

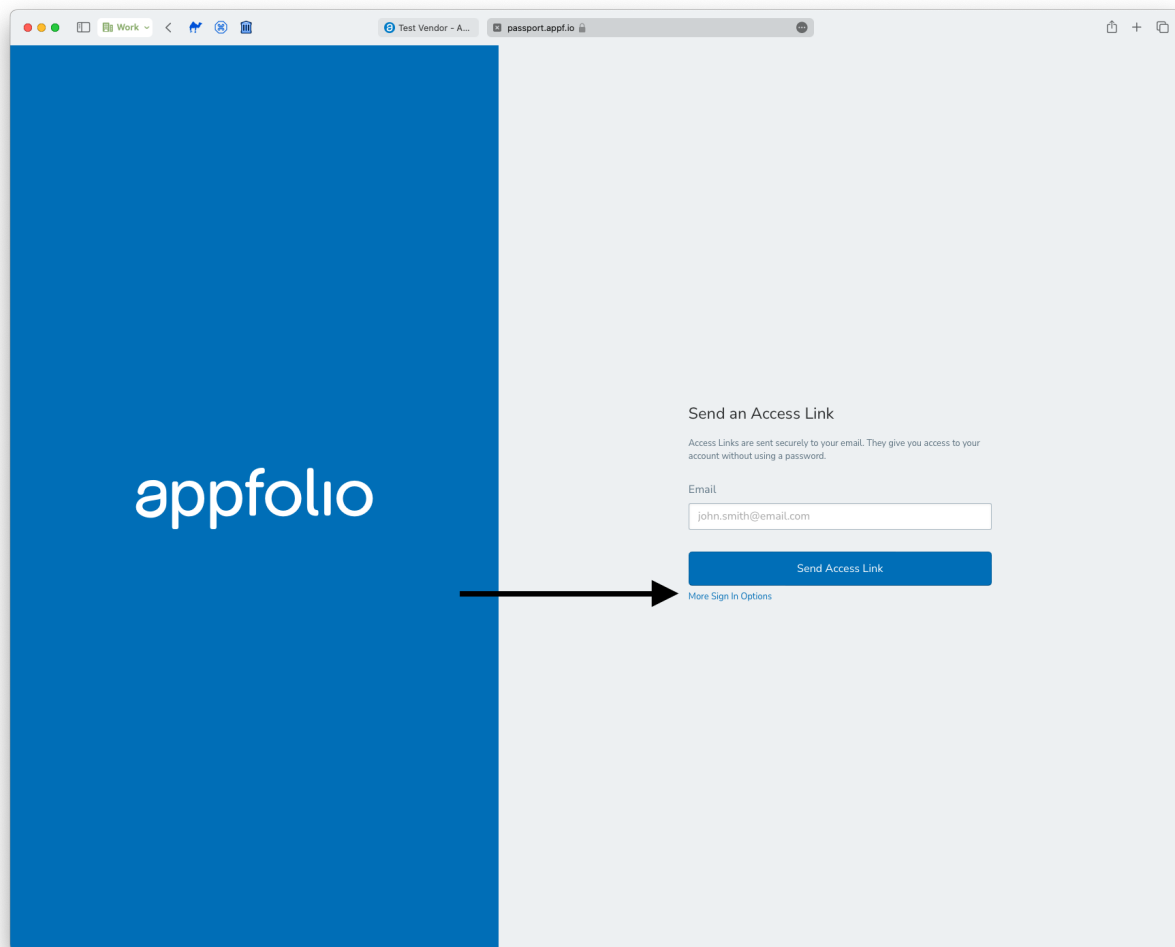
# AppFolio Vendor Portal Setup Guide

To access your assigned work orders, click on the link in the message you received from us. Alternatively, if you prefer to log in, follow these instructions. Although they may take a bit of time initially, they can simplify your access in the long run.

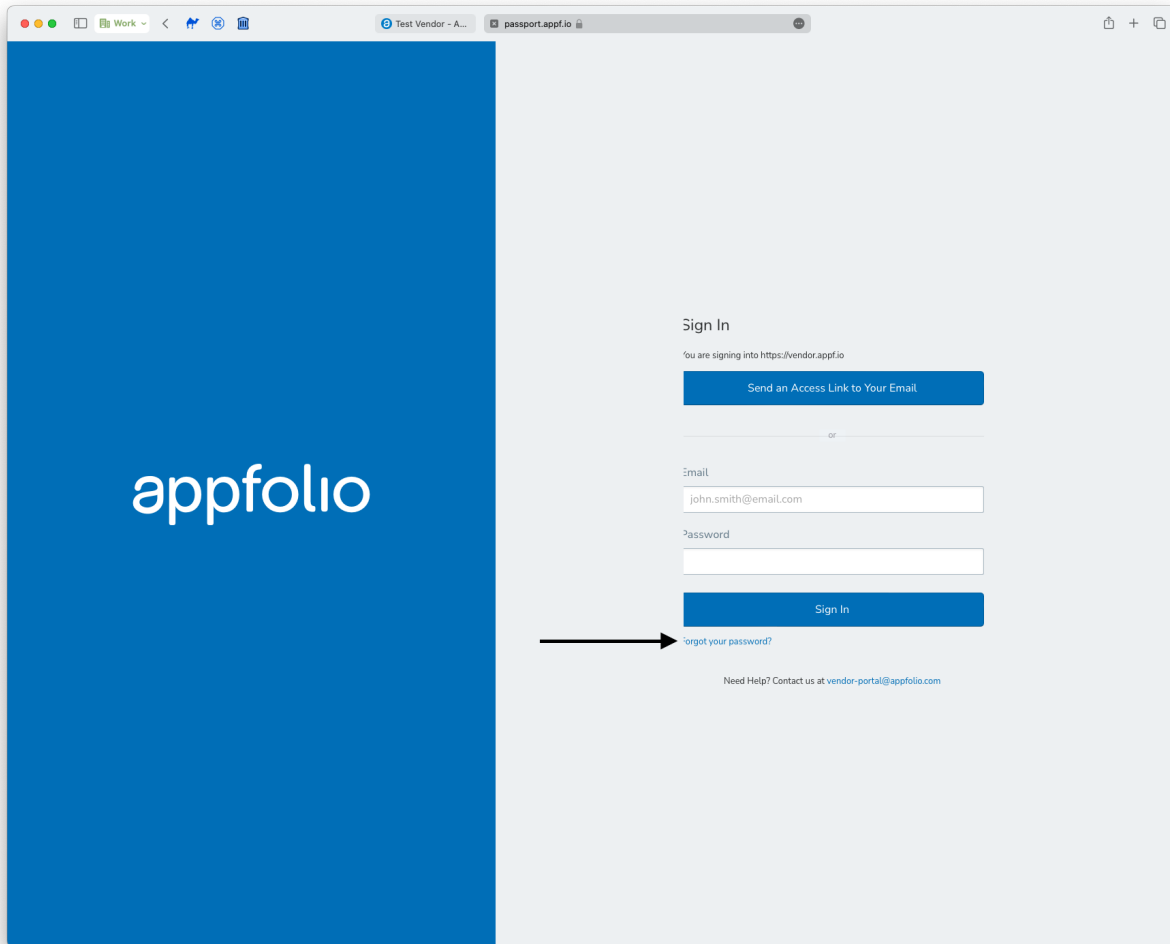
To begin, navigate to [www.vendor.appfolio.com](http://www.vendor.appfolio.com).

**Tip:** You may want to bookmark this website so that you can quickly log into your account later.

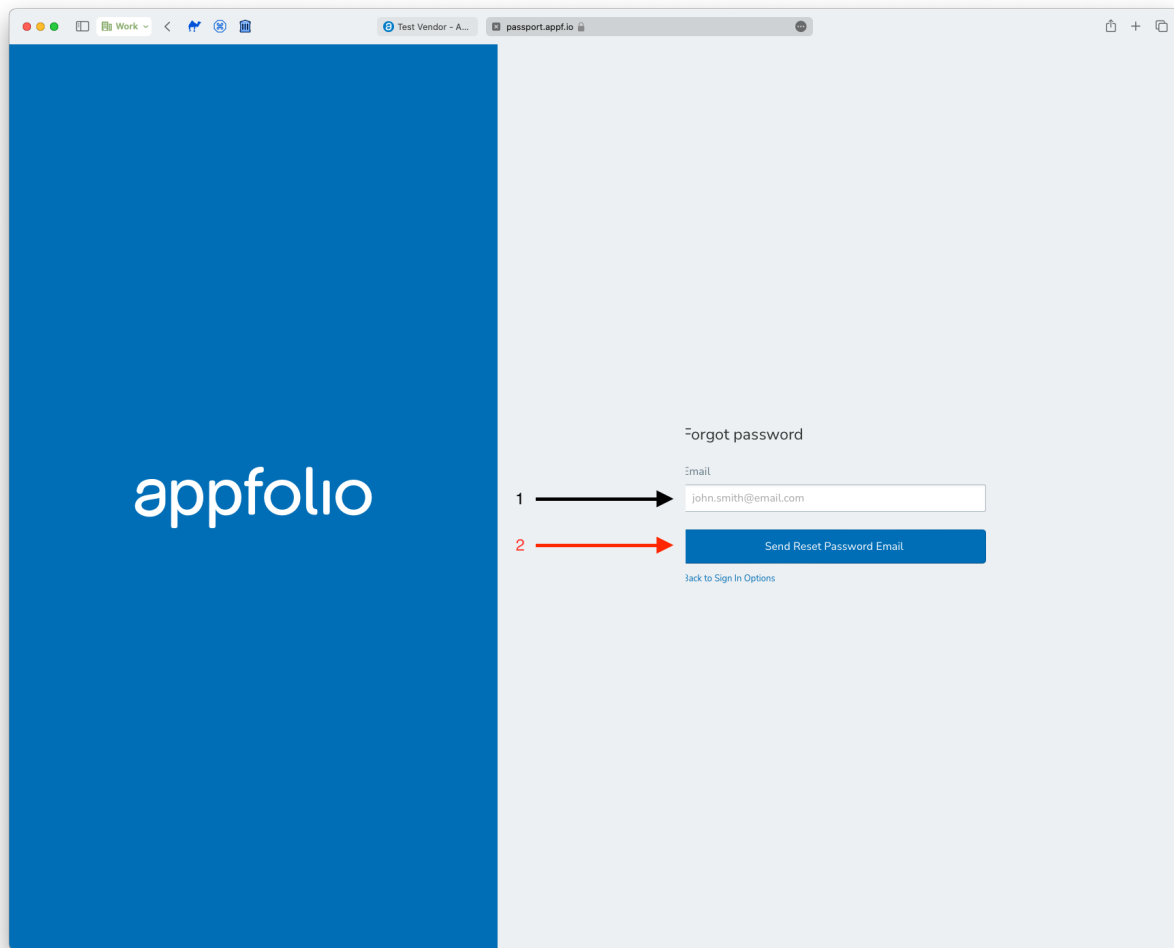
Next, instead of entering your email address directly, click on “More Sign In Options.” This will appear below the “Send Access Link” button.



Now, select “Forgot your password?”



Enter your email address, which we have on file for you. This is the email address you originally received your work order from. Then, select “Send Reset Password Email.”



You should receive a message shortly after in your email client. Click on “Change my password” to proceed.



**support@appfolio.com**

Reset password instructions

To: testvendor@fultonmo.com,

Reply-To: support@appfolio.com

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Hello [testvendor@fultonmo.com](mailto:testvendor@fultonmo.com)!

Someone has requested a link to change your password. You can do this through the link below.

[Change my password](#)



If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

Enter a secure password in both the “Password” and “Password Confirmation” text boxes, and then click “Enter.”

The screenshot shows a web browser window with the URL `passport.appfolio.io`. The page features a large blue sidebar on the left with the `appfolio` logo. The main content area is titled "Reset password" and contains two text input fields, both labeled "Password". The first field contains the text `jebtu1-rynbih-Niqbor` and has a "Strong Password" indicator. The second field also contains `jebtu1-rynbih-Niqbor` and has a "Strong Password" indicator. Below these fields is a blue button labeled "Enter". Annotations include a black arrow labeled "1" pointing to both password fields and a red arrow labeled "2" pointing to the "Enter" button.

You can now access your current work orders and modify settings related to your profile and payment preferences.