



Live large. Carry less.

## HOW TO – MANAGING LAKESHORE RESIDENT PAYMENT PORTAL

- For your convenience, we offer access to your account information 24 hours a day, from any computer connected online.
- With our online Tenant Portal for Simple Life, you can:
  - View your account balance, charges, and payments
  - Pay your rent online, safely and securely
  - Submit maintenance requests online
  - Download your lease agreement and other important documents
  - Access an online directory of important phone numbers
  - And much more!
- If you have not already received a password and instructions, please point your web browser to our home page at: <https://simple-life-lake-andrews.managebuilding.com>
- Once there:
  - 1) Enter the email address you have on file with us into the Resident Sign In box
  - 2) Click on “Forgot your password? Request a new one”
  - 3) Enter your email address and then wait for a welcome email containing your temporary password

We hope this service will enhance your experience with us at Lakeshore. As always, we welcome your feedback and suggestions.

If you have any questions, or would like assistance registering online, please let us know by calling (352) 561-8114.