

LEE BARON

INSTRUCTIONS FOR LEE BARON TENANT PORTAL

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Issue: 01
Date: 20/11/2017

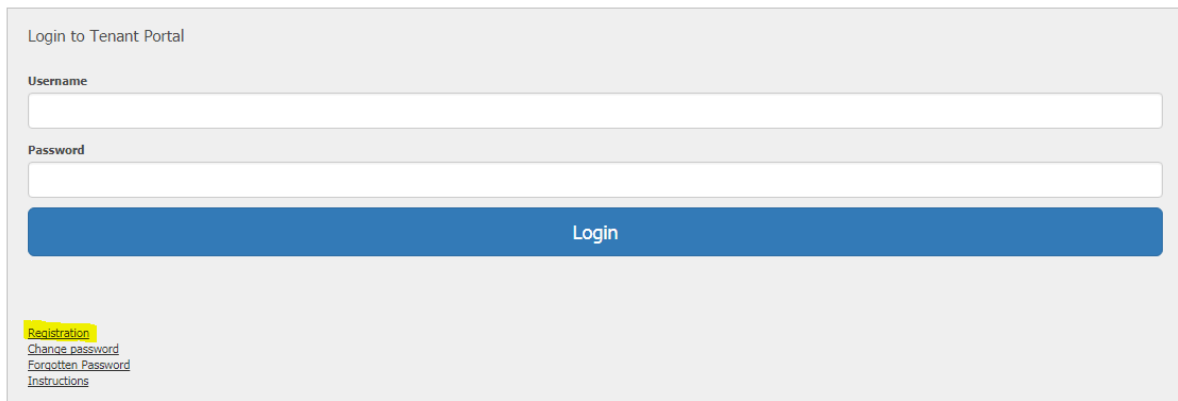
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Registration & Logging in

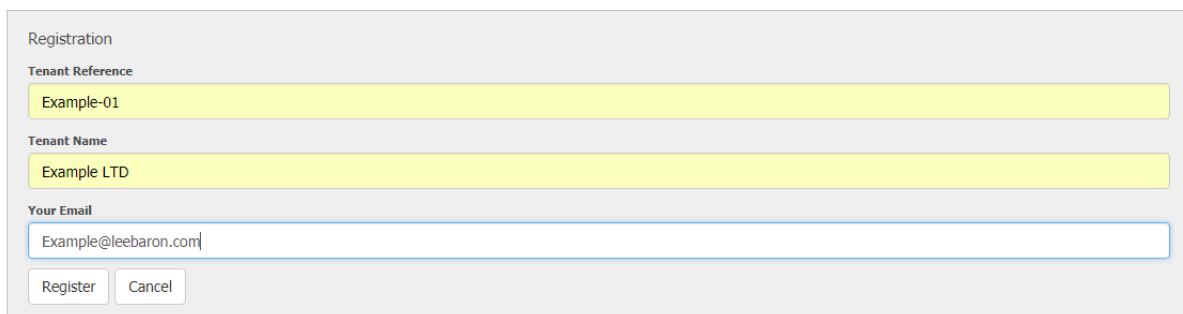
- 1) Before using the Tenant Portal there is a simple registration process to perform. Having accessed the Lee Baron Tenant Portal, click on the registration link highlighted below.

LEE BARON



The screenshot shows the 'Login to Tenant Portal' interface. It features two input fields: 'Username' and 'Password'. Below these fields is a prominent blue 'Login' button. At the bottom left, there is a 'Registration' link highlighted in yellow, along with other links: 'Change password', 'Forgotten Password', and 'Instructions'.

- 2) Locate your Tenant Reference & Tenant Name on a recent statement from Lee Baron. You must also have provided us with a up to date email address, to register. If you are unaware of the email address we hold, or you need to provide us with a new email address, please contact your management surveyor at Lee Baron. Once you have gathered all this information, enter these into the appropriate fields and click register. If you are unable to register, please get in touch with the contact provided on the error message.



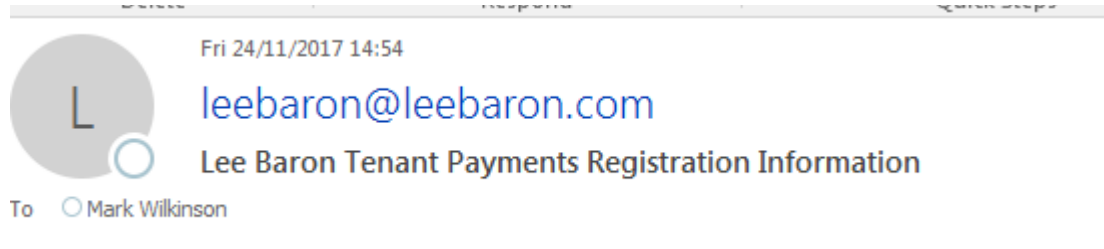
The screenshot shows the 'Registration' form. It contains three input fields: 'Tenant Reference' (with 'Example-01' entered), 'Tenant Name' (with 'Example LTD' entered), and 'Your Email' (with 'Example@leebaron.com' entered). Below the email field are two buttons: 'Register' and 'Cancel'.

- 3) Upon successful registration, you will receive the message shown below, please click continue, this will redirect you to the login page.

Registration successful. Your password will be emailed to you.

[Continue](#)

- 4) A few moments later, you will receive an email from leebaron@leebaron.com to the email address submitted. Please check your spam / junk folder, if it hasn't arrived in your inbox (For future reference, mark the sender or domain as a safe sender). The email will provide you with your username and password – please note, your username is the same as your tenant reference.



Thank you for registering to use the Lee Baron Tenant Payments for Example-01, .

Your registration username is Example-01

Your registration password is FuqdCldYaF

- 5) On the login screen, enter your username and password from the email and click login. Please note, there is a maximum of 5 login attempts before the account locks. If your account becomes locked, please contact Lee Baron, using the contact details provided on screen.

The image shows a login form titled 'Login to Tenant Portal'. It has two input fields: 'Username' with the value 'Example-01' and 'Password' with a masked password '*****'. Below the fields is a blue 'Login' button.

Tenant Portal Topic Summary

Once you are logged into the tenant portal, there are several topics to choose from:

Noticeboard

Where applicable, the property manager can post up information and diary events for occupiers.

Balance Due

Display your current tenant balance

Service Charge

Where relevant the service charge accounts will be displayed

History

You can view your transaction history after selecting any date range.

Contact Us

This displays all the relevant contact details for the management surveyor and reception at Lee Baron.

My Details

This displays all the information we have about you on our database, if anything needs updating, please contact your surveyor.

Change Password

- 1) To change your auto generated password to a chosen password, click on change password on the Lee Baron Tenant Portal login screen.

Login

Tenant Reference

Password

Login

[Change password](#)
[Registration & forgotten password](#)
[Instructions](#)

- 2) Enter, your tenant reference and the old password, followed by your new chosen password and press save. Please note, passwords need to meet the following criteria, Minimum 8 Characters, at least one letter and one number.

Change password

Tenant Reference

Existing password

New password

Confirm password

Save Cancel

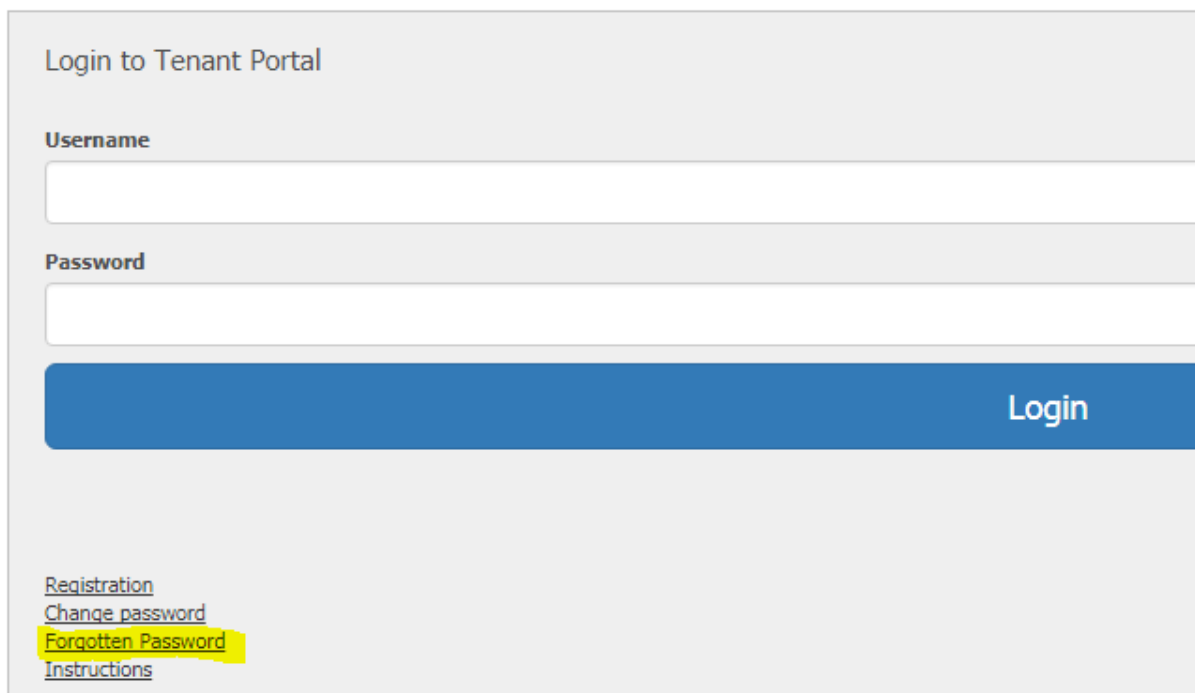
- 3) Once, you have met the requirements, and received the message below, click continue and you will be re-directed to the login screen. You can now login with your tenant reference and new password.

Your password has been successfully changed.

Continue

Forgotten Password

- 1) If you have forgotten your password, click on the forgotten password link, located on the Lee Baron Tenant Portal login screen.



Login to Tenant Portal

Username

Password

Login

[Registration](#)
[Change password](#)
[Forgotten Password](#)
[Instructions](#)

- 2) Enter your tenant reference and username (these will be the same and can be located on the registration email or on any statements provided by us). Enter your email address (this will be the email with which you first registered to use the portal). Once filled in, click Forgotten Password.

Forgotten password

Tenant Reference

Example-01

Username

Example-01

Your Email

leebaron@leebaron.com

Forgotten password Cancel

- 3) Upon successful password reset, you will receive the message show below, please click continue, this will redirect you back to the login page.

Thank you. A new password will now be emailed to you.

- 4) You will subsequently receive an email from leebaron@leebaron.com Please check your spam / junk folder, if it hasn't arrived in your inbox (For future reference, it would make sense to mark the sender or domain as a safe sender). This email will provide you with a new auto generated random password, you can login with this password or change it first to something more memorable. The password must have 8 characters and include at least one letter and one number.



Your password has been reset to qHiZswdXT0