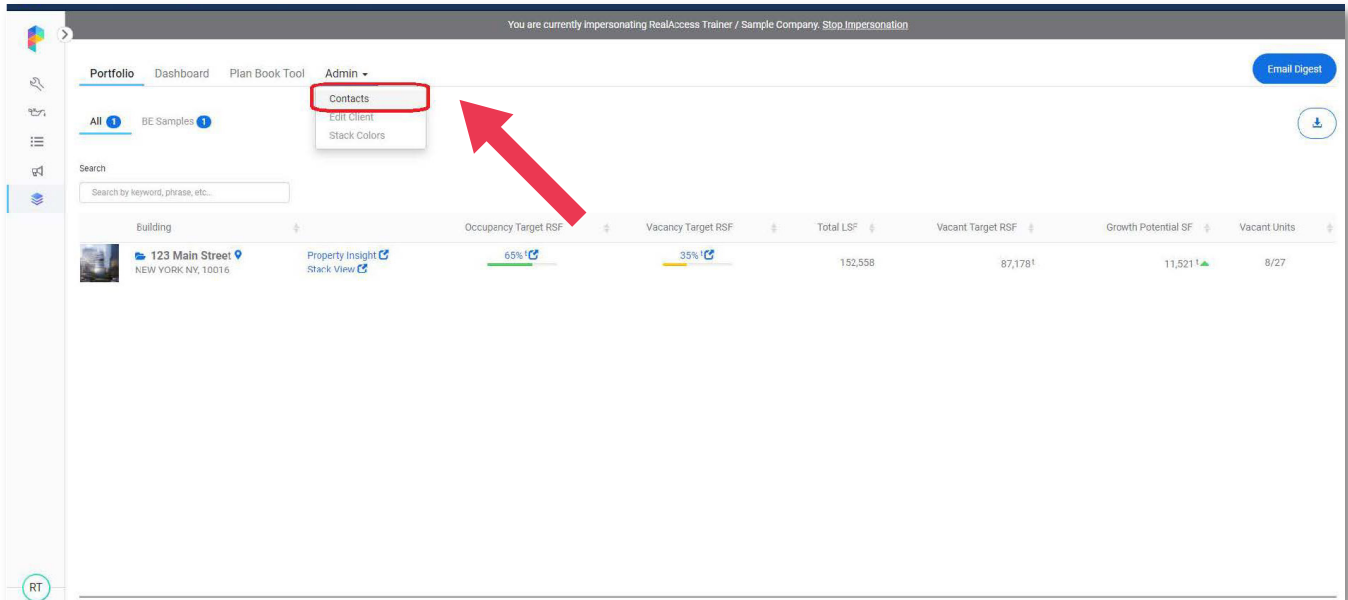


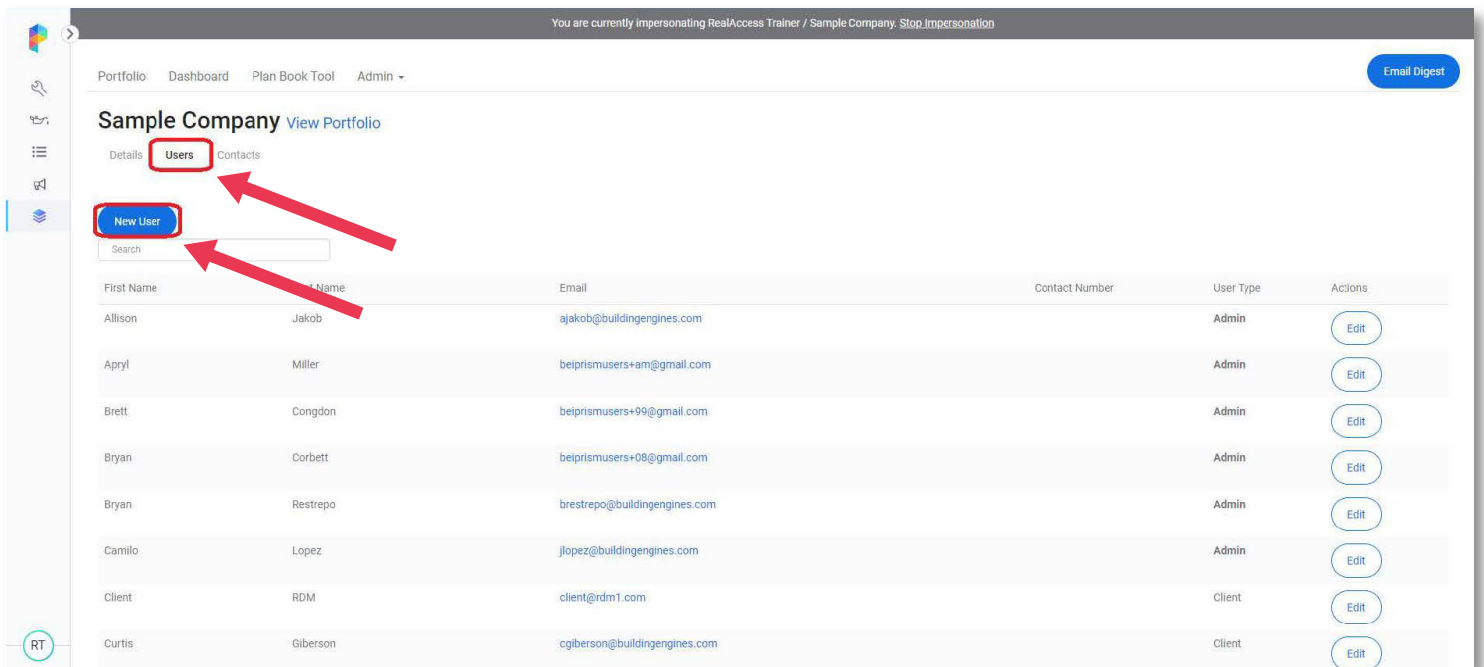
BuildingEngines RealAccess

How to Create a User

1. Go to the Admin tab and select Contacts.



2. Go to the Users tab and click on New User.



3. Fill out the information below then go to Assigned Buildings.

The screenshot shows a 'User' form with two tabs: 'User Information' and 'Assigned Buildings'. The 'Assigned Buildings' tab is highlighted with a red box, and a red arrow points to it from the right. The 'User Information' tab contains the following fields:

- First Name: John
- Last Name: Smith
- Email: jsmith@sampleco.com
- Contact Number: xxx-xxx-xxxx
- Type: Client (dropdown menu)

At the bottom right of the form are 'Save' and 'Close' buttons.

4. Check the buildings you need the users to have access to and click Save.

The screenshot shows the 'Assigned Buildings' tab of the 'User' form. It features two buttons: 'Check All' and 'Uncheck All'. Below these is a table of buildings with checkboxes:

<input checked="" type="checkbox"/> 1025 Thomas Jefferson St NW	<input type="checkbox"/> 1040 East 250th Street
<input type="checkbox"/> 109 South 5th Street, Brooklyn	<input checked="" type="checkbox"/> 123 Main Street
<input checked="" type="checkbox"/> 12330 National Mall	<input type="checkbox"/> 1234 State Street - BOMA 2010
<input type="checkbox"/> 15-17 Dry Avenue	<input checked="" type="checkbox"/> 1649 Wilson Boulevard
<input checked="" type="checkbox"/> 1701 Pennsylvania Avenue NW	<input type="checkbox"/> 1950 E St NW
<input type="checkbox"/> 200 Morgan Ave	<input checked="" type="checkbox"/> 341 39th Street, Brooklyn
<input checked="" type="checkbox"/> 515 Jones Street	<input type="checkbox"/> 55 Wall Street - REBNY
<input type="checkbox"/> 58 Summer Street	<input checked="" type="checkbox"/> 600 Industrial Center - BOMA 2010
<input checked="" type="checkbox"/> 6800 Rockville Pike	<input type="checkbox"/> 825 World Wide Web
<input type="checkbox"/> Commercial Office - BOMA 2017	<input checked="" type="checkbox"/> Hartford Corners 1310 Fairview Street (Route 130)
<input checked="" type="checkbox"/> Manhattan Central Building	<input type="checkbox"/> Medical Office Building - BOMA 2010

At the bottom right of the form are 'Save' and 'Close' buttons. A red arrow points to the 'Manhattan Central Building' checkbox, and another red arrow points to the 'Save' button.

5. Go to login.realaccess.com

Click on “Don’t remember your password” to complete your account setup.

