

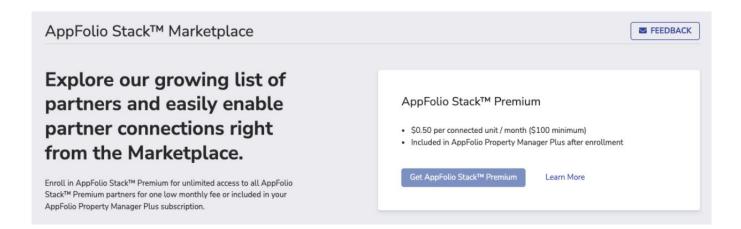
appfolio



A quick guide to setting up your integration

The information below includes steps on how to activate the Appfolio StackTM 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 StackTM Premium.
- 3. Enter your name as an Authorized Signer, and click Activate AppFolio StackTM Premium.
 (Only Presidential Users can sign up for this feature)



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 StackTM Integrations.
- 3. Scroll down to **PetScreening**, click the drop-down arrow, and select **Manage Connection**.



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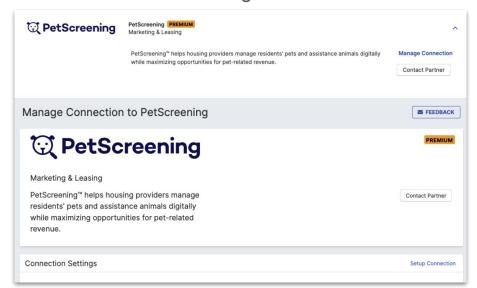


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4. Click Setup Connection in the Connection Settings block. Select whether to enroll all properties or specific Property Groups to PetScreening. Then click Save.

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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