

eStatement Quick Reference Guide

We have made registering for eStatements quick and easy.
Just follow four simple steps!

1 Create Your eStatement Account

Go to: <https://estatemnts.welcomelink.com/brown> and click "New User Registration." Enter the basic account information from your most recent statement.

The screenshot shows the registration page for ABC Property Management. The header includes the ABC logo and the text "PROPERTY MANAGEMENT". Below the header, there is a navigation bar with the text "Secure & convenient e-Statements from ABC Property Management". The main content area features a heading "We have made registering for e-Statements quick and easy." followed by a sub-heading "You will need a copy of your most recent statement to register. Information from your statement will help us verify your account." and a note "Please enter your information exactly as it appears on your current statement." There are several input fields for "Contact Information": "First Name", "Last Name", "Phone", "Email", and "Confirm Email". A small yellow box at the bottom contains a disclaimer: "We will make our best attempt to deliver your e-Statement to the email address provided, however, we cannot guarantee your email will be delivered by your internet service provider. You will be responsible for any fees charged to your account."

2 Set Up Password and Security Question

You will be required to set up a password as well as answer a security question. The security question will be used to reset your password should you forget it in the future.

The screenshot shows the "Security Information" form. It has four main sections: "Password" with a text input field and a "Strength: Too Short" indicator; "Confirm Password" with a text input field; "Security Question" with a dropdown menu showing "What is your pet's name?"; and "Security Answer" with a text input field.

3 Verify Your Email Address

After finishing the account setup, a verification email will be sent to the email address provided. **You must click the link in the email to finish the verification process and receive electronic statements.**

The screenshot shows a verification email from ABC Property Management. The header includes the ABC logo and the text "PROPERTY MANAGEMENT". The body of the email starts with "Michael," followed by "Thank you for signing up for ABC Property Management's e-Statements." It then says "To complete the registration process, please [verify](#) your email address. You will be redirected to our website to complete the registration process." Below this, it provides the login information: "Your login is m.palmer.wf.demo@gmail.com." There is a section for "WelcomeLink e-Statement Customer Service" with the phone number "(866) 428-0800" and email "team@welcomelink.com". At the bottom, it says "Please add estatemnts@welcomelink.com to your Safe Senders List to ensure delivery of your e-Statements."

4 View Your Statements

To view your statements, simply click the month and year that correlates to the statement you'd like to view. You may then download the statement to a PDF format.

The screenshot shows the user dashboard for ABC Property Management. The header includes the ABC logo and the text "PROPERTY MANAGEMENT". Below the header, there is a navigation bar with "Account", "Add Account", "Profile", and "Logout". The main content area is divided into two columns. The left column shows a "HUNTER 0015 01" section with a list of months: "2016 September", "2016 August", and "2016 June". The right column shows "HUNTER'S GLEN HOMEOWNERS" with the name "Michael Palmer" and address "253 W HARBORVIEW ROAD, UNIT 305, San Diego CA 92106". Below this, there is an "Account Number: HUNTER 0015 01" and two buttons: "Pay Now" and "Mail My Statements". There is also an "Instructions" section with sub-sections: "View your statements" (with a note to view by clicking month and year), "View a different account" (with a note to click the 'Account' dropdown), "Add another account" (with a note to click on 'Add Account'), and "Update your settings" (with a note to click on 'My Profile').