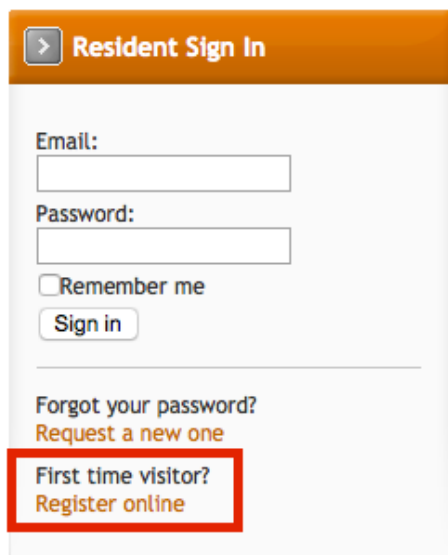# Tenant Portal Instructions

Please read this completely before trying to log into the system.

1. Visit www.beckelproperties.com from your smartphone, tablet, or computer.

2. Once presented with the home page, on the right under Resident Sign In choose Register online



3. Choose the correct property and apartment number.

4. Enter your First name and Last name (Tenant Name)

    a. Please contact us if you are not sure what name to use (we enter the names for the person listed first on the lease)

5. Complete the required information with a valid email address and phone number for contact purposes.

6. Complete the email registration by clicking the link emailed to you with your temporary password and set a permanent password.

7. Once logged on you can make payments, setup automatic reoccurring payments, see your history of your payments, adjust your payment type, and send us requests.

8. The following forms of payment are accepted online

    a. EFT (electronic draft from your checking account)

        i. This option is 100% free, no charge

    b. Credit/Debit

        i. This option charges a 2.7% fee on top of the total rent amount to process the transaction with the credit card company

    c. Personal check

        i. Although we encourage you to use the online payment system so you can track your payments and setup automatic reoccurring payments, we do accept personal checks. There will be a $20 fee applied for processing of personal checks. We will waive the fee and for the first 3 months so you have time to get registered online and become comfortable with making the payments through our tenant portal system