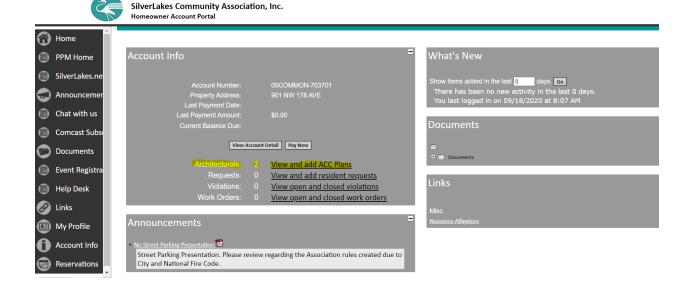
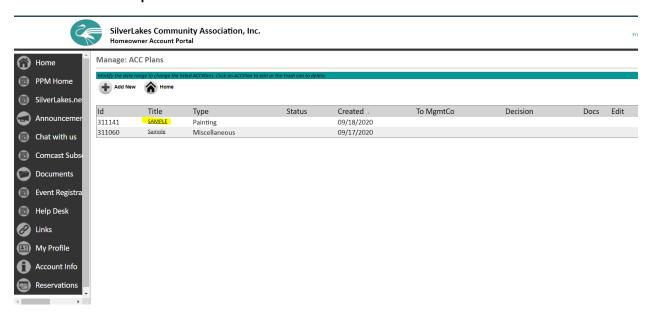
HOW TO EDIT AND ADD DOCS TO A MODIFICATION ON THE RESIDENT PORTAL

Sign into your resident portal by visiting www.pinespropertymanagement.com Resident portal

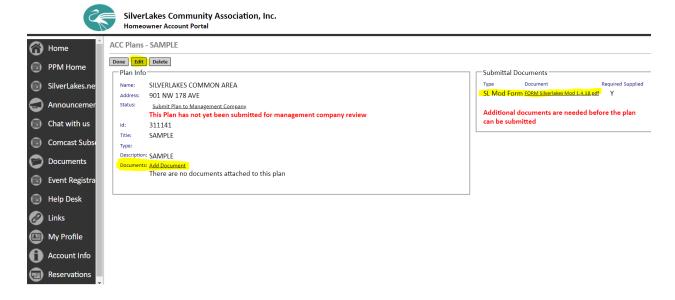
Your window will look like the below window. Select View and add ACC Plans.



Once you have selected View and add ACC Plans you will be directed to the below window. You can see all the open modification request for your property. BE VERY CAREFUL AND CHOOSE THE CORRECT MODIFICATION YOU HAVE BEEN INSTRUCTED TO ADD MISSING DOCUMENTS FOR. Click the title to be taken to the next steps.



You have now reached your modification. If you need to edit the modification detail select EDIT. To Add documents on the Documents section highlighted on the below sample. If you were missing initials for description of work on your modification form. You can access a new one on the right-hand side. You will need to download the form and attach to the documents section as well. Select Done



You have completed adding documents to your exisitng modification