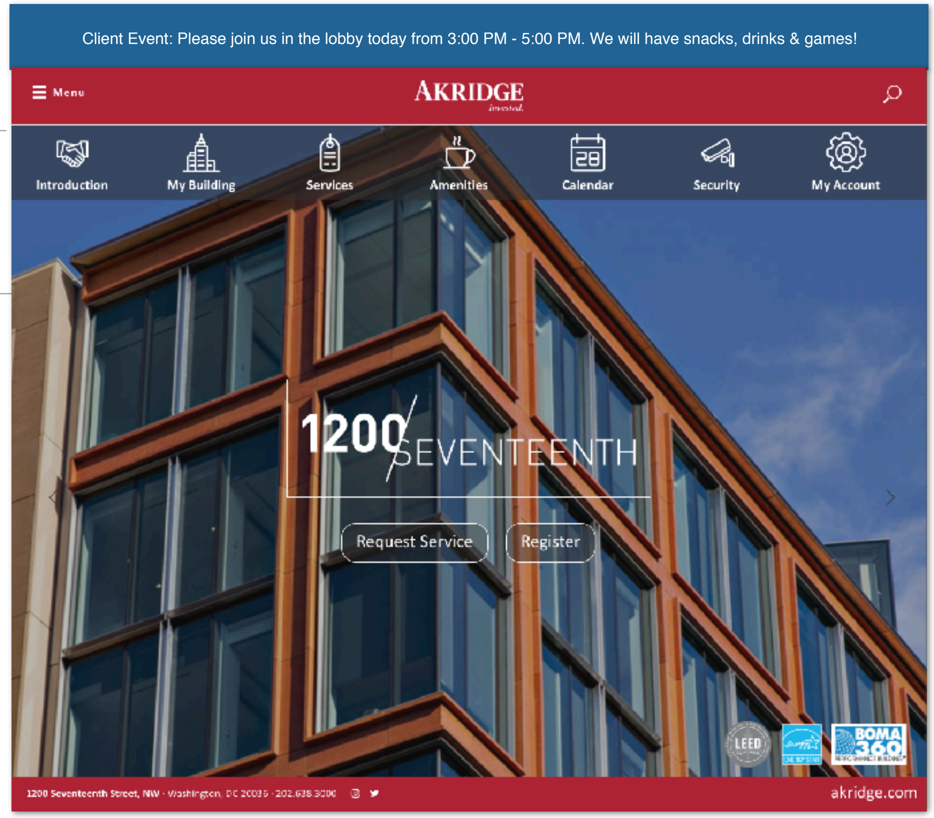
Electronic Client® Portal



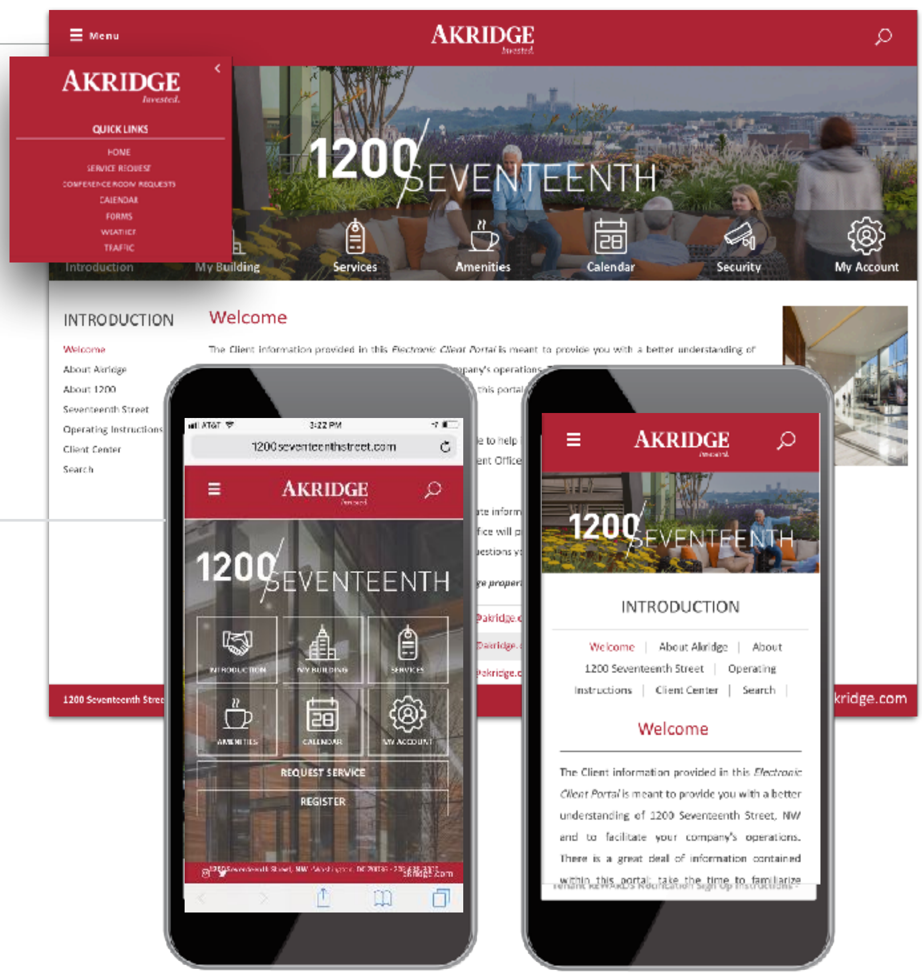
The Electronic Client® Portal is an invaluable hub providing 24/7 access to any and all property information.

Communications can be posted through banners and calendar events on the site to provide you with up to date community and property information.

1200SeventeenthStreet.com

Quicklinks

Quicklinks appear on every page to provide you with single-click access to important information, documents and services most frequently used.



Go Mobile

By downloading and bookmarking the Mobile Property App to your Smart-Phone, you can add an icon to the 'home screen' of your mobile device and have all the information and features of your Electronic Client® Portal wherever you go.

Client Center

(Reservations, Notifications & Contact Management)

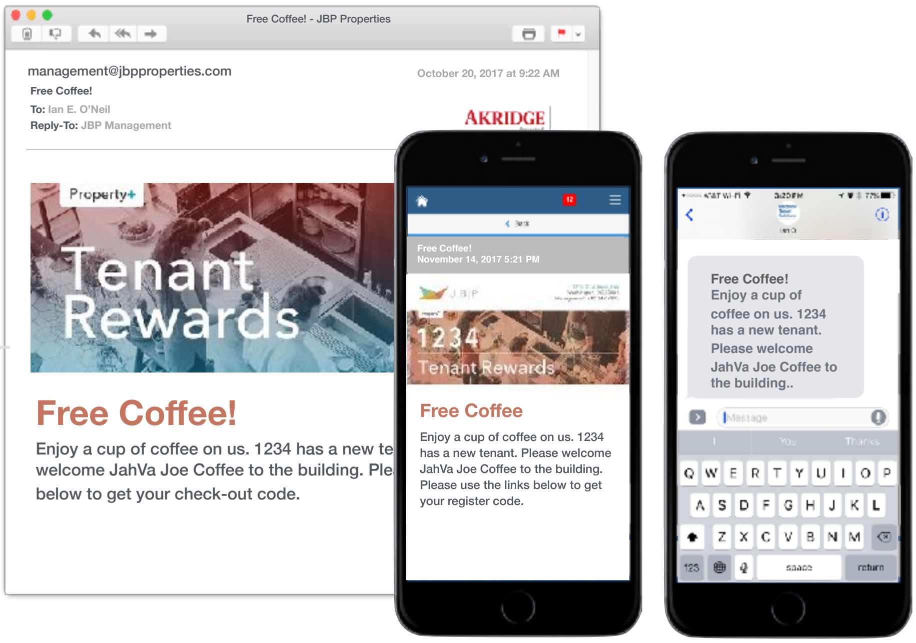
Update your contact information or notification preferences seamlessly for Property Management-enabled communications.

Submit and manage amenity reservations & contact information.

Login to Your Client Center (Click)

First time logging in?

Simply click on the Request Account link and enter the required fields of information and click submit. Property Management will review and respond to the request with the steps needed to complete registration.



Download the App

The Client Center is available in the Apple App Store and Google Play.

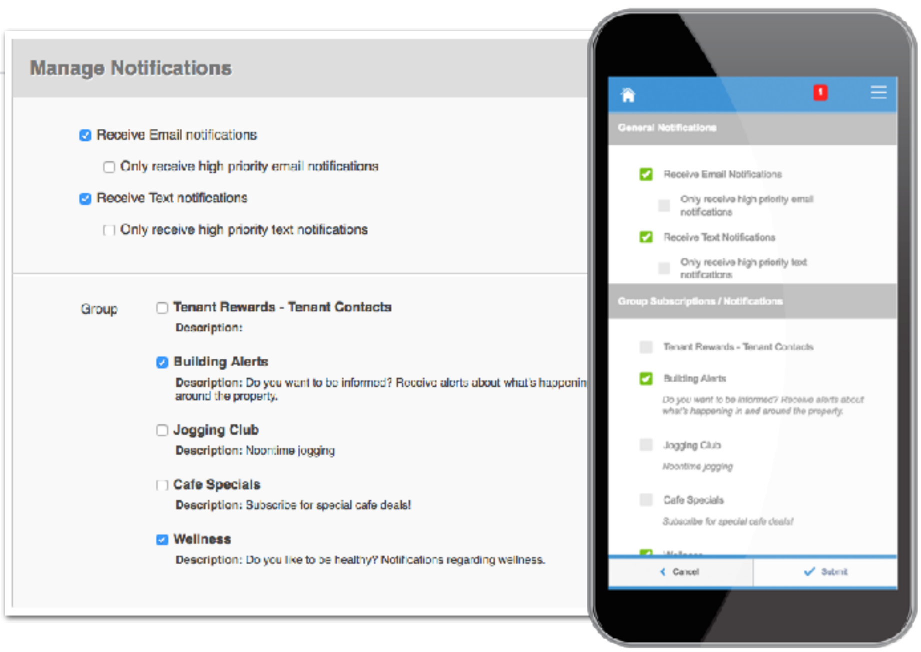
Search "Client Center"

Download on the App Store

GET IT ON Google Play

Customize Notifications

Choose what and how you want to be notified. Property Management can keep you up-to-date on everyday events, building announcements and emergency situations.



Benefits of Registering

- Receive real-time alerts during property emergencies.
- Be the first to know of new building amenities.

Manage Applications: Reservations

Reservations

Submit and manage reservation requests. All requests are immediately delivered to Property Management for review and action.

Access

Once you've entered the Client Center, the Reservations Application™ is accessed from the home screen - either directly from the application display box or from the dropdown menu.

Submitting a Reservation

Step 1: Choose "Select" next to the amenity you would like to reserve. A reservation form will appear requesting specific information about your request.

Step 2: Enter your contact information and all meeting details, such as the set-up needs, catering details, attendees list and email reminder notification. You will have options to add special needs, requests, as well as any attachments, if needed.

Billable Items

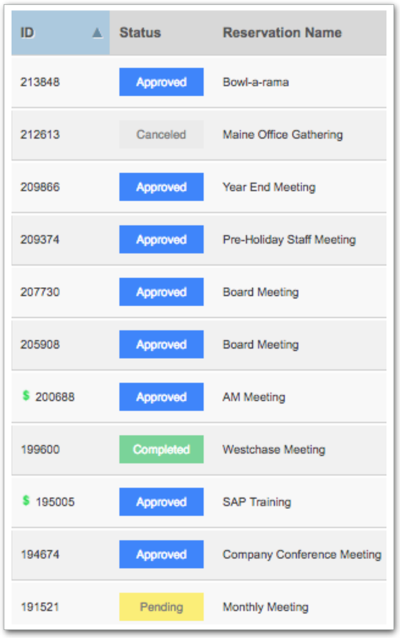
If your reservation request requires additional charges not covered under your company's lease agreement you may receive an email asking that you log in to the Client Center and approve or decline the charges.

Reservation Calendar

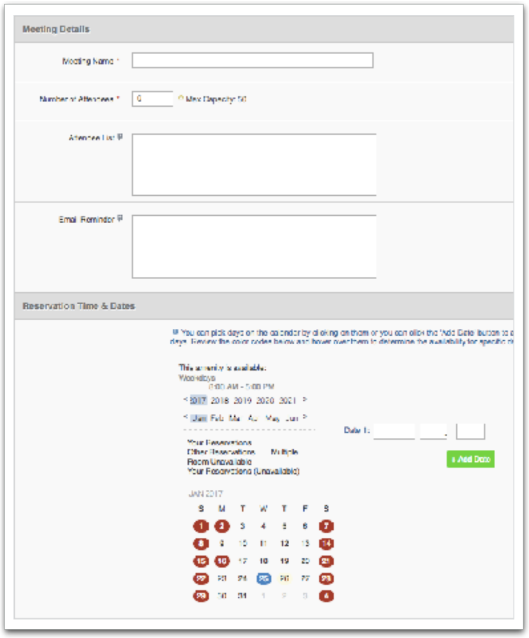
From the home screen, select the "View Calendar" link from the Application Display Box or from the Reservations dropdown menu. The current month's calendar, shown below, will appear displaying your current reservations (green), rooms that have reservations (blue) and any unavailable conference room times (red).

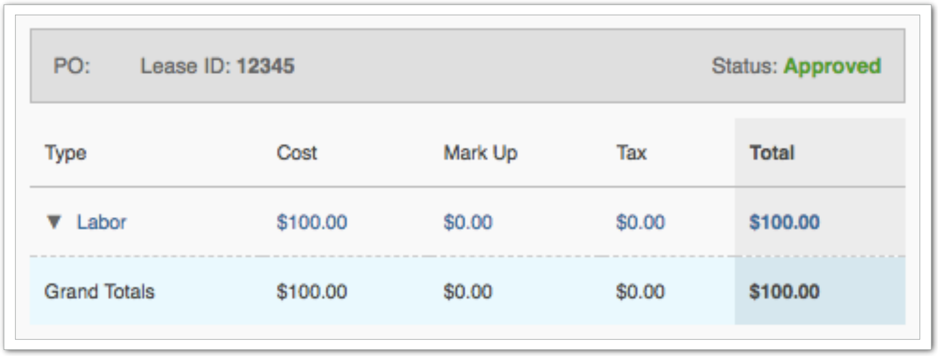
Your Reservations

Reservations placed will display under Your reservations option. All reservations can be searched by simple text and/or filtered by the options available.

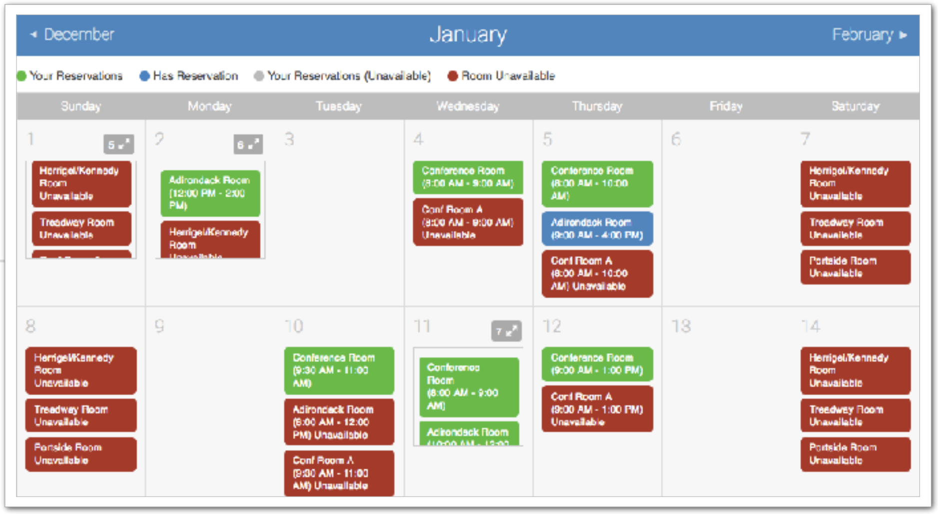


ID	Status	Reservation Name
213848	Approved	Bowl-a-rama
212613	Canceled	Maine Office Gathering
209866	Approved	Year End Meeting
209374	Approved	Pre-Holiday Staff Meeting
207730	Approved	Board Meeting
205908	Approved	Board Meeting
$ 200688	Approved	AM Meeting
199600	Completed	Westchase Meeting
$ 195005	Approved	SAP Training
194674	Approved	Company Conference Meeting
191521	Pending	Monthly Meeting





PO:	Lease ID: 12345			Status: Approved
Type	Cost	Mark Up	Tax	Total
▼ Labor	$100.00	$0.00	$0.00	$100.00
Grand Totals	$100.00	$0.00	$0.00	$100.00



$ 204869	Completed	Requested	Business Meeting	Cape Room	1	October 25, 2017
$ 200688	Approved	Approved	AM Meeting	Maine Room	1	July 25, 2017
199600	Completed	Pending	Westchase Meeting	Cape Room	1	June 19, 2017
195046	Canceled	Pending	Board Meeting	Maine Room	1	April 24, 2017
$ 195005	Approved	Requested	SAP Training	Cape Room	1	April 12, 2017

Support

Help Center

Login to your Client Center on the desktop. Make sure to click on the RED help button, and choose from the categories listed on right.

Contact Your Property Management Team

If you have additional questions or are having any issues accessing the Client Center, please follow the link to connect with your Property Management Team.