

# Landlord/Property Manager Miscellaneous Functionalities

## How can i edit my tenant's email address?

The initial use of the tenant's email address is for an invitation to be sent on your behalf to your tenant asking them to activate their iManageRent account (this invitation is sent only after you allow it to happen). For system functionality and security reasons, you can edit tenant email addresses only prior to them having activate their account as the above scenario.

To edit tenant email address prior to their account activation do to an error or tenant request please hover mouse over tenant name from your dashboard, select edit tenant and change email from "Edit tenant information" page. Once you have saved your edit, the system will prompt you if you want to invite tenant to activate their account (for visual please see attached screen shots).

Once a tenant has activate their account, landlords and property managers can no longer edit tenant emails. Only tenant's can accomplish this task from their portal under "My profile" window. When tenant's update this information, you will be automatically notified via an email. There will be a call to action "Update Change" button in this email which will allow to synchronize your dashboard with this change.

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Author: Hatef

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