PROPERTY MANAGER
STEP-BY-STEP USER GUIDE

Step 1: Review, Sign & Submit Contract

- Review the contract in its entirety
- Sign the contract and submit it with a physical signature ATTN: Tanisha King-Taylor
- Scan E-mail to tuhousingexplorer@illinois.edu OR Fax to 217-333-0474

Step 2: Create a Housing Explorer User Profile

- Click “Sign-up” then “Landlord Registration” and enter your profile information when prompted
- All fields are required (including User Name & Password)
- You will receive a confirmation email after completing your registration
- You must read the terms and conditions and confirm that you have read by clicking the box
- After confirming that you have read the terms and conditions, the package options will appear

NOTE: You may begin listing properties any time after registration, however they will not be activated until approved by an admin (see Step 6).
Step 3: Review Package Options

- Options to select include Units (Single or Multiple) and/or Building/s
- After reviewing package options you will be re-directed to another page for payment
Step 4: Payment Registration

- Registration is required for first time users on payment site, this is a one-time registration
- Click “Register a new account here”. (We strongly suggest using the same username and password as your Housing Explorer Registration in Step 2)
- Fill-in registration information including user name and password (again, we highly recommend using same user name and password as Housing Explorer Registration)
- After completing the registration on the payment information page, enter the Package/s that you will be submitting payment for
- If you previously submitted a form, the old form will appear after log-in under “Your Forms” with a timestamp
- Click on the previously submitted form to view it. You also have the ability to select “Fill out new form”.
- A new form is only required for additional listings.
- After selecting the package/s of choice you will see “Please enter the information below to select your payment”
- After selecting the package, click “save”
Step 5: Payment Processing

- You will now see the payment processing page and a summary of your selection
- Confirmation of payment
- Payment status
- Amount paid
- Amount Due
- Select “I would like to pay by Credit Card” and enter credit card information
- After entering credit card information select “Pay Now”
- You also have the option to select “I would like to pay by check.”

**NOTE:** Paying by check will further delay listing approval

Please make checks payable to:

University of Illinois Tenant Union
1401 W. Green St.
Urbana, IL 61802

You may also select “I would like to pay monthly portions of the balance”

- After Selecting a payment method, please enter the payment amount and click “make payment”
- After clicking “make payment” this prompts you to enter the required payment information
- After payment has been submitted, you will receive a payment confirmation via email
Step 6: Pending Profile Activation

- Tenant Union Admin will review your signed agreement, payment profile and listing. If everything is complete we will activate your listing/s.
- Activation of listings may take up to 3 business days
- Timeframe of listing will begin upon activation date of listing not registration date

Step 7: List & Manage Properties

- When your account has been verified for payment it will be reviewed for activation and a confirmation of the activation will be sent
- Once approved, Congratulations! You are ready to list properties via the Tenant Union Housing Explorer!
- Login to Housing Explorer
Welcome to the Tenant Union Housing Explorer!

- Please login as outlined in Step 2
- Upon “Login” to the Housing Explorer Site, you will see “Manage Properties”
- At the top left of the screen you can “Add Property”
- The very right of each property you may add photo’s
  - Select “add photos”
  - You will see “manage pictures”
  - Select “choose files”
  - Select your photos, select “open” then “upload”
  - You may also delete pictures by clicking “select” then “delete selected”
- List properties/buildings based on package selected
- To the left of each property you can “edit” the listing
  - Insert General Property Information (name, type, # of bdrms, bath, address city, miles from campus and description).
- “Manage Properties” gives you the option to activate and deactivate your listing anytime during your selected package timeframe
  - A deactivation of the package does not indicate an end to the agreement, but postpones the listing appearing in the students apartment search

Congratulations on submitting a listing to the Tenant Union Housing Explorer!

Administration will now review your listing and activate it within 3 business days. Any questions can be directed to tuhousingexplorer@illinois.edu or by calling 217-333-0112 and speaking with Tanisha King-Taylor.