

1

Place an online order addressed to your location.

**2**

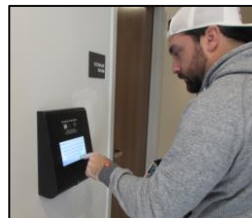
Carrier delivers your package directly into to the Package Concierge.

**3**

You receive an email or text notification that package has been delivered.

**4**

Retrieve your package by entering your Username or scanning your user bar code.



- ❑ **Registration:** You will receive a “Welcome” email with your unique username & PIN. Once you get these login credentials you are authorized by your property manager to begin using the system!
- ❑ **Resident Portal:** Your Welcome email includes a link to your web portal where you can set your profile preferences such as email/text notifications options. [Visit your web portal](#) to find out more.
- ❑ **Package Notifications:** When a package is delivered, you can receive notifications via email, text message or mobile app push notification – it’s your choice!
- ❑ **To Retrieve a Package:** Enter your username on the touchscreen or scan the barcode in your message and enter your PIN if required. Your personal barcode is always in your mobile app if you simply want to use your phone app to login.

**Download free mobile app
for on-the-go account
management!**

