

A quick guide to setting up your integration

The information below includes steps on how to activate the AppFolio Stack™ Marketplace as well as sign up for the PetScreening integration.

1. While logged into your AppFolio database, click **Add Functionality** in the top right-hand corner and select **Integrations**.
2. Click **Get AppFolio Stack™ Premium**.
3. Enter your **name** as an Authorized Signer, and click **Activate AppFolio Stack™ Premium**.
(Only Presidential Users can sign up for this feature)

AppFolio Stack™ Marketplace

FEEDBACK

Explore our growing list of partners and easily enable partner connections right from the Marketplace.

Enroll in AppFolio Stack™ Premium for unlimited access to all AppFolio Stack™ Premium partners for one low monthly fee or included in your AppFolio Property Manager Plus subscription.

AppFolio Stack™ Premium

- \$0.50 per connected unit / month (\$100 minimum)
- Included in AppFolio Property Manager Plus after enrollment

Get AppFolio Stack™ Premium

Learn More

This will enable AppFolio Stack™ for your database and you are ready to sign up for the PetScreening Integration.

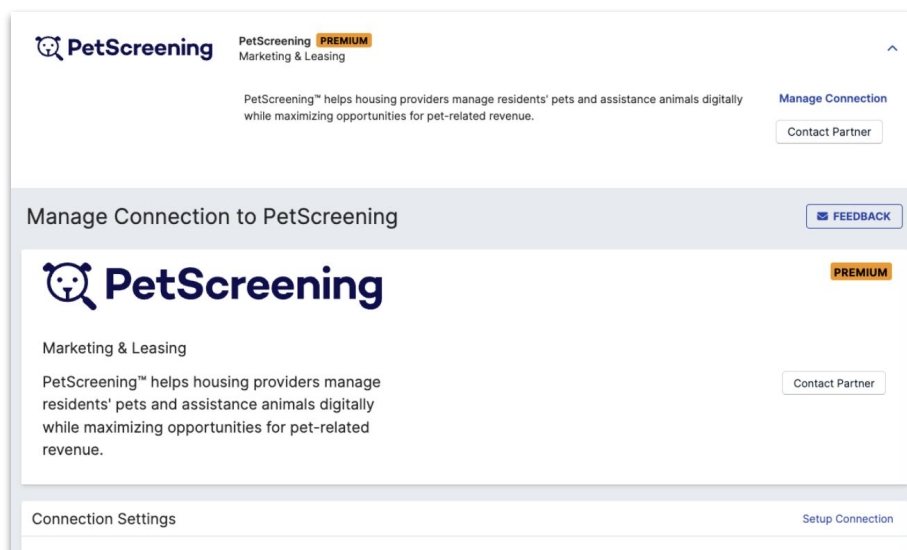
1. In AppFolio, click your name in the top right-hand corner. Then, select **General Settings** from the dropdown menu.
2. From General Settings click **Manage AppFolio Stack™ Integrations**.
3. Scroll down to **PetScreening**, click the drop-down arrow, and select **Manage Connection**.

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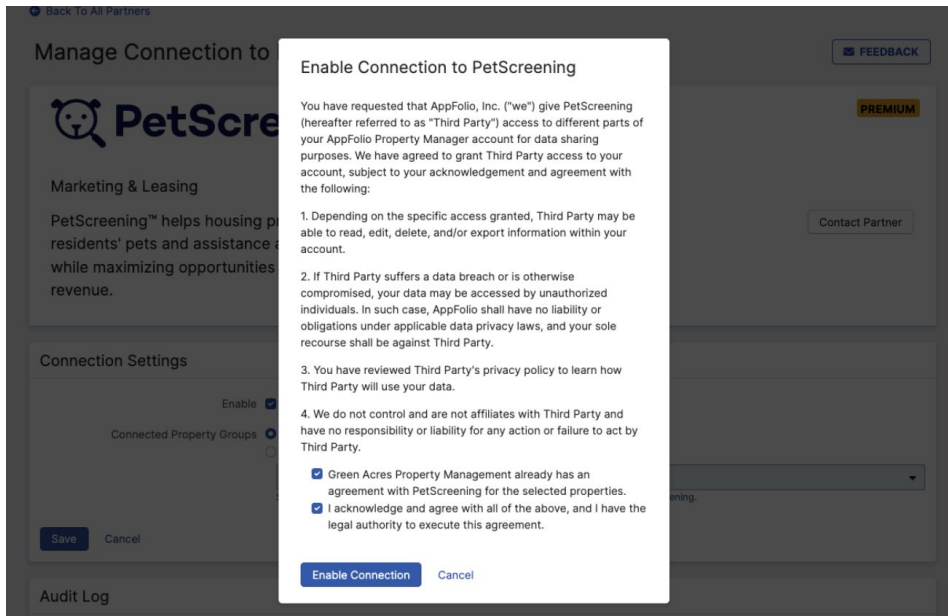
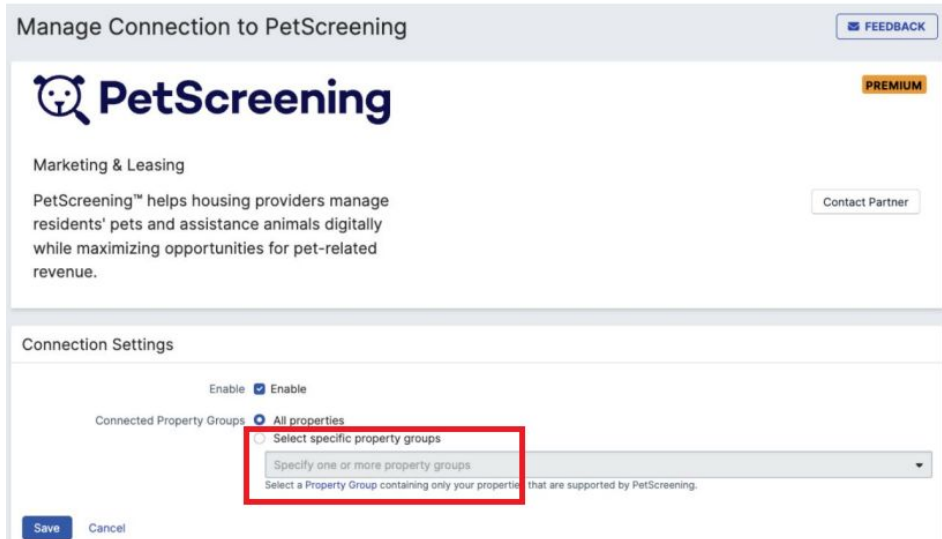
4. Click **Setup Connection** in the Connection Settings block. Select whether to enroll all properties or specific Property Groups to PetScreening. Then click **Save**.

If you would like to group properties into a group, please follow these steps:

- a. Select the **Properties** tab on the left-hand side.
 - b. Select the **New Property Group** button under Tasks on the right-hand side.
 - c. Name the property group. **Ex.** Only cat-friendly Single Family homes.
 - d. Select the specific properties you would like to add to the property group. The properties will appear at the bottom of the page.
5. Tick the boxes indicating that an agreement exists with PetScreening and the terms of agreement have been reviewed and approved for this connection
 6. Click **Enable Connection**. Once this is done your request will be sent out to us and we will be able to get started!



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To exclude commercial properties and associated users from importing to PetScreening, please create a property group and exclude the commercial properties from this group. Under **Connection Settings**, select **specific property groups**, enter the property group name you created, and select save.

*** Please view step four for specific steps on how to set up a property group.*