

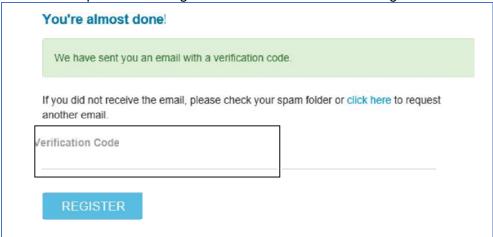
Resident Portal – Registration Guide

Register for the Resident Portal

- 1. Visit your Connect Resident Portal website address
- 2. Scroll down the page to the Resident Access section and click "Create Account"



- 3. Fill in your first and last name, email address. Click the "Register" button to continue.
- 4. You will receive an email from residentportal@rp.connectresident.com titled "Complete your registration" which contains a verification code. Make sure to check your spam folder if an email is not received. This code is set to expire 10 minutes after it is sent.
- 5. Input your verification code and click "Register" to continue.
- 6. Create a password using the criteria below and click "Register". You will arrive at the Resident



Portal login page upon success. Use your email address and newly created password to log in.

Password Criteria:

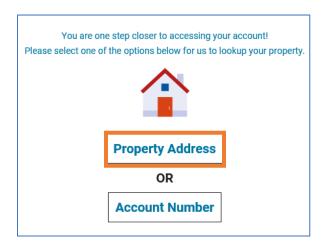
- Minimum of 8 characters in length
- 25 characters maximum
- Password must have at least one uppercase letter, at least one lowercase letter, at least one number, at least one special character (! @ # \$ % ^ & *)

Thank you for verifying your email!
Now you just need to create a secure password and you're all set!
Password 2
Confirm Password
REGISTER

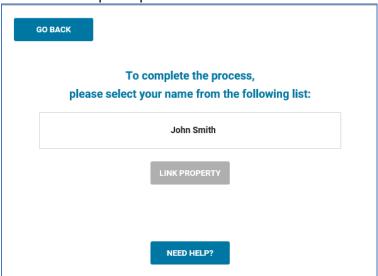


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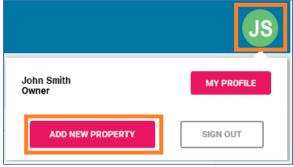
- 1. Once registered, log in to the Resident Portal and accept the Terms and Conditions.
- 2. A pop-up will appear. Select "Property Address" to find your property. Please note that lookup by Account Number is not available in Minnesota.



- 3. Fill out the form and click "Submit".
- 4. Click on your name from the list and click "Link Property". If there is no option to select yourself, click "Need Help" to speak with a Care Center associate.



5. Own multiple properties managed by FirstService Residential? Click on the profile bubble in the upper right corner of the page and select "Add New Property" to repeat the process.





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Receive Assistance Registering or Linking Properties

If at any point in the process you experience difficulties during registration or while trying to link your properties, please reach out to our Care Center for assistance anytime, day or night at **952-277-2716.**

System Requirements:

Compatible Browsers: Chrome, Edge, Firefox, Internet Explorer, and Safari. Compatible Devices: Desktop, laptop, tablet and mobile device.

Resident Portal Apps: Available in the Google Play and Apple App Store.