

816-960-4712

TENANT WEB ACCESS SETUP

3/24/2023

Paige Pearsall
20 W 36th St #401
Kansas City, MO 64111

Dear Paige,

To pay your rent you'll need to create your account. Go to <https://del.twa.rentmanager.com?Locations=Default> and follow these steps:

1. On the Login screen, click **sign up**
2. Enter your account number: 3455
3. Enter your email address (this will be your Username)
4. Click **sign up**
5. Go to your email account for the account finalization email
6. Click the **finalize** link in the email
7. Create a Password
8. Confirm the Password
9. Click **verify**
10. Enter your Username and Password to login

While logged into Tenant Web Access, click the tabs at the top of the page to:

- View your open charges
- Display your transaction history
- Make a payment
- Create a service ticket to report a non-emergency issue (for emergencies, please call our office)
- View and add messages to the Message Board
- Manage payment information

If you have any questions about Tenant Web Access, please contact our office at 816-960-4712 or Alps@delpropertieskc.com.

Sincerely,

Property Manager