Heights Management: Vendor Welcome Package – Request for Proposal Picture report Walkthrough. 10/11/2015 Section #7 Dear Vendor ,

Please follow the walkthrough and picture sequence below as a guide to viewing the RFP picture report for vendors so you can see the

- 1) Go to the Heights Management Website at <u>www.heightsre.com</u>.
- 2) Go to the section labeled "Vendor Portal" and click on the section labeled "Login"

← → C 🗋 heights	re.com					Q 52
		Home Rentals Res	IS Real Estate Co	ompany ^{tus}	Today is November 10, 2015 Go Advance Search	
			Prope	rty Managemen	t Leasing	
	Tenant Portal					
	Login	No Fee Ker	itais virtuai tours, fioorpi	ans, surveys, applic	ations ~ on line.	
	Request KeyFob	Resident	ial Retail	Office	Artist Lofts	
	Maintenance Reque	est				
	Rent Statement His	tory H Lin H			THE STORE	
	E-Billing Sign up					
	Move-Out Request	1910 344	DAMAGE	The Information Party	A Diministry of the second	
	Vendor Portal			~		
	Login	Eastwood Ante				
	Sign-Up	r eaturea Apt:				
	Request for Proposi	als this graceful sq. f	unit is perfect for you! This is a 6th			
	Brokers Portal	f	imazing iayota ana nas narawooa	HI I MANUT	Contraction of the local division of the loc	
	Login	*Please note th	at while there is no brokerage fee, an applica	top fee is still applicable due upor	application submission	
	Sign up With Height	ts	it mile alere is no proverage ree, an applica	son ree is suit appreable due apor	application submission.	
	Investment Propert	ty				
	First Name	alling List	Most Viewed Units Now	Announcen	nante	
	LastName		275 Et Washington Avenue Unit 6E New	York NY	inenta	
	E-mail		4996 Broadway, Unit 1L New York NY 725 W. 172nd St. Unit 54 New York NY	Employee Lo	igin	
	Zin Codo					
	Lip Gode	Destroyed Barrier				
	User type	ndividual Broker				

- 3) After clicking login, you will be taken to this page.
- 4) Enter your vendor username and password as shown in the screenshot below.

← → C beightsre.com	Q 12 :
The Heights Real Estate Company Home Rentals Resources Online Payments Careers Contact Us	
Heights Management Web Portal For registered users, Please Log-In to access your profile page.	
Username("): 2234567890 Password("):	2
Login Close	
 Eorgot your Username or password?. Don't have a Heights ID yet? Signing up is easy. 	
Sign-up For Our Emailing List	
First Name Most Viewed Units Now Announcements	
Last Name 275 FL Washington Avenue, Unit GE New York NY 4996 Broadway, Unit 1L New York NY Employee Login	

- 5) After logging in, you will be taken to this page. This is the Vendor homepage. From here, you can select to view your RFP's, open PO's, project discussion boards, service calls and other options.
- 6) Click on the option labeled "**Request for Proposal**" ← → α heightsream

Constant and the second and the	c) endition the option the cross inclusion inclusion	
Image: A constraint of the image: A c	← → C heightsre.com	Q 🔂 :
Buends and a solution of the s	The Heights Real Estate Company	
Welcome Numericages for #12/02/023.04/23.04/24.04/, you wild lager #12/02/023.04/23.34 /44. Note receive for Proposal Sequence Call My Invokess To Lookup After logging in, this is the welcome page that vendors are taken to. From here you can select to view your RFP's, invoices, service calls, PO's, and project discussion boards.	The Heights Real Estate Company	
Your Access List	Welcome Yes have loged in a 12/02/0213 10-90:213 AM, your last login at 12/02/0213 04:35 59 PM. Mome O Logicut	
Request for Proposal Service Call Discussion	Your Access List	
After logging in, this is the welcome page that vendors are taken to. From here you can select to view your RFP's, invoices, service calls, PO's, and project discussion boards.	Service Call	
After logging in, this is the welcome page that vendors are taken to. From here you can select to view your RFP's, invoices, service calls, PO's, and project discussion boards.	My Invites	
Arter rogging in, this is the welcome page that ventors are taken to. From here you can select to view your RFP's, invoices, service calls, PO's, and project discussion boards.	After logging in this is the welcome page that vendors	
From here you can select to view your RFP's, invoices, service calls, PO's, and project discussion boards.	are taken to.	
From here you can select to view your RFP's, invoices, service calls, PO's, and project discussion boards.		
service calls, PO's, and project discussion boards.	From here you can select to view your RFP's, invoices,	
	service calls, PO's, and project discussion boards.	
Sign-up For Our Emailing List	Sign-up For Our Emailing List	
First Name Most Viewed Units Now Announcements	First Name Most Viewed Units Now Announcements	

heightsre.com			@ ☆ Ξ
The Heigh	ts Real Estate Compa	Today is November 9, 2015 Advance Search Go	
EL. The Heights	Real Estate Company	November 9, 2015 Monday	
Welcome You have legged in at 12/09/2015 04:15:54 PM, your law Image: The theory of theory of theory of theory of the	nt login at 11/09/7015 04 09:31 PM.		
Your Access List	Service Call		
TO COMP			
	Click here.		
Sign-up For Our Emailing List First Name Last Name	Most Viewed Units Now 4996 Broadway, Unit 1L New York NY	Announcements	
E-mail Zip Code	275 FL Washington Avenue, Unit 6E New York NY 2 - 16 Magaw Place, Unit 42C New York NY	Employee Login	
htsre.com			•

7) When the RFP display is shown, click on the right hand link that says "Reports"

C C lieigi	its iteal estate com	~ <u></u>							
⇒ C [heightsre.con	n							0
		- T	he Heigh	ts Real	Estate Co	Nove Moni	ember 9, 2015 Jay		
		Welcome	in at 11/09/2015 04:15:54 PM, y	rour last login at 11/09/20	115 04:09-31 PM.				
						Estimates			
		ure Repor	t 🔶 <u>Search RFP</u> 🔶 I	ogout		6	Click here	for reports	
	Total 136 Estin	nates With P	0#						
	ID BO#	-	PO #	Building	Address	Unit	Data Started	Link on Reports	
	•	Active	Building		Job Hue	Building	11/6/2015		
		Active				Roof	11/5/2015	Reports (1)	
	•	Active			-	Roof	11/3/2015		
		Active				Roof	10/29/2015		
		Active				Roof	10/22/2015		
		Active				Building	10/20/2015		
		Active		2		Bulkhead	10/20/2015		
	•	Active				Building	10/20/2015		
		Active				Building	10/20/2015		
		Active				Roof	10/13/2015		
		Active				Roof	9/30/2015		
	•	Active				Roof	9/21/2015		
		Active	.1 1		1	Roof	9/21/2015		
8)	Clicki	ng o	n the lin	k will l	ead to the	e display	shown	below :	

Vendor Picture Respons	ies		
2 2	Vendor Name Building Add PO	ess	
ID Units Inspected	Lease Holder	Date and Time, Posted-person	
1		11/6/2015 9:38:00 PM.	
			Total: 1
	[Close]		

9) Clicking on the Link will open up this new window where you can view pictures showing job progress.

· · · · · · · · · · · · · · · · · · ·	n courripress i est	,p,,Q.J	LQ				-A P	ob alocu ~ M
Building				PO#				
Unit:				Date Issued: 11/03	2015			
Lease Holder:				Job Status: Active	0.00 DM			
Date of Report: 11/06/2015				Time of Report: U	9.38 PW			
Description:								
Pictures:		Att	ach Picture					
Latitude:				Langtitude:				
Address:				Distance:				
Current Respondee: Respondee Email:								
Discussion Number# 334083								
All Recipients: Subscribed Unsubscribed			 thuang@heigh vkom@height 	Copy Particip tsre.com tre.com	ants	•	Additional Copy Person	S:
Photo Slideshow/Photo Thumbnails	My Discussions	My Follow Ups Follow Up Do	cument					
All Files (40) Picture (40)								
40. tn_IMG_0253.JPG		11/06/2015 09:39 PM 22 K						
39. tn_IMG_0252.JPG		11/06/2015 09:39 PM 27 K						
38. tn_IMG_0251.JPG		11/06/2015 09:39 PM 27 K						