

# Heights Management: Vendor Welcome Package 10/11/2015

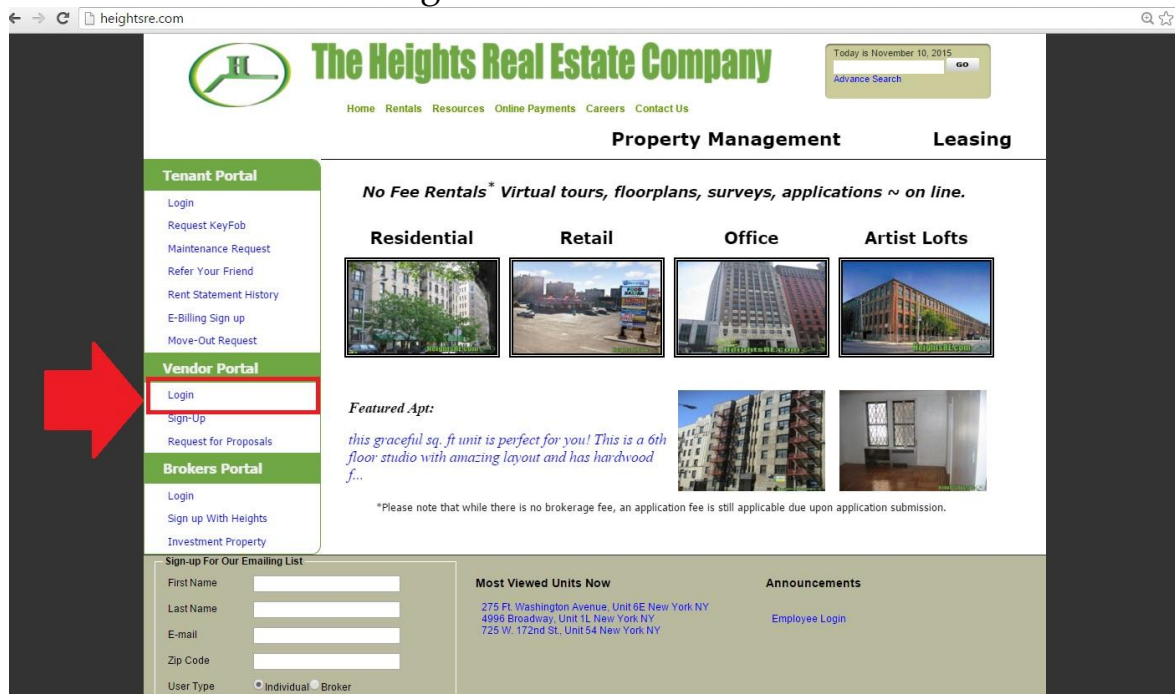
## Section #2:

### Login to Vendor Portal

Dear Vendor ,

Please follow the walkthrough and picture sequence below as a guide to the **Heights Vendor portal Login Process**. Please remember that following these procedures will help you save time and get paid faster.

- 1) Go to the Heights Management Website at [www.heightsre.com](http://www.heightsre.com).
- 2) Go to the section labeled "Vendor Portal" and click on the section labeled "Login"



The screenshot shows the homepage of The Heights Real Estate Company. The navigation menu includes Home, Rentals, Resources, Online Payments, Careers, and Contact Us. The main content area is divided into Property Management and Leasing. Under Property Management, there are sections for Residential, Retail, Office, and Artist Lofts. A red arrow points to the 'Login' link in the Vendor Portal section of the left sidebar. The Vendor Portal section also includes links for Sign-Up, Request for Proposals, and Brokers Portal. The main content area features a 'No Fee Rentals' banner, a 'Featured Apt.' section with a description and images, and a 'Most Viewed Units Now' section with a list of units and their addresses.

Today is November 10, 2015  
Advance Search

Home Rentals Resources Online Payments Careers Contact Us

Property Management Leasing

**Tenant Portal**  
Login  
Request KeyFob  
Maintenance Request  
Refer Your Friend  
Rent Statement History  
E-Billing Sign up  
Move-Out Request

**Vendor Portal**  
Login  
Sign-Up  
Request for Proposals

**Brokers Portal**  
Login  
Sign up With Heights  
Investment Property

Sign-up For Our Emailing List  
First Name   
Last Name   
E-mail   
Zip Code   
User Type  Individual  Broker

**No Fee Rentals\* Virtual tours, floorplans, surveys, applications ~ on line.**

**Residential Retail Office Artist Lofts**

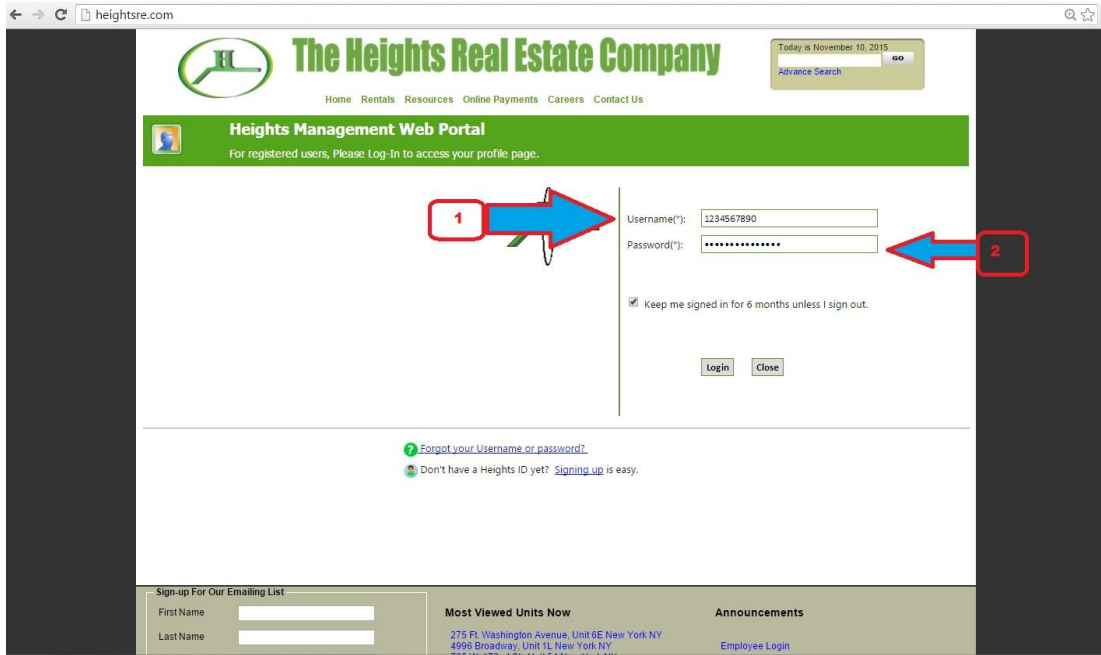
**Featured Apt:**  
*this graceful sq. ft unit is perfect for you! This is a 6th floor studio with amazing layout and has hardwood f...*

\*Please note that while there is no brokerage fee, an application fee is still applicable due upon application submission.

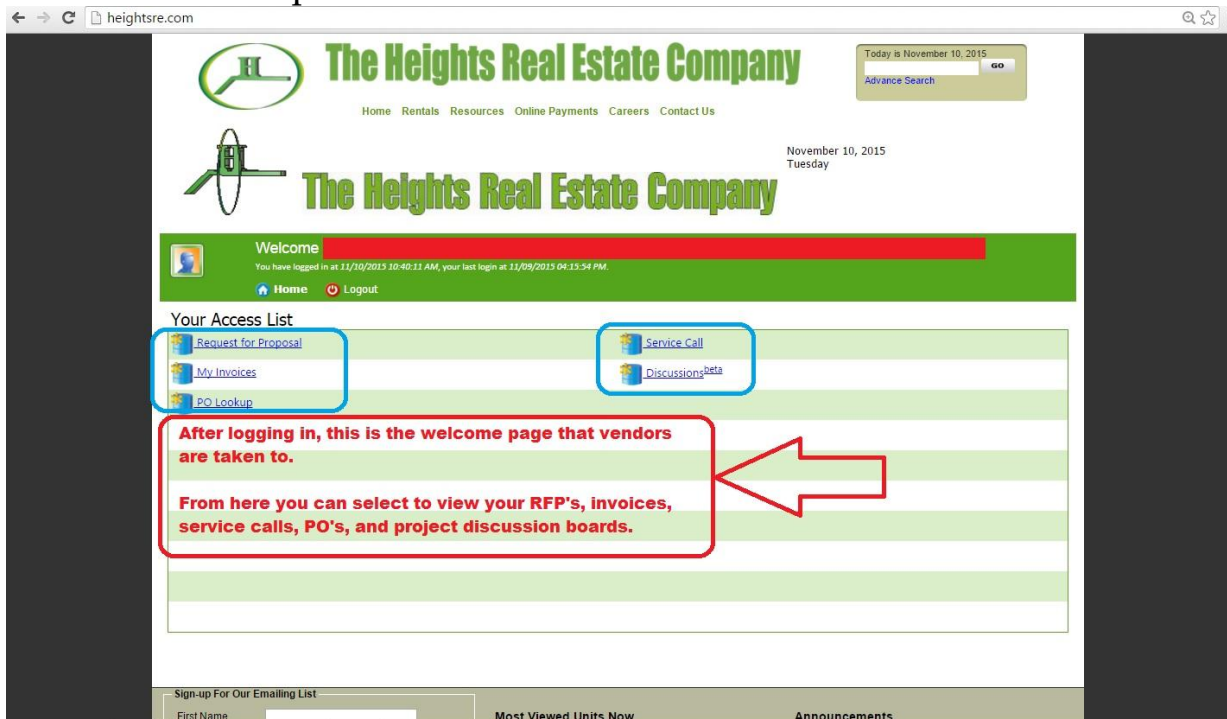
**Most Viewed Units Now**  
275 Fl. Washington Avenue, Unit 8E New York NY  
489e Broadway, Unit 1L New York NY  
725 W. 172nd St., Unit 54 New York NY

**Announcements**  
[Employee Login](#)

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



- 5) After logging in, you will be taken to the Vendor Welcome 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) There will be five options displayed in front of you.
  - a. Request for Proposal
  - b. My Invoices

- c. PO Lookup
- d. Service Call
- e. Discussions