# SIROA WEBSITE INSTRUCTIONS

* Log into [www.siroa.net](http://www.siroa.net)
* New Members: Go to Register New Member Account Here
* Fill in your information and submit
* Send an email to siroaky024@gmail.com and state that you have registered, include the username you created and also provide us with a password you would like to use for your account. You will then receive an email that your password and username are available for log in. Go back and log in under Member Login. You’re in! You may change your password at this time if you would like.
* You will see the following tabs:
	+ Meeting Schedule- this has each of the meetings
	+ Tenants- this has the tenant data base to look up a potential applicant. The list is in alphabetical order by Last Name.
	+ Vendors- This is a list of Vendors that the group has referred that does good work. The list is alphabetical for the Specialty of the Vendor. The Vendors that have an \*\* by them are vendors that have special pricing for our SIROA group and require a Membership Card for the pricing.
	+ Member login- You may change your profile information from this tab.
	+ Rental Application-this is a PDF Downloadable copy of the Universal Rental Application that you can put your company header on and use. This Application covers every aspect needed in reviewing an applicant and protects you for every inquiry you make on them.
	+ Lease Agreement- this is a PDF Downloadable copy of the Universal Lease Agreement that you can put your company header on and use. This lease agreement was put together to protect you against every aspect of the rental process and was reviewed by Judge Dotson and approved.
* To add Unwanted tenants to the database:
	+ On the Home Screen, to the right, click on Site Admin-this takes you to WordPress Database.
	+ On the left hand side of the screen, click on Participants Database
	+ Click on Add Participant
	+ Put in their first and last name
	+ Your last name goes under Referrer
	+ Briefly put a reason for the name—i.e. Eviction, Destroyed Property, Non Pay, etc…
	+ Hit Submit
* You can also go to the List Participants and see the names in the order in which you choose to see them by choosing the Sort option.

Any questions, feel free to call Summer 859-325-1689

Also, remember to add us on Facebook! SIROA

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