

Doing it the right way.



How to register multiple property management accounts at **My lpm**

0333 240 8325
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How to register multiple property management accounts at **My lpm**

At **My lpm** you can view and manage more than one property using the same username and password. Follow this step by step guide to be able to manage multiple property management accounts online at **My lpm**.

Registering additional accounts

Once you have received the email confirming your initial account authorisation, log into your account and at the top right hand corner of the screen, click 'Add Property' and follow the instructions below.

Each time you add a property, Life Property Management will receive a request for authorisation. Once authorised, you will be able to view all accounts using the same username and password.

Complete the following registration details:

- Account Number – this is your unique eight digit property reference number.
- Address – this is your development property address.
- Postcode – this is your development property postcode.

Security Check

- 'I'm not a Robot' – this is a security question; tick the box to confirm.
- If a pop up box appears with pictures, follow the instructions and select the relevant pictures.
- If a picture is unclear, click to receive a new challenge.
- Click 'Add Property'.



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Registration Confirmation

The next screen confirms your registration details have been sent to Life Property Management to be verified by a member of our team. You will also receive an automated email confirming your registration details have been sent for authorisation and that your account will be authorised within 48 hours. Once the account has been authorised, you will receive a further automated email confirming your details have been authorised. You will then be able to access all registered properties using the same username and password.

In the unlikely event that you experience any difficulty with the **My lpm** registration process, please contact clientservices@lpmonline.co.uk.

lpm are committed to continued investment in Client Communication

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