



10/25/2023

Notice to All Tenants,

Re: ManageGo Portal for Maintenance Requests at 500 Mamaroneck Avenue, Harrison, NY 10528

Dear Harrison Members LLC,

We are pleased to introduce ourselves.

Harrison Members LLC's goal is to provide our valued Tenants with the highest level of customer service. We are excited to welcome 500 Mamaroneck to our collection of commercial assets.

Please follow the attached **ManageGo Maintenance Portal** instructions to create your tenant profile account.

Harrison Members LLC values your tenancy at 500 Mamaroneck, and we look forward to provide you and your employees with outstanding service.

Sincerely,

Property Management
info@500-mamaroneck.com

MANAGEGO MAINTENANCE PORTAL SETUP

10/25/2023

Harrison Members LLC
500 Mamaroneck Ave,
Harrison, NY 10528

Dear Harrison Members LLC,

Besides the Tenant Web Access, where you can access your account and make payments online, we also offer access to a Maintenance Request Portal. To create your account, go to <http://500mamaroneck.managego.com/> and follow these steps:

1. On the Login screen, Look for: Don't have an account yet? click **Get Started**
2. Start Typing your Building address: 500 Mamaroneck
3. Select your Unit number. If you have more than one Unit, choose only one for now. You will be able to add the others once you sign up.
4. Enter your profile information and agree to the terms and conditions
5. Click **Continue**
6. Go to your email account for the account finalization email
7. Click the **Confirm Email** link in the email, this will redirect you to the login.
8. Enter your Username and Password to login

While logged into the Maintenance Portal, you will be able to:

- Create a Maintenance Ticket
- Check on the status of the Maintenance Ticket
- Communicate with Management regarding your Maintenance Ticket
- Invite your designated employees to join

Please note that this service also has an App that you will be able to Download straight from the portal.

If you have any questions about the **ManageGo Maintenance Portal**, please contact our office at INFO@500-MAMARONECK.COM

Sincerely,

Property Management

