

The Property Manager Portal for Commercial and Residential Properties

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INTRODUCTION

The PECO Property Manager Portal is an online web portal that allows property managers to establish Landlord Agreements with PECO to ensure uninterrupted service for properties that are temporarily unoccupied.

A Landlord Agreement is an agreement between a landlord and PECO which provides uninterrupted service between tenants by automatically placing electric and/or natural gas service billing into the landlord/property manager’s name after a tenant leaves the premise, ensuring continuous service. Both commercial and residential properties can be managed under a single Landlord Agreement.

Benefits of a Landlord Agreement with PECO include:

- Continuous electric and/or gas service during winter months to help reduce the risk of frozen pipes and resultant property damage.
- Uninterrupted electric service to maintain lighting and security systems.

For any further questions or more information, visit our [website](#) or our FAQ.

Property Manager Portal STEP-BY-STEP USER GUIDE

GETTING STARTED

Users must create a profile prior to using the Property Manager Portal account. As a commercial customer, you must have existing service with PECO to register in the Property Manager Portal. (Not applicable for residential customers).

REVIEW THE REGISTRATION REQUIREMENTS

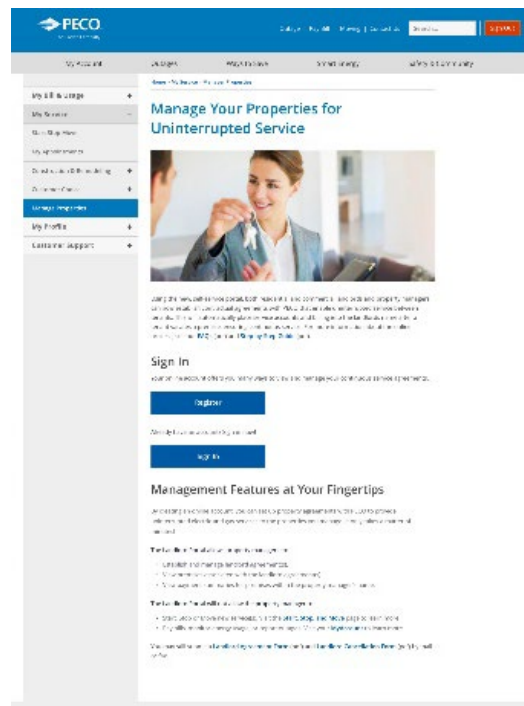
1. Visit our [information page](#) and choose the 'Register' button. Customers:

RESIDENTIAL CUSTOMERS WILL NEED:

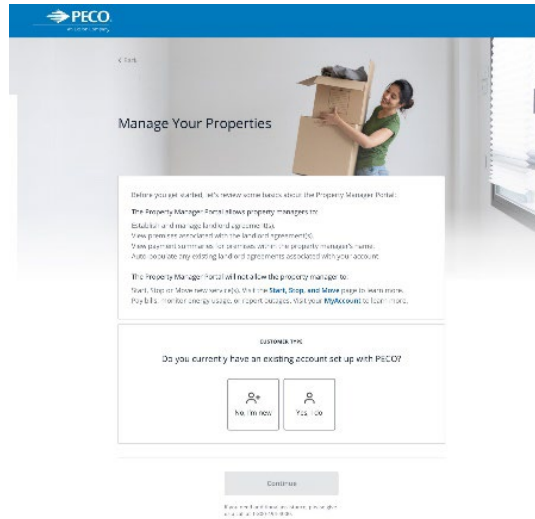
- Social Security Number
- Name
- Contact Phone Number
- Address
- Email Address

COMMERCIAL CUSTOMERS WILL NEED:

- Business Tax ID
- Business Name
- Contact Phone Number
- Business Address
- Email Address

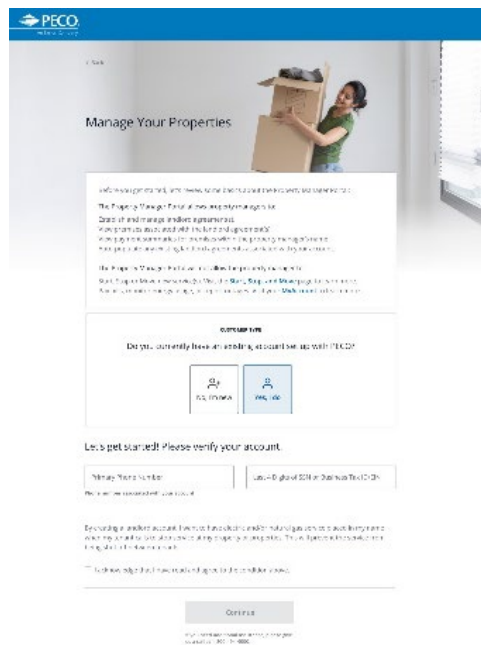


- Review the information on the registration initiation screen to determine what information will be required to complete the process of setting up an online account.



FIND YOUR EXISTING PROPERTY MANAGER ACCOUNT

- If you are an existing PECO customer, you can retrieve your account with the following account information:
 - Primary phone number
 - Social security number (SSN) OR
 - Business tax ID



2. You will be able to review and make updates to your account information.

Verify Account Information

To start, please help us with the following personal details.

Landlord/Property Manager Information

Business Name

JIVAN PATEL T A DENTIST OFF

Account Information

Address

620 HIGH ST

Apt/Unit (optional)

620

City

POTTSTOWN

State

Pennsylvania



Zip Code

19464

3. Provide an email that will be used to for your Property Manager Portal and follow the process to verify this email address. **You may not use an email that is associated with an existing account or any other PECO.com account.**

PECO
An Exelon Company

< Back

New Portal Account - Residential

Enter the email address you would like to use for your account.

Email Address

You'll use this email to sign in to your account

Continue

4. Create a password that complies with PECO security requirements.

The screenshot shows the PECO 'Register for Online Access' form. At the top left is the PECO logo with the tagline 'An Exelon Company'. Below the logo is a '< Back' link. The main heading is 'Register for Online Access' followed by the instruction 'Next, set up your profile login information.' The form contains three input fields: 'Email Address' with the placeholder 'firstname.lastname@gmail.com', 'Password' with a masked password '*****' and an eye icon, and 'Confirm Password' with a masked password '*****' and an eye icon. Below these fields is a checkbox labeled 'I have read and accept the terms and conditions for online account registration.' At the bottom of the form is a 'Submit' button. The footer of the page contains the text '© PECO Energy Company, 2021. All Rights Reserved. Terms of Use Privacy'.

5. Read and accept the Terms and Conditions. After this is completed, you will receive a confirmation email. Existing landlord agreements will be shown on the agreement home page

The screenshot shows a dialog box titled 'PECO Online Registration Terms and Conditions' with a close button (X) in the top right corner. The dialog box contains the text 'PLEASE READ ALL TERMS AND CONDITIONS IN ORDER TO ACCEPT.' followed by three paragraphs of placeholder text (Lorem ipsum). At the bottom of the dialog box is a blue 'Accept' button. Below the dialog box, the 'Submit' button from the previous form is visible. The footer of the page contains the text '© PECO Energy Company, 2021. All Rights Reserved. Terms of Use Privacy'.

CREATE A NEW COMMERCIAL PROPERTY MANAGER PROFILE

If you are a new commercial customer, you will need to contact PECO at 1-800-494-4000 to create your account prior to registering in the Property Manager Portal. Once completed, reference the remainder of the guide.

CREATE A NEW RESIDENTIAL PROPERTY MANAGER PROFILE

1. To create a PECO account the following information is required:
 - First and Last Name
 - Contact Phone Number
 - Address
 - Social Security number

The screenshot shows a web form titled "New Portal Account - Residential" with a "Back" link. Below the title is a sub-header "Landlord/Property Manager information" and a "New Account" button. The form contains several input fields: "First Name" (with "Duy" entered), "Last Name" (with "Duy" entered), "SSN" (with "123456789" entered), "Address" (with "2637 West 9th St" entered), "City" (with "Pittsburgh" entered), "State" (with "Pennsylvania" selected in a dropdown), "Zip Code" (with "15227" entered), "Primary Phone Number" (with "412-456-7890" entered), and "Alt Phone Number (Optional)". A "Continue" button is located at the bottom of the form. The footer of the page includes "© PECO Energy Company 2017. All Rights Reserved. Terms of Use Privacy".

2. Provide an email that will be used to for your Property Manager Portal and follow the process to verify this email address. **You may not use an email that is associated with an existing account or any other PECO.com account**
3. Create a password that complies with PECO security requirements.

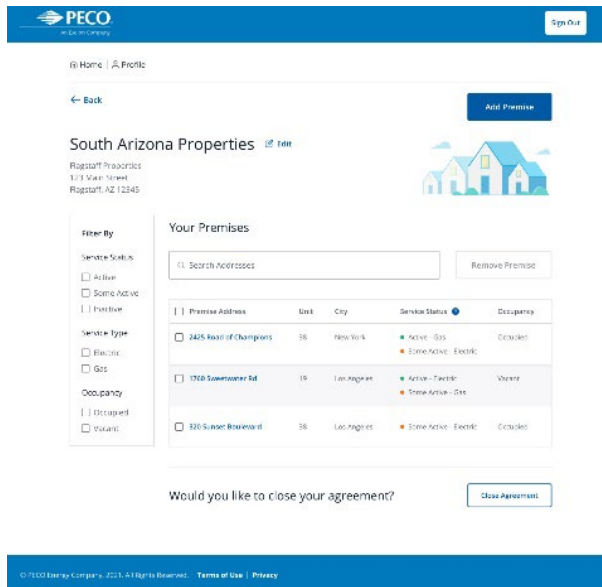
The screenshot shows the PECO registration page. At the top is the PECO logo with the tagline 'An Exelon Company'. Below the logo is a '< Back' link. The main heading is 'Register for Online Access' followed by the instruction 'Next, set up your profile login information.' There are three input fields: 'Email Address' containing 'firstnamelastname@gmail.com', 'Password' with masked characters and a strength indicator, and 'Confirm Password' also with a strength indicator. Below the fields is a checkbox labeled 'I have read and accept the terms and conditions for online account registration.' and a 'Submit' button. At the bottom of the page is a footer with the copyright notice '© PECO Energy Company, 2021. All Rights Reserved.' and links for 'Terms of Use' and 'Privacy'.

4. Read and accept the Terms and Conditions. A confirmation email will be sent to the email address provided.

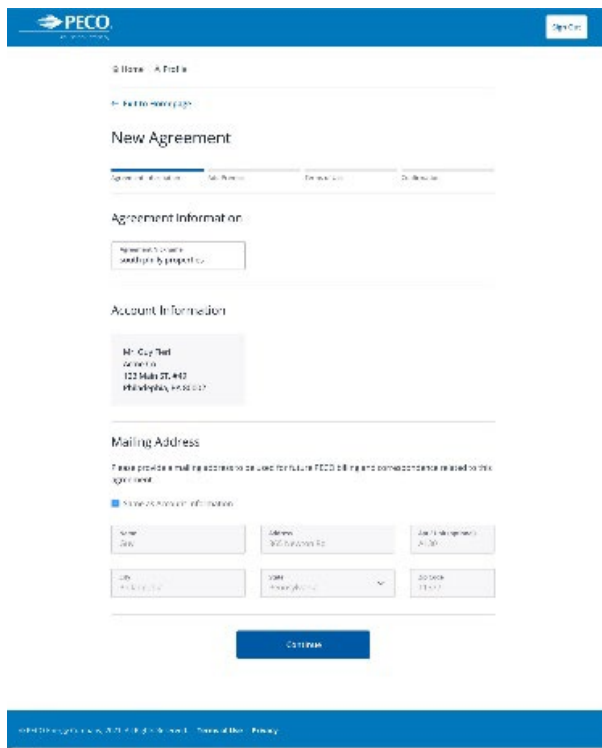
The screenshot shows a modal dialog box titled 'PECO Online Registration Terms and Conditions' with a close button in the top right corner. The dialog contains the text 'PLEASE READ ALL TERMS AND CONDITIONS IN ORDER TO ACCEPT.' followed by several paragraphs of placeholder text (Lorem ipsum). At the bottom of the dialog is a blue 'Accept' button. Below the dialog, the 'Submit' button from the previous screen is visible. The footer at the bottom of the page is the same as in the previous screenshot: '© PECO Energy Company, 2021. All Rights Reserved.' with 'Terms of Use' and 'Privacy' links.

CREATING A NEW LANDLORD AGREEMENT

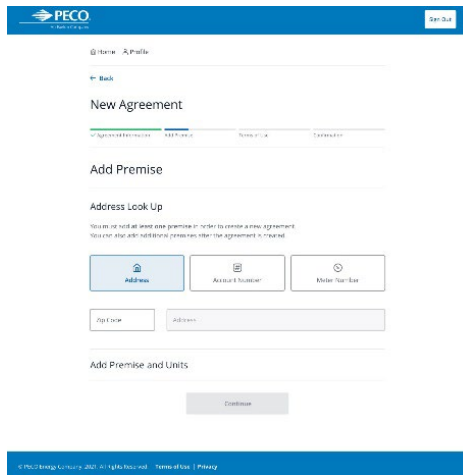
1. Log in to your account using the email address and password you used to create your Property Manager Portal Profile.



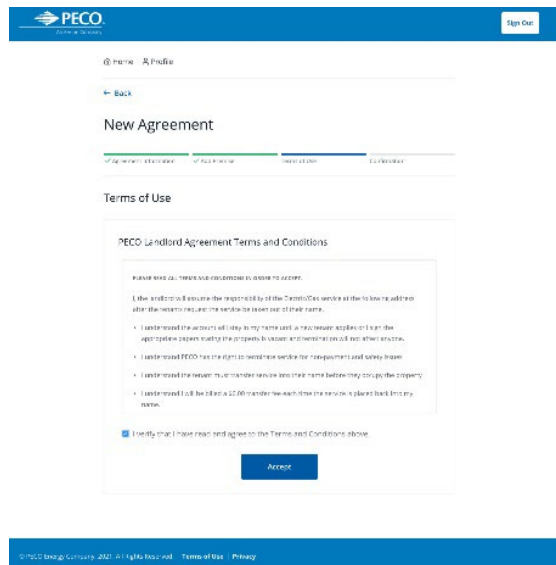
2. Select the 'New Agreement' button.
3. You can choose to use the existing mailing address for your agreement by choosing "Same as Account Information" or enter a different address.



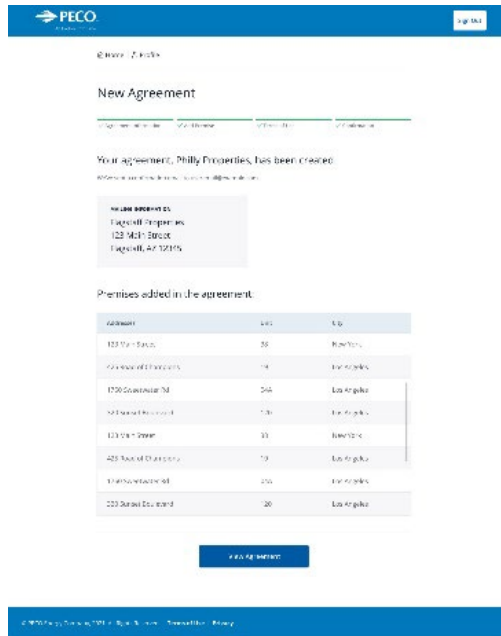
- Once you've supplied the required information, you can add another property by searching for it using the associated street address, meter number or PECO account number.



- Read and accept the Terms and Conditions.



6. You will be presented with a list of premises added to your agreement on the confirmation page.



7. You have successfully added a new Landlord Agreement and will receive a confirmation email.

EDIT LANDLORD AGREEMENT INFORMATION

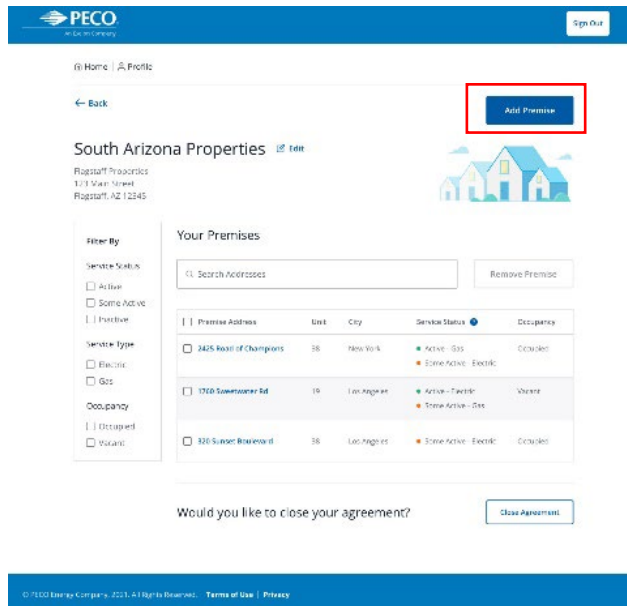
Once you have created a landlord agreement you can use that agreement to review relevant information about your properties such as the meter status, occupancy status, and service status.

1. Login to the Property Manager Portal and select the desired Landlord Agreement.
2. Choose the 'Edit' icon next to the agreement nickname to launch the agreement information screen.
3. Save your changes by choosing the "Save and Continue" button at the bottom of the screen.

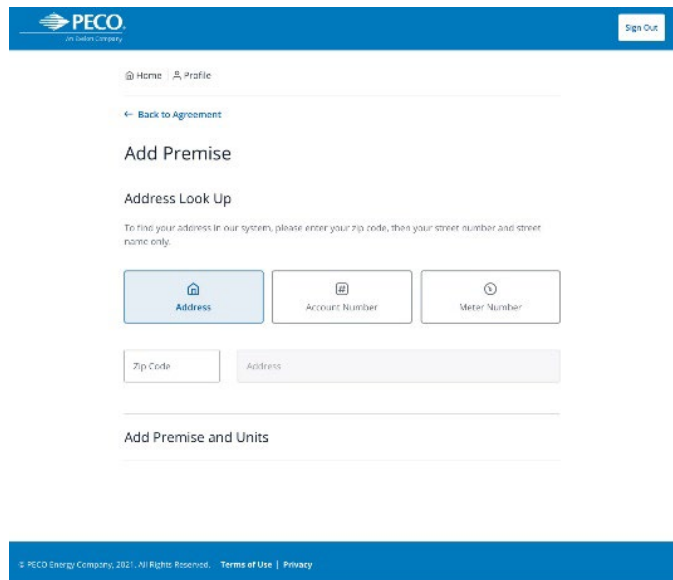
The screenshot shows the PECO Property Manager Portal interface. At the top, there is a blue header with the PECO logo and a 'Sign Out' button. Below the header, there are navigation links for 'Home' and 'Profile'. A 'Back' button is visible. The main section is titled 'Agreement Mailing Information' and contains several input fields: 'Agreement Nickname' (South Philly Properties), 'Name' (Flagstaff Properties), 'Address' (123 Main Street), 'Apt/Unit (optional)', 'City' (Philadelphia), 'State' (Pennsylvania), and 'Zip Code' (11377). A 'Save and Continue' button is located at the bottom of the form. At the very bottom of the page, there is a blue footer with the text: '© PECO Energy Company, 2021. All Rights Reserved. Terms of Use | Privacy'.

ADD A PREMISE TO AN EXISTING LANDLORD AGREEMENT

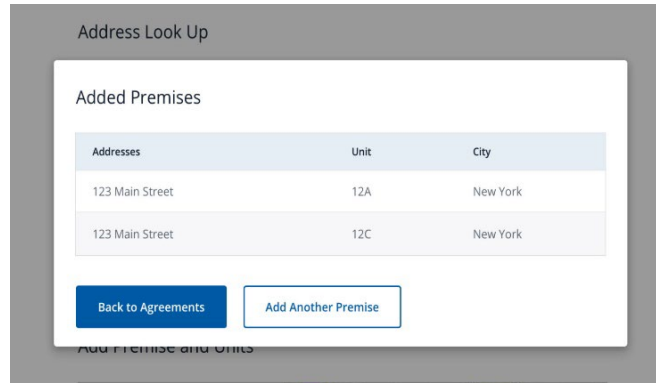
1. Login to the Property Manager Portal and select the desired Landlord Agreement
2. Choose the “Add Premise” button in the top right corner of the screen.



3. You can add a premise by searching for it using the associated street address, meter number or PECO account number.



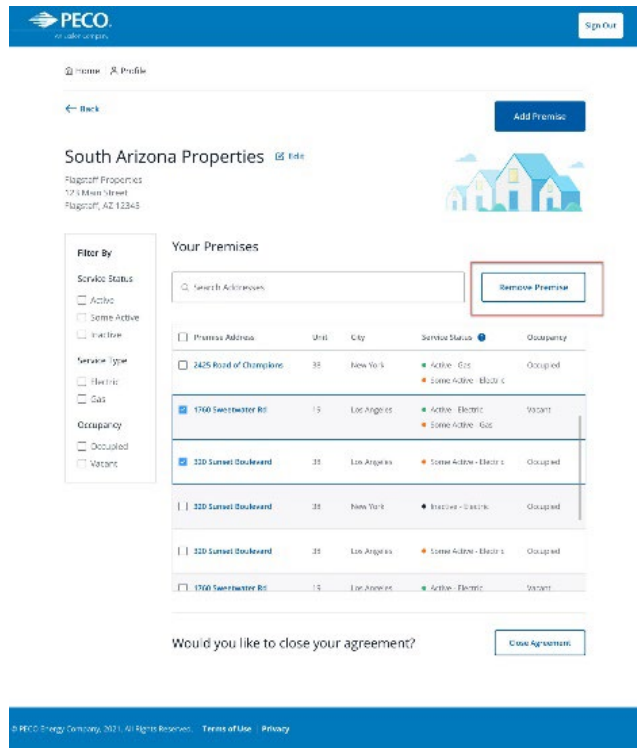
4. Select the “Add Another Premise” button.



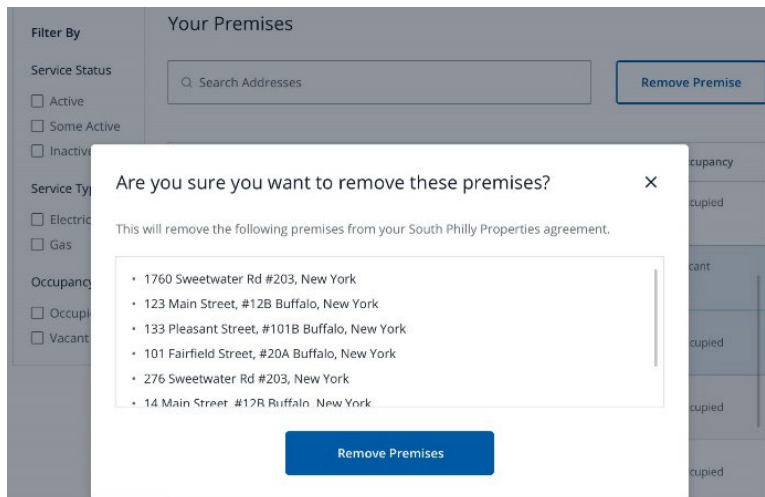
5. You will receive an email message confirming your changes.

REMOVE A PREMISE FROM AN EXISTING LANDLORD AGREEMENT

1. Login to the Property Manager Portal and select the desired Landlord Agreement
2. Select the “Remove Premise(s)” button.



3. Select the “Remove Premises” button to confirm the correct premise has been selected. You will see a confirmation of the number of premise(s) removed.

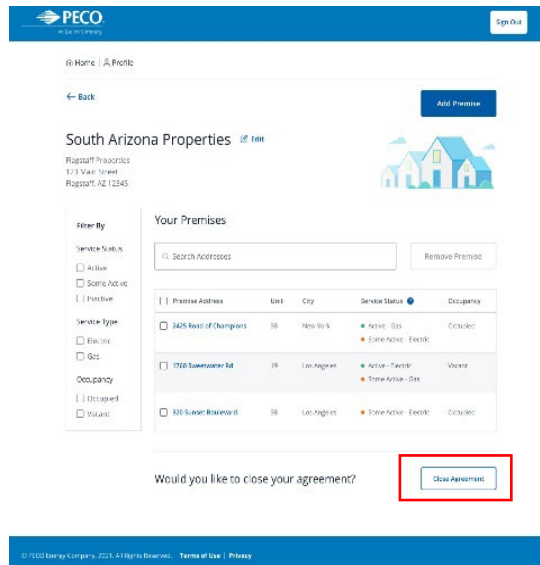


4. You will receive an email confirming the changes.

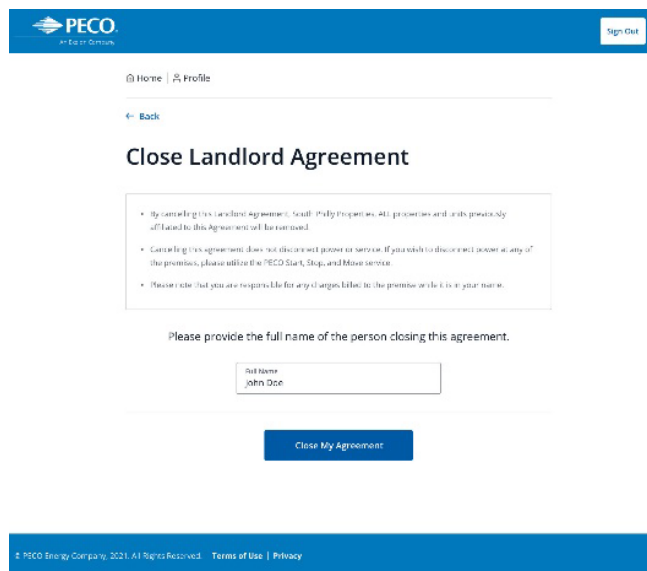
NOTE: Removing a premise does not cancel a Landlord Agreement.

CLOSE A LANDLORD AGREEMENT

1. Login to the Property Manager Portal and select the desired Landlord Agreement
2. Choose the “Close Agreement” button on lower right side of screen.



3. Selecting the “Close Agreement” button will generate the “Close Agreement” screen. Insert your name in the field.
4. Click the “Close My Agreement” button.



5. You will be presented with a message confirming the closure of your agreement.
6. You will receive an email confirming the changes.

MANAGE PROPERTY MANAGER PORTAL PROFILE

1. Login into the Property Manager Portal.
2. Select 'Profile' in the Top Left Corner of the screen.
3. To edit your phone number, follow the following steps:
 - Click the 'Edit' button
 - Update the phone number
 - Click the 'Save' button
 - The system will generate a confirmation message at the top of the screen.
4. To edit your email, click the link for My Security.
5. To edit your security setting, click on the 'Edit' button.

The screenshot displays the PECO Property Manager Portal Profile page. At the top, there is a blue header with the PECO logo and a 'Sign Out' button. Below the header, there are navigation links for 'Home' and 'Profile', and a 'Back' button. The main content area is titled 'Account Information' and contains several sections:

- Contact Information:**
 - Customer Name: Gary Eslary
 - Account Number: 44098759273
 - Address: 20 West Lakeshore Lane, Forest Hills, NY 11375
 - Phone Number: 1(231) 456-7890 (with a 'Save' button next to it)
- Email:** To change your account email, visit [My Security](#)
- My Security:** Two-Step Verification, Email & Password (with an 'Edit' button next to it)

At the bottom of the page, there is a blue footer with the text: © PECO Energy Company, 2021. All Rights Reserved. [Terms of Use](#) | [Privacy](#)