

1) Click "Document Library"

2) Click to "View" the form you want

3) Open or Save to Form

Home   Request Service   Online Payments   News   Availability   e-library

Downloadable Forms

Property Documents
Property Name   **Document Name**   **View Document**
All Properties   Tenant Portal Instruction Guide   View

Unit Specific Documents

Powered by eTenantCare.com - Property Centre 4.0.8.o

File Download

Do you want to open or save this file?

Name: Lease Application.doc
Type: Microsoft Word Document, 25.0 KB
From: www.saundersplaza.com

[Open]   [Save]   [Cancel]

☑ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

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